

South York

MULTI-ACADEMY TRUST

Governance Handbook

Incorporating:

Governance Framework and Structure

Terms of Reference for Trust Board Committees

Framework Procedures for Local Governing Bodies

LGB Composition of Trust Schools

Scheme of Delegation

Trustees' and Governors' Expenses Policy

Codes of Conduct (Trustee and Local Governor)

Guidance on the Election of Parent Governors and Staff Governors

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| Title | Governance Handbook |
| Author | Board of Trustees |
| Approved by | Trustees (at Board of Trustees meeting 25 th March 2021) |
| Issue date | March 2021 |
| Review date | March 2022 |
| Last Updated | May 2021 |
| Links to other procedures | <p>This policy has been adopted by the Board of Directors of the South York Multi Academy Trust and applies to all schools that make up the Trust. This policy applies to each school operating within the South York Multi- Academy Trust.</p> <p>This policy will be monitored regularly by the Multi Academy Trust Board in line with the agreed timetable for policy review or sooner as events or legislation changes require.</p> |

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South York Multi-Academy Trust

Introduction: purpose of document

This document is intended for parents, staff and any other interested parties as an introduction to the South York Multi-Academy Trust, its vision and the principles and the mechanisms by which it is governed.

It provides the Trust's vision statement and an accessible summary of its governance arrangements, together with the terms of reference of its various committees, and the detailed scheme of delegation showing the division of responsibilities between the tiers of the governance structure.

SECTION 1 - Trust Vision Statement

support - inspire - achieve - flourish

We are a strong and inclusive partnership of schools working together to support and inspire all children, young people and families in our communities to achieve and flourish.

We hold our schools and ourselves to account to a set of values. Our schools are always:

- **Inclusive** – our schools work tirelessly to meet the needs of every child and young person and overcome disadvantage. We embrace diversity in our communities, and we promote distinctiveness in our schools.
- **Aspirational** - our schools have high expectations for every learner and member of staff. We want our children and young people to make the most of every opportunity in life.
- **Responsible** - our schools have a social responsibility to serve the community first and foremost. We always use our resources responsibly and transparently.
- **Collaborative** - our schools work in equal partnership with one another, and with their school communities. We devolve control and responsibility to the appropriate level, encouraging the participation of those we serve and those who work for us.

SECTION 2 - Nolan Principles

In fulfilling their roles and responsibilities, all those working at Trust and school level will be expected to act in accordance with the seven Principles of Public Life originally published by the Nolan Committee.

☐ **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

☐ **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

□ **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

□ **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

□ **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

□ **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

□ **Leadership**

Holders of public office should promote and support these principles by leadership and example.

SECTION 3 - Governance Framework

Note that this section provides an **accessible summary** of the governance framework.

Governance arrangements for the Trust are set out formally in the Articles of Association, which can be viewed on the South York Multi-Academy Trust website.

In a Multi-Academy Trust (**MAT**) there is only one legal entity accountable for the running of the organisation and all the academies (**schools**) within it, i.e. the **MAT** itself. The MAT is a charitable company limited by guarantee. It has multiple layers of governance: the Members, the Board of Trustees and Board committees. The Board's committees include a Local Governing Body (**LGB**) for each school within the Trust.

□ **Members**

The Members are similar to shareholders, but they act on an unpaid, voluntary basis. They hold the Trustees to account (including through the Annual General Meeting), ensuring that the charitable company achieves its objectives, receiving the financial accounts and annual report, and appointing the majority of Trustees. Members have a 'hands off, eyes on' role of oversight. For more information, see the Articles of Association on the South York Multi-Academy Trust website.

□ **Trustees**

The Board of Trustees is entrusted with directing the charitable company's operations and is responsible for making key strategic decisions. Those serving on the Board are both company directors and charity trustees and are unpaid.

Trustees have delegated responsibility for the following 3 core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction

- Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Detailed responsibilities are shown in the Scheme of Delegation at Section 8 (Appendix One).

The Chair of the Trustees has particular responsibilities for co-ordination of Board business, determining agendas, and the conduct of meetings. and determining agendas. The Chair may also exercise emergency powers when required. For more details, see Section 8 (Appendix One).

□ **Chief Executive**

The Chief Executive is responsible for operational oversight of the whole Trust, in addition to their school leadership role, and is accountable to the Board of Trustees. Detailed responsibilities are set out in the tables in Section 8 (Appendix One).

□ **Headteachers**

Headteachers have operational responsibility for their schools, as well as contributing to the effective operation and development of the Trust. A Headteacher's primary accountability is to their school's Local Governing Body (see below) within the context of the scheme of delegation of the Trust. More details are set out in Section 8 (Appendix One).

□ **Committees**

The Board has established Committees to help it to discharge its responsibilities. This will include the following Committees:

- Curriculum, Standards and Governance
- Finance and Resources
- Pay, CEO and CFO Performance Management
- LGB for each school

The Terms of Reference for each Committee/Group will be added to Section 5 as they are determined by Trustees.

It will also establish a Church School Development Group to oversee church school distinctiveness in the Church of England schools within the Trust.

□ **Local Governing Bodies**

Whilst the Board of Trustees is responsible for overseeing all the schools within the Trust, each school will have a Local Governing Body with a specific remit both to advise the Board in respect of their school, to protect its distinctive ethos and character, and to take on responsibility for decision making and oversight of specific areas relating to it.

Their powers are delegated by the Trust Board. Members of Local Governing Bodies are not Trustees and are referred to as Governors.

Detailed responsibilities are set out in Section 8, and framework Procedures for Local Governing Bodies are set out in section 6.

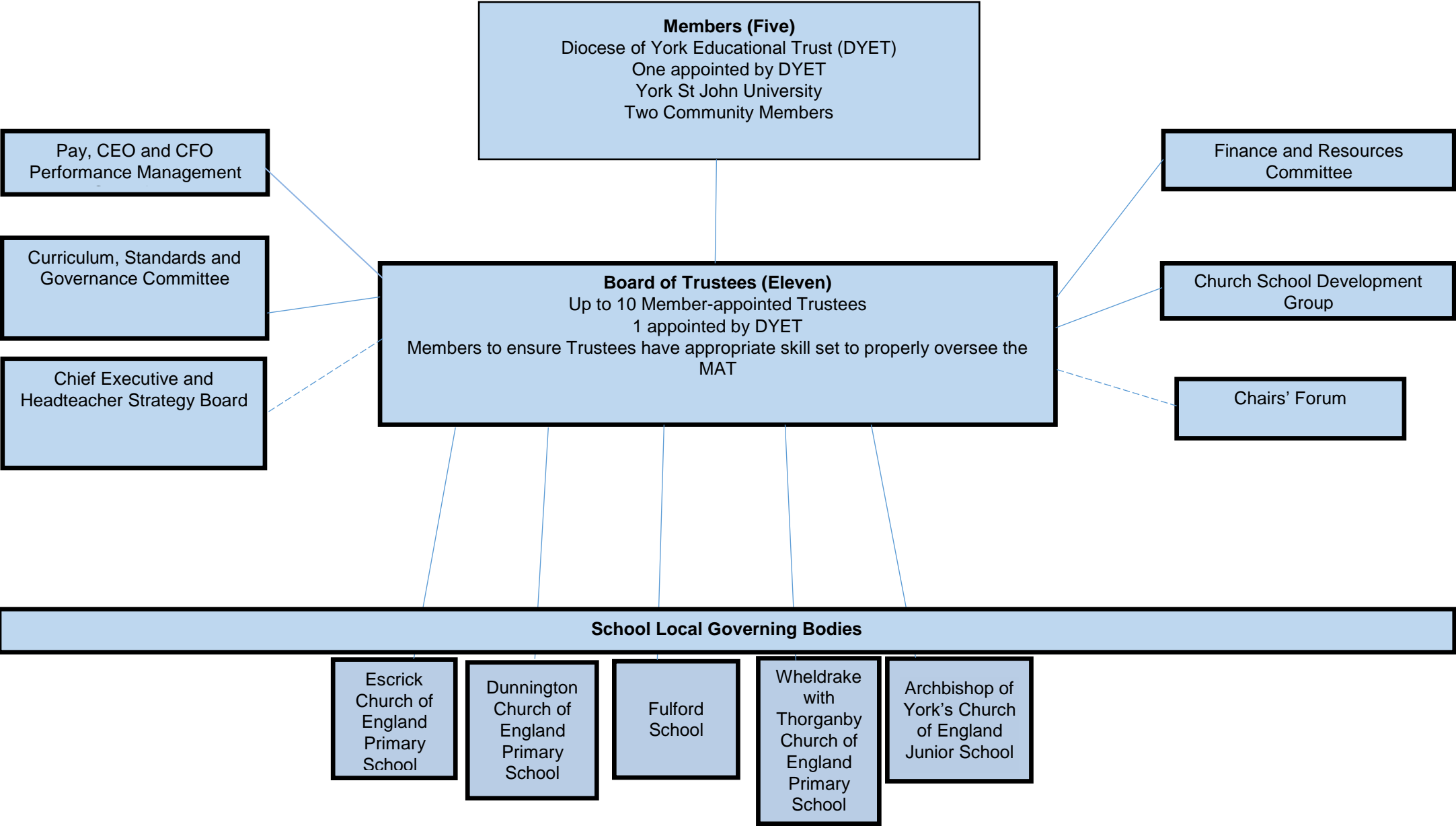
□ **Delegation and support structures**

The Board of Trustees can delegate responsibilities to any Trustee, Board committee (including a Local Governing Body), the Chief Executive or any other holder of an executive office where they deem this appropriate, subject to any restrictions imposed at law, by the Department for Education (**DfE**), by the Members and by the Trust's constitutional documents.

It is important to remember that where responsibility is delegated to a local level, it is the Trust as the legal entity (not the Local Governing Body) that is ultimately accountable, for example in terms of finance and performance, and as the employer of staff.

The Trust's decision making structures are further supported informally by the Chief Executive and Headteachers' Strategy Board, and the Chairs' Forum.

SECTION 4 South York MAT Governance Structure



SECTION 5 – Terms of Reference for Trust Board Committees

Trust Committee Composition and Conduct

Membership

Each Committee shall have a membership to be agreed by the Trustees and to be reviewed on an annual basis. Active consideration will be given to the Committee's composition with reference to Trustee, Local Governor and Staff representation and gender balance.

Up to three external co-opted members with particular expertise may be appointed to each of the Committees by the Board of Directors. The Board may not co-opt an employee of the Trust if the number of Committee members who are employees of the Trust (including the CEO) would exceed one third of the Committee. Co-opted members of the Committee will have full participation rights. Other employees of the Trust may be invited to attend meetings but will have no voting rights. This will always be subject to the requirements for Article 101 which states that 'no vote on any matter shall be taken at a meeting of a committee of the Directors (Trustees) unless the majority of members of the committee present are Directors (Trustees)'.

Members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).

All Committee Members shall observe at all times the provisions of the Trust's code of governance and code of conduct for Trustees and Local Governors.

Chair and Vice-Chair

The Chair and Vice-Chair of each committee will be appointed by and from the Board annually at the first Board meeting of the academic year. Committees will elect a temporary Chair from among the committee members present at any meeting from which the board-appointed Chair and Vice-Chair are both absent. No employee of the Trust can act as Chair of a committee.

Agendas and Reporting

Administrative support will be provided by the Clerk to the Board with agendas agreed in advance by the Chair of each committee (based on, but not limited to, a pre-agreed annual schedule of activity). Papers will be circulated to members and attendees at least 5 working days in advance of each meeting.

Within 14 school days of each meeting the Clerk to the Committee will produce draft minutes of the Committee's meeting (the Minutes), and circulate these to the Committee Chair and CEO.

The Draft Minutes will be made available to the Committee Members and Trustees within 21 days following each Committee meeting, or at the Board of Trustees' meeting immediately following the relevant Committee meeting, whichever occurs first.

The Minutes will be agreed subject to corrections for completeness and accuracy by Committee Members at the following meeting of the Committee and will subsequently be made available to Members and Local Governors.

FINANCE AND RESOURCES TRUST COMMITTEE

TERMS OF REFERENCE

Adopted by Trust Board: September 2020

Review Timetable: Annually

Review Date: September 2021

1 INTRODUCTION

- 1.1 As a charity and company limited by guarantee, South York Multi Academy Trust (the “**Trust**”) is governed by a Board of Trustees (the “**Trustees**”) who have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishment and running of the academies maintained by the Trust.
- 1.2 In order to assist with the discharge their responsibilities, the Trustees have established Trust Committees. These committees are established pursuant to Articles 100 to 106 (inclusive) of the Articles of Association of the Trust (the “**Articles**”).
- 1.3 These terms of reference apply to the Finance and Resources Trust Committee (the “**Committee**”) established by the Trustees and may only be amended by the Trustees.
- 1.4 The Trustees may review these terms of reference at any time but shall review them at least annually.
- 1.5 Further information on Trust Committee procedure, composition and conduct can be found in Section 5 of the Trust’s Governance Handbook and on the Trust’s website.

2 REMIT OF THE FINANCE AND RESOURCES TRUST COMMITTEE

- 2.1 The Committee has delegated responsibility for the financial sustainability of the Trust, its internal assurance and external audit processes, and its facilities and staffing. Alongside these central areas of concern, it also has responsibility for aspects of governance, risk and regulatory compliance.
- 2.2 The Committee will consider the financial and operational implications of policies and objectives set by the Board and other committees and will recommend measures to ensure the Trust obtains value for money at an acceptable level of risk.

2.3 In more detail, the Committee has the following areas of responsibility:

2.4 Financial planning and control

- To assist with production and presentation of Trust-level budget plans to the Board for approval;
- To receive and review school budget plans, and specify remedial actions where appropriate;
- To assist with maintenance of a 3-year Trust financial plan;
- To monitor all actual expenditure against the Trust budget, and update the Board on significant variations, including virements, at least termly;
- To monitor expenditure of all voluntary funds kept on behalf of the Trustees;
- To make decisions on Trust expenditure following recommendations from other committees;
- To regularly review Trust financial policies and controls including remission and expenses policies, on an appropriate timetable;
- To supervise accounting and audit processes, including accounting policies, treatment of risks, use of estimates and any presentational issues, in discussion with the Trust's leadership and the external auditor as appropriate;
- To review the audited annual financial statements and management report with particular attention to reliability, clarity, completeness and compliance with policy as mentioned above.

2.5 Internal Assurance

- To make recommendations to the Board on the appointment, reappointment, dismissal and remuneration of the Internal Assurance/Responsible Officer service, monitor their performance and agree their programme of work;
- To review the reports of the Internal Assurance/Responsible Officer, advise the Board/Governing Body of any material concerns, and monitor the implementation of agreed recommendations.

2.6 External Audit

- To make recommendations to the Board on the appointment, reappointment, dismissal and remuneration of the External Auditor, monitor their performance, and supervise any change to ensure an orderly transition;
- To review the audit plan with the External Auditor and Trust leadership to ensure a full and open disclosure to the auditor's enquiries;

- To review any problems experienced by the External Auditor in performing the audit, including any restrictions imposed and any significant accounting issues on which there was a disagreement;
- To review the post-audit recommendations of the External Auditor with Trust leadership and agree and monitor progress on responses to issues arising;
- To meet with the External Auditor in private at least once a year to ensure that there are no unresolved issues of concern and that full cooperation has been received.

2.7 Staffing and Facilities

- To establish and keep under review a Trust Building Maintenance and Facilities Development Plan;
- To develop and review the Trust staffing structure in consultation with the Chief Executive, Finance Director and HR advisor;
- To monitor school staffing structures approved by LGBs and support the Board's oversight;
- To establish, administer and review the pay policy for all categories of staff, including pay increments as recommended by the Chief Executive and Headteachers;
- To oversee and approve Trust HR, Health and Safety and other policies as determined by the Board;
- To advise the Board on financial implications of decisions relating to reduction in staffing;
- To keep under review Trust staff work/life balance, working conditions and well-being, including the monitoring of absence.

Governance, Risk and Compliance

Note: this section will be reviewed on the intended formation of the Risk and Governance board committee

- To oversee and scrutinise the management of the Trust risk register;
- To propose, monitor and devise appropriate remedies for risks on the Trust risk register, with input from other Committees as appropriate;
- To ascertain whether the financial results and conditions satisfy the criteria for lenders, insurers and other legal agreements and applicable laws;
- To draw the attention of the Board to all financial matters of which the Committee has knowledge which may materially affect the current or future position of any school within the Trust;
- To verify that policies and procedures are in place for monitoring compliance with applicable laws and with the school's policies as to

prevention of fraud, authorisation of expenditures, leases and contracts and otherwise, and ascertain their effectiveness;

- To endeavour to identify to the Board matters that expose Trustees to claims for which Trustees could be held personally liable;
- To monitor compliance with any Conflict of Interest guidelines and ensure that Trustees and Senior Management have submitted an annual return to confirm whether they have had any related party transactions with the Trust during the previous year;
- To review the processes of governance relating to finance and resources to ensure that all schools across the Trust implement best practice as set out in appropriate guidance;
- To review annually and recommend changes to these terms of reference, following completion of each annual audit, with findings reported to the Trust Board.

3 COMMITTEE MEETINGS

- 3.1 The Committee will meet at least three times per year in accordance with the Trust's governance cycle. Trustees shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 3.2 The quorum for the transaction of the business of the Committee shall be three committee members. In addition, there must be compliance with Article 101 which states that 'no vote on any matter shall be taken at a meeting of a committee of the Directors (Trustees) unless the majority of members of the committee present are Directors (Trustees)'.
- 3.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the Committee Members present and voting on the matter (subject to the stipulation contained in Article 101, as above). Each Committee Member present shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.
- 3.4 The Chief Executive Officer and other members of the Trust's senior management team are entitled to attend and, with the permission of the Chair, speak at committee meetings but shall not be entitled to vote.
- 3.5 A register of attendance shall be kept for each committee meeting and published annually.
- 3.6 All Committee Members shall observe at all times the provisions of the Trust's code of governance and code of conduct for Trustees and Local Governors.
- 3.7 References in paragraph 3.4 to the "Chair" shall in the absence of the Chair be deemed to be references to the chair of the relevant meeting.

4 CONFLICT OF INTERESTS

- 4.1 Committee members are required to declare any business or other interests in any item being discussed at a meeting.
- 4.2 Each committee member, if present at a meeting of the Committee, must disclose their interest, withdraw from the meeting and not vote on a matter if:
 - 4.2.1 There may be a conflict between their interests and the interests of the Trust or one of its schools;
 - 4.2.2 There is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
 - 4.2.3 They have a personal interest (being where they and/or a close relative will be directly affected by the decision of the Committee in relation to that matter) in a matter.

STANDARDS, CURRICULUM AND GOVERNANCE

TRUST COMMITTEE

TERMS OF REFERENCE

Adopted by Trust Board: September 2020

Review Timetable: Annually

Review Date: September 2021

1 INTRODUCTION

- 1.1 As a charity and company limited by guarantee, South York Multi Academy Trust (the “**Trust**”) is governed by a Board of Trustees (the “**Trustees**”) who have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishment and running of the academies maintained by the Trust.
- 1.2 In order to assist with the discharge their responsibilities, the Trustees have established Trust Committees. These committees are established pursuant to Articles 100 to 106 (inclusive) of the Articles of Association of the Trust (the “**Articles**”).
- 1.3 These terms of reference apply to the Standards, Curriculum and Governance Trust Committee (the “**Committee**”) established by the Trustees and may only be amended by the Trustees.
- 1.4 The Trustees may review these terms of reference at any time but shall review them at least annually.
- 1.5 Further information on Trust Committee procedure, composition and conduct can be found in Section 5 of the Trust’s Governance Handbook and on the Trust’s website.

2 REMIT OF THE STANDARDS, CURRICULUM AND GOVERNANCE AND TRUST COMMITTEE

2.1 Standards

- 2.1.1 To confirm that performance improvement plans are implemented and progressed consistently across all academies within the MAT

- 2.1.2 To monitor pupil progress and outcomes reports from the LGB of each academy, challenging inconsistencies or lack of progress against targets
- 2.1.3 To identify and assess common trends and emerging risks in relation to performance across academies within the MAT
- 2.1.4 To monitor and review the self-evaluation by academies of the impact of teaching and learning on levels of attainment and pupil outcomes, to:
 - 2.1.5 Identify and promote areas of excellence in teaching practice
 - 2.1.6 Challenge and focus support where the impact is below expectation
- 2.1.7 To ensure that all academies make appropriate provision for specific groups of pupils e.g. pupils with special educational needs and disabilities, and that targeted funding, including pupil premium, is making the expected impact on outcomes for these pupils.
- 2.1.8 To report and advise the Board in respect of the collective progress against targets and achievement of learning outcomes of the MAT, trends and emerging risks, and the effectiveness of teaching resources across the MAT
- 2.1.9 To ensure the MAT promotes and supports processes for the continued performance development of academy staff at all levels
- 2.1.10 To oversee and review the MAT's policies which relate to standards, (eg behaviour, assessment and attendance policies), by obtaining and co-ordinating recommendations from Headteachers, LGBs and other stakeholders. To recommend amendments to the board.
- 2.1.11 Obtaining progress reports from academies within the MAT of post-Ofsted action plans and any other formal evaluation reports related to the quality and effectiveness of learning within the trust, in order to further inform and develop the MAT's improvement plans and strategies.

2.2 Curriculum and Pastoral

- 2.2.1 To ensure that the MAT promotes and supports a balanced, broadly based and progressive curriculum, including addressing curriculum issues such as spiritual, moral, social and cultural learning.
- 2.2.2 To review information and progress reports from academy LGBs in order to assess the effectiveness and, where appropriate, improve the curriculum.
- 2.2.3 To confirm that all academies in the MAT meet their statutory requirements in relation to the development and publishing of their curriculum offer.
- 2.2.4 To ensure that there are effective procedures in place across all academies within the MAT regarding pupil support, attendance and discipline and to fulfil statutory requirements, especially regarding children missing from education

- 2.2.5 To receive regular monitoring reports from academy LGBs, and investigate as appropriate, in respect of:
- Attendance rates
 - Safeguarding procedures
 - Pupil support
 - Discipline and behaviour
- 2.2.6 To monitor safeguarding procedures across the MAT to ensure a duty of care.
- 2.2.7 To ensure the effectiveness of procedures in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the MAT.

2.3 Other

- 2.3.1 Monitor and advise the Board on:
- School improvement work, leadership standards and governance effectiveness in each academy within the MAT.
 - The achievement of the MAT's intervention strategies and plans.
 - Special Educational Needs and Inclusion.
 - Partnership working
 - Admissions

2.4 Corporate Governance

- 2.4.1 The Committee will review the processes of governance to ensure that all academies across the MAT implement best practice as set out in appropriate guidance. The Committee will annually review and recommend changes to its terms of reference, following completion of each annual audit with findings on this reported to the Trust Board.
- 2.4.2 The Committee will:
- Ensure that the highest possible standards of corporate governance are set, achieved and maintained across the trust.
 - Identify areas of concern regarding performance and corporate governance standards within the trust, implementing action plans with the consultation of the board where necessary.

- Review its own progress on a regular basis, taking into account its own performance, constitution and terms of reference to make sure that the committee is operating at its full potential.

2.5 Risk

- 2.5.1 Primary responsibility for oversight of Trust risk management processes rests with the Finance and Resources Trust Committee
- 2.5.2 This Committee will raise risks relating to Standards and Curriculum concerns, and contribute to oversight of the risk register in those areas.

3 COMMITTEE MEETINGS

- 3.1 The Committee will meet at least three times per year in accordance with the Trust's governance cycle. Trustees shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 3.2 The quorum for the transaction of the business of the Committee shall be three committee members. In addition, there must be compliance with Article 101 which states that 'no vote on any matter shall be taken at a meeting of a committee of the Directors (Trustees) unless the majority of members of the committee present are Directors (Trustees)'.
- 3.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the Committee Members present and voting on the matter (subject to the stipulation contained in Article 101, as above). Each Committee Member present shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.
- 3.4 The Chief Executive Officer and other members of the Trust's senior management team are entitled to attend and, with the permission of the Chair, speak at committee meetings but shall not be entitled to vote.
- 3.5 A register of attendance shall be kept for each committee meeting and published annually.
- 3.6 All Committee Members shall observe at all times the provisions of the Trust's code of governance and code of conduct for Trustees and Local Governors.
- 3.7 References in paragraph 5.4 to the "Chair" shall in the absence of the Chair be deemed to be references to the chair of the relevant meeting.

4 CONFLICT OF INTERESTS

- 4.1 Committee members are required to declare any business or other interests in any item being discussed at a meeting.
- 4.2 Each committee member, if present at a meeting of the Committee, must disclose their interest, withdraw from the meeting and not vote on a matter if:
 - 4.2.1 There may be a conflict between their interests and the interests of the Trust or one of its schools;
 - 4.2.2 There is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
 - 4.2.3 They have a personal interest (being where they and/or a close relative will be directly affected by the decision of the Committee in relation to that matter) in a matter.

CHURCH SCHOOLS DEVELOPMENT GROUP

TERMS OF REFERENCE

Adopted by Trust Board: December 2020

Review Timetable: Annually

Review Date: September 2021

1 INTRODUCTION

- 1.1 As a charity and company limited by guarantee, South York Multi Academy Trust (the “**Trust**”) is governed by a Board of Trustees (the “**Trustees**”) who have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishment and running of the academies maintained by the Trust.
- 1.2 In order to assist with the discharge their responsibilities, alongside its Committees, the Trustees have established the Church Schools Development Group.
- 1.3 These terms of reference apply to the Church Schools Development Group (the “**Group**”) established by the Trustees and may only be amended by the Trustees.
- 1.4 The Trustees may review these terms of reference at any time but shall review them at least annually.
- 1.5 Further information on Trust Committee and Group procedure, composition and conduct can be found in Section 5 of the Trust’s Governance Handbook and on the Trust’s website.

1A MEMBERSHIP

- 1.6 The Membership of the Group shall include:
 - The Diocese of York Educational Trust appointed Trustee plus two other Trustees
 - 4 foundation local governors from across the CE academies
 - 1 headteacher

2 REMIT OF THE CHURCH SCHOOLS DEVELOPMENT GROUP

- 2.1 To provide scrutiny of Church of England (CE) distinctiveness of CE academies, including by:
 - a. Receiving reports from the academies in relation to, and using that

information to monitor:

- Their compliance with the legal requirements for Collective Worship;
 - Their compliance with the legal requirements for Religious Education, achievement in RE and the extent to which the Statement of Entitlement is being followed;
 - Staff training and development;
 - LGB composition, training and development, accountability structures and Foundation Local Governor vacancies;
 - Review of admissions policies in accordance with Diocesan guidance;
 - Engagement with and support provided by the Diocese;
 - Compliance with the academies' trust deeds and documentary framework.
- b. Scrutinising and advising on **academy policies** which relate to the **Christian vision and values** of the academies, including RE; Collective Worship; SMSC and spiritual development; behaviour/anti-bullying; relationships and sex education, equality and inclusion; SEND; mental health and wellbeing; assessment and marking.
- c. Monitoring and evaluating the progress of each Church school against the success criteria of the SIAMS schedule, with a holistic focus upon the inspection question: *"How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?"*, including by:
- Receiving and scrutinising the academies' SIAMS self- evaluation judgements;
 - Receiving and scrutinising individual academy SIAMS Self Evaluation Forms on a rotational basis;
 - Gathering and reviewing any additional information they may require to review whether there are any particular risks to the schools not being judged to be a "good" Church school at inspection.
- d. Scrutinising the Scheme(s) of Delegation for CE academies to ensure that the CE foundation is appropriately reflected;
- e. Ensuring completion and collection of ethos undertakings from Members, Trustees and Local Governors and their provision to the Diocese as required.
- f. Providing the Trustees with an overview of each Church school's performance as a Church school, including advising the Trustees:
- If the academy's self-evaluation assessment represents a decline from the last SIAMS inspection in any of the key areas;
 - If they have concerns about the self-evaluation judgements reached by the academy or other material concerns about matters

- coming to light in their review of the academy's self-evaluation judgements or other reported information;
 - If any action that should be taken as a result of the above;
 - g. Advising the Trustees on completion of reports to Members relating to CE academy distinctiveness.
- 2.2 To provide support to Church of England (CE) academies in the Trust on their CE foundation, including by:
- a. Encouraging CE academies to reflect on and develop their church school distinctiveness and effectiveness in light of their Christian vision and values;
 - b. Encouraging and supporting schools to draw on and develop best practice in the MAT;
 - c. Championing high quality, distinctive Collective Worship across CE academies;
 - d. Promoting high quality Religious Education in accordance with the Statement of Entitlement;
 - e. Championing training for Members, Trustees, Local Governors and staff on CE school distinctiveness and effectiveness, and CE school leadership and governance;
 - h. Advising academies going through leadership recruitment process on the extent to which faith aspects should be taken into account, linked to the academy's former status.

3 GROUP MEETINGS

- 3.1 The Group will meet at least twice per year in accordance with the Trust's governance cycle. Trustees shall ensure that a clerk is provided to take minutes at meetings of the Group.
- 3.2 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of the members of the Group present are Trustees.
- 3.3 Every matter to be decided at a meeting of the Group must be determined by a majority of the Trustee members of the Group present and voting on the matter. Each Trustee present shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.
- 3.4 The Chief Executive Officer and other members of the Trust's senior management team are entitled to attend and, with the permission of the Chair, speak at Group meetings but shall not be entitled to vote.

- 3.5 A register of attendance shall be kept for each Group meeting and published annually.
- 3.6 All Group members shall observe at all times the provisions of the Trust's code of governance and code of conduct for Trustees and Local Governors.
- 3.7 References in paragraph 5.4 to the "Chair" shall in the absence of the Chair be deemed to be references to the chair of the relevant meeting.

4 CONFLICT OF INTERESTS

- 4.1 Group members are required to declare any business or other interests in any item being discussed at a meeting.
- 4.2 Each Group member, if present at a meeting of the Group, must disclose their interest, withdraw from the meeting and not vote on a matter if:
 - 4.2.1 There may be a conflict between their interests and the interests of the Trust or one of its schools;
 - 4.2.2 There is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
 - 4.2.3 They have a personal interest (being where they and/or a close relative will be directly affected by the decision of the Group in relation to that matter) in a matter.

SECTION 6 – Framework Procedures for Local Governing Bodies

A. Introduction and approval

1. The following provides a framework for Local Governing Body (**LGB**)
2. In each case, the particular LGB composition and wider Terms of Reference will need to be approved by the Board of Trustees and (in the case of the composition of a Church of England school's LGB) the York Diocesan Board of Education (YDBE). Template LGB composition and key information documents are provided.

B. Size and composition

3. This proposed membership of each school's LGB should reflect the following minimum requirements:
 - A **minimum size** of eight Governors
 - A **minimum** of two **Parent Governors**
 - **Headteacher** as an ex officio member
 - A **maximum** of two **Staff Governors** (in addition to the Headteacher)
 - A number of **Trust Appointed Governors** reflective of the former school status
 - For Church of England schools, an agreed number of **Foundation Governors** reflective of the former school status.
4. The number of people sitting on the LGB who are employed by the academy should not exceed one third of the total number of Governors.
5. No Trustee may be appointed to serve as a Governor, without this being expressly sanctioned by the Trust Board.

C. Governor appointments

6. It will be essential to ensure that the Governors have the necessary skills and attributes required to contribute to the effective governance and success of the school and a skills audit will need to be completed in order to inform appointment decisions. The LGB shall keep their skills under review and shall promptly notify the Trustees in the event that they do not feel they have an appropriate range of skills and experience to effectively carry out their functions. Due attention will be given to succession planning.
7. In the case of Church of England schools, Governors will need to be committed to ensuring that the Christian Character of the school is secured, preserved and developed. In former Community schools Governors will need to be committed to respecting and promoting their non-designated status. Governors will be required to sign ethos undertakings to reflect this and which (in the case of a Church of England school) have been agreed with the YDBE.
8. The following outlines the particular requirements that will apply to each type of Governor:

(a) Staff Governors

- The LGB (supported by the Headteacher) shall be responsible for the election Staff Governors.
- In order to be eligible for election as a Staff Governor, an individual must be employed under a contract of employment to work at the school. A Staff Governor cannot be the Headteacher.
- The LGB shall invite nominations from staff and, where there are any contested posts, shall hold an election by a secret ballot. All individuals eligible to serve as a Staff Governor shall be entitled to vote in the election.

(b) Parent Governors

- The LGB (supported by the Headteacher) shall be responsible for the election Parent Governors.
- In order to be eligible for election as a Parent Governor, an individual must be a parent of registered pupils at the school.
- The LGB shall invite nominations from parents and, where there are any contested posts, shall hold an election by a secret ballot. All individuals eligible to serve as a Parent Governor shall be entitled to vote in the election.
- If no parents put themselves forward for election the number of Parent Governors required shall be made up by Parent Governors appointed by the LGB.
- In appointing a Parent Governor, the LGB shall appoint a person who is the parent of a registered pupil at a school within the Trust; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

(c) Trust Appointed Governors

- In order to be eligible for appointment as a Trust Appointed Governor, an individual must, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school.
- The LGB shall be responsible for identifying suitable Trust Appointed Governors. All Trust Appointed Governor appointments must have the prior approval of the Chair of the Board of Trustees.

(d) Foundation Governors (for Church of England schools only)

- Foundation Governors will be appointed in the manner outlined in the LGB composition document agreed between the Trust and the YDBE.
- Appointment will take place in accordance with the YDBE's processes and procedures for appointment of Foundation Local Governors (as published by the YDBE from time to time).
- Foundation Governors have a special role in, and responsibility for, ensuring that the Christian Character of their school is secured, preserved and developed and is conducted in accordance with any trust deed relating to the school.

D. Term of Office

9. A four year term of office will apply to all Local Governors save as follows:
 - the Headteacher shall be treated as an ex officio Governor and as such will have no specified term of office
 - In the case of Church of England schools, the ex officio Foundation Governor will have no specified term of office.
 - [The term of office for a co-opted member may vary based on individual appointments but will be for a maximum term of four years.]
10. Any Governor wishing to stand for re-election or re-appointment is able to do so, subject to remaining eligible for the relevant category of Governor. However, in general it is not anticipated that Governors shall serve for a period of more than three terms of four years, save where they are an ex officio Governor.

E. Appointment of Chair and Vice Chair

11. The LGB shall, for each school year, at their first meeting in that year, elect a Chair and a vice-Chair from among their number. They shall also elect a Chair/Vice-Chair to fill a vacancy arising in year at the meeting following the occurrence of a vacancy.
12. Any election of the Chair or Vice-Chair which is contested shall be held by secret ballot.
13. A person who is employed by the Trust (whether or not working at the Academy) is not eligible to serve as Chair or Vice Chair.
14. Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice Chair shall act as the Chair for the purposes of the meeting. Where the Vice-Chair is also absent or there is at the time a vacancy in the office of Vice-Chair, the LGB shall elect one of their number to act as Chair for the purposes of that meeting, provided the person so elected would have been eligible to stand as Chair.
15. The Chair/Vice-Chair may at any time resign their office by giving notice in writing to the Trustees and the LGB.
16. The Chair/Vice Chair may be removed from office at any time by:
 - the Trustees; or
 - by the Governors.
17. A resolution to remove the Chair or Vice Chair from office which is passed at a meeting of the LGB shall not have effect unless
 - it is confirmed by a resolution passed at a second meeting of the LGB held not less than fourteen days after the first meeting; and
 - the matter of their removal from office is specified as an item of business on the agenda for each of those meetings.
18. Before a resolution is passed by the LGB at the relevant meeting as to whether to confirm the previous resolution to remove the Chair/Vice Chair from office, the person or persons proposing his removal shall at that meeting state their reasons for so doing and the Chair/Vice-Chair shall be given an opportunity to make a

statement in response. The Trustees must be informed of any resolution to remove the Chair/Vice Chair.

The Chair of LGB will work with the Clerk of the Governing Body and the Headteacher to set agendas for meetings, ensure the orderly and efficient conduct of business, monitor the work of any sub-committees and to act as point of contact in relation to the school. The Chair of the LGB (or in the absence of the Chair, the Vice-Chair), has power to carry out functions of the LGB in circumstances where:

- The function needs to be carried out before there is sufficient time to hold a meeting of the LGB (whether in person or by other approved means); and
- The delay occasioned by not doing so would be reasonably likely have a serious detrimental effect to the school, a pupil, parent or member of staff; and
- The Chair (or the Vice Chair as the case may be) is satisfied that in the particular circumstances it is reasonable for him or her to carry out the relevant function without the prior approval of the LGB; and
- He or she has consulted with such other LGB members and/or members of staff as he/she deems reasonable within the time available; and
- In all cases, the Chair of LGB (or the Vice Chair as the case may be) should report to the LGB as soon as is reasonably practicable the action that has been taken along with the reasons why the function had to be carried out by way of Chair's action.

F. Appointment of Clerk

19. The clerk of the LGB shall be appointed by the Board of Trustees, having due regard to the views of the LGB.

G. Meetings

(a) Frequency of meetings

20. The Local Governing Body will meet four times a year, normally twice in the autumn term, once in the Spring Term and once in the Summer Term.

(b) Notice

21. Meetings shall be convened by the clerk. In doing so, the clerk shall comply with any direction given by the Trustees, the LGB, or the Chair of the LGB.

22. Any three members of the LGB may, by notice in writing to the clerk, requisition a meeting of the LGB and it shall be the duty of the clerk to convene such a meeting as soon as is reasonably practicable.

23. Each member of the LGB and the Chair of the Trustees shall be given at least seven clear days before the date of a meeting (a) notice of that meeting; and (b) a copy of the agenda of that meeting. If Chair determines on grounds that there are matters demanding urgent consideration, such shorter notice as the Chair deems reasonable shall be permitted.

(c) Minutes and papers

24. Papers will be provided to Governors and attendees with the agenda, at least 7 clear days before a meeting. Papers will be provided electronically.

25. The Clerk to the Local Governing Body will produce draft minutes of its meetings and will forward these to the Chair for checking for accuracy within ten working days. The finalised draft will be circulated to all Governors once available and will be made available to Trustees to scrutinise.
26. The minutes will be agreed by Local Governing Body at the following meeting of the Local Governing Body, with any amendments notified to the Chair of Trustees.
27. Minutes of meetings will be held by the school and Minutes of ordinary meetings, regarded as a public record, will be made available on request. Minutes relating to confidential business will not be disclosed. The LGB should determine which items are to be treated as confidential.

(d) Quorum

28. The quorum for a meeting of the Local Governing Body and any vote on any matter thereat, shall be any three of the Governors (not including more than one Staff Governor or more than one Parent Governor) or, where greater, any one third (rounded up to a whole number) of the total number of members of the LGB at the date of the meeting.
29. The LGB may act notwithstanding any vacancies, but, if the numbers of persons serving is less than the number fixed as the quorum, the continuing persons may act only for the purpose of filling vacancies.
30. The appointment or removal of a LGB member/Chair/Vice Chair requires a quorum of two thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on the relevant matter.

(e) Voting

31. Matters to be decided at Local Governing Body meetings must be determined by a majority of the votes of the Governors present and able to vote on the matter. Each Governor present in person shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.
32. A resolution to rescind or vary a resolution carried at a previous meeting shall not be proposed at a meeting unless the consideration of the recession or variation of the previous resolution is a specific item of business on the agenda for that meeting.
33. A resolution in writing, circulated to all Governors entitled to vote on the relevant matter, and signed by at least three quarters of such Governors, shall be valid and effective as if it had been passed at a meeting of the LGB duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the LGB and may include an electronic communication by or on behalf of the LGB indicating his or her agreement to the form or resolution.

(f) Attendance

34. Specialist advisors and key personnel such as the CEO, Finance Director and Trustees may request or be invited to attend LGB meetings. Such attendees may speak with the permission of the Chair but where they shall not be entitled to vote.

35. The Chief Executive and/or Chair (or other nominee) of the Board of Trustees are entitled to attend and speak at any Local Governing Body meeting but are not entitled to vote.
36. The Local Governing Body may invite other non-Governors to assist or advise on a particular matter or range of issues. Such attendees may speak with the permission of the Chair but where they shall not be entitled to vote.
37. Members of the Local Governing Body will make full efforts to attend all meetings and will, wherever possible, provide apologies with an explanation of reasons for non-attendance in advance.
38. A register of attendance must be kept for each Local Governing Body meeting and this must be published annually.

H. Conflicts of interest

39. Any LGB member who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a governor shall disclose that fact to the LGB as soon as they become aware of it. A governor must absent themselves from any discussions of the LGB in which it is possible that a conflict will arise between their duty to act solely in the interests of the school or Trust and any duty or personal interest (including but not limited to any Personal Financial Interest).

I. Resignation/removal/disqualification

40. A Governor may resign by giving notice in writing of their resignation to the Chair of the LGB.
41. All governors will be expected to accept and comply with the Code of Conduct, with removal from the Local Governing Body being a potential consequence of a failure to comply.
42. A Governor must give notice to the Chair of the LGB in the event that they are disqualified from serving as a Governor under paragraph 43 below, and must resign their post forthwith.
43. A person shall be disqualified from serving as a Governor and thereby be ineligible for appointment to the Local Governing Body and, if already appointed, must immediately cease to be a Governor if the relevant individual:
 - is or becomes disqualified from holding office under the Articles;
 - is or becomes disqualified from holding office as a governor of a school or academy;
 - is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people; □ is barred from any regulated activity relating to children;
 - is or becomes bankrupt or makes any arrangement or composition with his/her creditors generally; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
 - is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974);

- has been fined for causing a nuisance or disturbance on school/academy premises during the 5 years prior to or since appointment or election as an LGB member;
- refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal records check;

44. The Trustees shall have the right to remove or suspend any Local Governing Body member by written notice to the Chair of the LGC.

J. Committees/Delegation

45. LGBs will have flexibility as to how they structure their sub-committees. As a minimum committees must cover curriculum, achievement, finance, HR, finance and health and safety, student discipline.

K. Indemnity

46. Subject to the provisions of the Companies Act 2006, every member of the LGB shall be indemnified out of the assets of the Trust against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Trust.

Section 7 Local Governing Body composition of the South York Trust schools
(in alphabetical order)

1. Archbishop of York's Church of England CE Junior School
2. Dunnington CE School
3. Escrick CE School
4. Fulford School
5. Wheldrake with Thorganby CE School

Archbishop of York's Church of England Junior School
Local Governing Body composition



| Type of local governor | Number | Specific requirements | | Ratified by | Removal | Term of office |
|---------------------------------------|--------|---|---|--|---|------------------------------|
| Principal of the Academy | 1 | N/A – ex officio appointment | | N/A – ex officio appointment | N/A – ex officio appointment | N/A – ex officio appointment |
| Staff local governors | 1 | Must be a member of staff of the Academy | | Elected by staff | Trustees | 4 years |
| Parent local governors | 2 | Must be a parent of a registered pupil to be elected. | | Elected by parents of registered pupils or appointed by the LGB (in specific circumstances) | Trustees | 4 years |
| Trust board appointed local governors | 5 | Appointment for skills | | Trust Board in consultation with the LGB with approval of [the Chair of] the Trust Board. | Trust Board | 4 years |
| Foundation local governors | 3 | 1 | The Incumbent (ex officio), being the Principal Officiating Minister of the parish in which the school is situated. | Ex officio, although the Archdeacon of York shall be entitled to appoint a foundation local governor to act in the place of the ex officio foundation local governor whose governorship derives from the office named opposite in the event the ex officio foundation local governor is unable or unwilling to act as a foundation local governor, or has been removed, or where there is a vacancy in the office by virtue of which his or her local governorship exists. | York Diocesan Board of Education (YDBE). The Archdeacon of York is entitled to request removal of the ex officio foundation local governor. | N/A – ex officio appointment |
| | | 2 | Appointed by the YDBE (following consultation with the Parochial Church Council of the parish in which the school is situated). | YDBE | | 4 years |
| TOTAL | 12 | | | | | |

Dunnington Church of England Primary School
Local Governing Body composition



| Type of local governor | No | Specific requirements | | Appointed/selected by | Removal | Term of office |
|---------------------------------------|----|---|---|--|--|------------------------------|
| Foundation local governors | 3 | 1 | The Incumbent (ex officio), being the Principal Officiating Minister of the parish in which the school is situated. | Ex officio, although the Archdeacon of York shall be entitled to appoint a foundation local governor to act in the place of the ex officio foundation local governor whose governorship derives from the office named opposite in the event the ex officio foundation local governor is unable or unwilling to act as a foundation local governor, or has been removed, or where there is a vacancy in the office by virtue of which his or her local governorship exists. | York Diocesan Board of Education (YDBE). The Archdeacon of York is entitled to request removal of the ex officio foundation local governor. | N/A – ex officio appointment |
| | | 2 | Appointed by the YDBE (following consultation with the Parochial Church Council of the parish in which the school is situated). | YDBE | | 4 years |
| Principal of the School | 1 | N/A – ex officio appointment | | N/A – ex officio appointment | N/A – ex officio appointment | N/A – ex officio appointment |
| Staff local governors | 1 | Must be a member of staff of the School | | Elected by staff under the Trust's Scheme of Delegation | Trust board | 4 years |
| Parent local governors | 3 | Must be a parent of a registered pupil to be elected. | | Elected by parents of registered pupils or appointed by the LGB (in specific circumstances) | Trust board | 4 years |
| Trust Board appointed local governors | 4 | Appointment for specific skills | | LGB, with approval of [the Chair of] the Trust Board | Trust board | 4 years |
| TOTAL | 12 | | | | | |

Escrick Church of England Primary School

Local Governing Body composition



| Type of local governor | Number | Specific requirements | | Ratified by | Removal | Term of office |
|---------------------------------------|--------|---|---|--|---|------------------------------|
| Principal of the Academy | 1 | N/A – ex officio appointment | | N/A – ex officio appointment | N/A – ex officio appointment | N/A – ex officio appointment |
| Staff local governors | 1 | Must be a member of staff of the Academy | | Elected by staff | Trustees | 4 years |
| Parent local governors | 2 | Must be a parent of a registered pupil to be elected. | | Elected by parents of registered pupils or appointed by the LGB (in specific circumstances) | Trustees | 4 years |
| Trust board appointed local governors | 4 | Appointment for skills | | Trust Board in consultation with the LGB with approval of [the Chair of] the Trust Board. | Trust Board | 4 years |
| Foundation local governors | 2 | 1 | The Incumbent (ex officio), being the Principal Officiating Minister of the parish in which the school is situated. | Ex officio, although the Archdeacon of York shall be entitled to appoint a foundation local governor to act in the place of the ex officio foundation local governor whose governorship derives from the office named opposite in the event the ex officio foundation local governor is unable or unwilling to act as a foundation local governor, or has been removed, or where there is a vacancy in the office by virtue of which his or her local governorship exists. | York Diocesan Board of Education (YDBE). The Archdeacon of York is entitled to request removal of the ex officio foundation local governor. | N/A – ex officio appointment |
| | | 1 | Appointed by the YDBE (following consultation with the Parochial Church Council of the parish in which the school is situated). | YDBE | | 4 years |
| TOTAL | 10 | | | | | |

Fulford School
Local Governing Body Composition

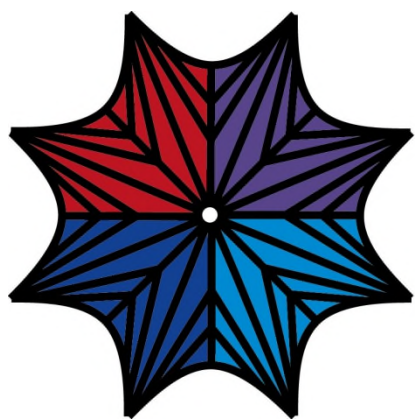


| Type of local governor | No | Specific requirements | Appointed/selected by | Removal | Term of Office |
|---------------------------------------|----|--|---|-------------------------------------|-------------------------------------|
| Principal of the Academy | 1 | N/A – <i>ex officio</i> appointment | N/A – <i>ex officio</i> appointment | N/A – <i>ex officio</i> appointment | N/A – <i>ex officio</i> appointment |
| Staff local governors | 2 | Must be a member of staff of the Academy | Elected by staff under the Trust's Scheme of Delegation | Trust Board | 4 years |
| Parent local governors | 2 | Must be a parent of a registered pupil to be elected | Elected by parents of registered pupils or appointed by the LGB (in specific circumstances) | Trust Board | 4 years |
| Trust Board appointed local governors | 7 | Appointment for specific skills | LGB, with approval [of the Chair] of the Trust Board | Trust Board | 4 years |
| Total | 12 | | | | |

Wheldrake with Thorganby Church of England Primary School
Local Governing Body composition



| Type of local governor | No | Specific requirements | | Appointed/selected by | Removal | Term of office |
|---------------------------------------|----|---|---|--|--|------------------------------|
| Foundation local governors | 8 | 1 | The Incumbent (ex officio), being the Principal Officiating Minister of the parish in which the school is situated. | Ex officio, although the Archdeacon of York shall be entitled to appoint a foundation local governor to act in the place of the ex officio foundation local governor whose governorship derives from the office named opposite in the event the ex officio foundation local governor is unable or unwilling to act as a foundation local governor, or has been removed, or where there is a vacancy in the office by virtue of which his or her local governorship exists. | York Diocesan Board of Education (YDBE). The Archdeacon of York is entitled to request removal of the ex officio foundation local governor. | N/A – ex officio appointment |
| | | 7 | Appointed by the YDBE (following consultation with the Parochial Church Councils of Wheldrake and Thorganby). | YDBE | | 4 years |
| Principal of the School | 1 | N/A – ex officio appointment | | N/A – ex officio appointment | N/A – ex officio appointment | N/A – ex officio appointment |
| Staff local governors | 1 | Must be a member of staff of the School | | Elected by staff under the Trust's Scheme of Delegation | Trust board | 4 years |
| Parent local governors | 2 | Must be a parent of a registered pupil to be elected. | | Elected by parents of registered pupils or appointed by the LGB (in specific circumstances) | Trust board | 4 years |
| Trust Board appointed local governors | 2 | Appointment for specific skills | | LGB, with approval of [the Chair of] the Trust board | Trust board | 4 years |
| TOTAL | 14 | | | | | |



South York
MULTI-ACADEMY TRUST

Appendix One

Section 8 – Scheme of Delegation

INTRODUCTION

Purpose of the Scheme of Delegation

1. The primary purpose of this Scheme of Delegation (**Scheme**) is to inform those involved with the governance of the Multi-Academy Trust (**MAT**) and of schools within it of where key decision making, advisory and other responsibilities lie within the MAT.
2. The Scheme does not contain details of every decision/responsibility or every aspect that will be delegated. Its content will be supplemented by the Trust's Financial Scheme of Delegation, strategic plans, policies and procedures and any direction given by the Members or the Board of Trustees from time to time. In the event that there is uncertainty as to which tier of governance has responsibility for a particular matter, guidance should be sought from the Chair of the Board of Trustees or the Chief Executive (as appropriate).

Delegation matrix

3. Unless specifically agreed in writing by the Trustee board (in exceptional circumstances), the delegation matrix that applies in respect of each school is set out below. It is structured in accordance with the following index:

| Section | Area covered | Page number |
|-----------|---|-------------|
| A | Overarching Governance | 5 |
| A1 | Member matters | 5 |
| A2 | Board matters | 6 |
| A3 | LGB and other committee matters | 12 |
| A4 | Heads and Chairs Group | 19 |
| A5 | Miscellaneous | 20 |
| A6 | Website reporting | 21 |
| B | Strategy and leadership | 22 |
| B1 | Strategic planning and oversight | 22 |
| B2 | School organisation | 24 |
| B3 | Risk management | 26 |
| C | Staffing | 27 |
| C1 | Staffing structures | 27 |
| C2 | Trust level appointments | 29 |
| C3 | Academy level appointments | 33 |
| D | Pupil/Student matters | 38 |
| D1 | Education provision | 38 |
| D2 | Behaviour, attendance and welfare | 43 |
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| D4 | Admissions | 46 |
| E | Accessibility | 47 |
| F | Finance and procurement | 49 |
| G | Health and safety, insurance and premises and extended schools | 52 |
| H | Communications, information and complaints | 55 |
| H1 | External communications | 55 |
| H2 | Complaints | 57 |
| H3 | Information management | 58 |

Sub-delegation

4. The delegations set out in this Scheme are delegated to the specific committees and any individuals unless otherwise directed or agreed by the Board of Trustees. These delegations cannot be exercised other than by the designated committee or individual unless otherwise directed or agreed by the Trust Board.

Chair's action

5. The Chair of Trustees (or in the absence of the Chair, the Vice-Chair), has power to carry out functions of the Trust Board in circumstances where:
 - (a) The function needs to be carried out before there is sufficient time to hold a meeting of the Trust Board (whether in person or by other approved means); and
 - (b) The delay occasioned by not doing so would be reasonably likely have a serious detrimental effect on the Trust, a school, a pupil, parent or member of staff; and
 - (c) The Chair (or the Vice Chair as the case may be) is satisfied that in the particular circumstances it is reasonable for him or her to carry out the relevant function without the prior approval of the Trust Board; and
 - (d) He or she has consulted with such other Trustees and/or members of staff as he/she deems reasonable within the time available.
6. In all cases, the Chair of Trustees (or the Vice Chair as the case may be) should report to the Board as soon as is reasonably practicable the action that has been taken along with the reasons why the function had to be carried out by way of Chair's action.
7. Details of the Chair's action for LGBs are outlined in the information on LGBs in Section 6 in E 19 and E 20.

Adoption, Termination and Amendment of the Scheme

8. This Scheme has been approved by the Board of Trustees and shall apply to each school from the date shown below.
9. In determining this Scheme, the Trustees have been mindful that:
 - (a) The Board of Trustees is ultimately accountable for the schools managed by the Trust and as such must be satisfied that delegation takes place only where appropriate and that it receives appropriate reports on matters delegated by it/actions taken in its name to enable appropriate oversight.
 - (b) There are some areas where centralised decision making and administration will reduce the burden on the individual schools and will achieve economies of scale.
 - (c) The Board will often be reliant on information, advice and guidance from its Committees, school Local Governing Bodies (**LGBs**) and others operating at school level. The Board considers that there is often a powerful case for local involvement in decision making.
10. The level of delegation will reflect the circumstances of the school at the time of delegation. The delegation in this scheme is for schools rated securely good or better where key performance indicators in relation to aspects such as progress and outcomes for students, teaching and learning, behaviour and safety, financial management and safeguarding are validated as such by internal review, external inspection and self-evaluation. The level of delegation will be reviewed and reduced in discussion with the Trust Board where concerns relating to performance e.g. in relation to standards, school categorisation, financial performance or safeguarding may emerge. In these instances certain decisions/responsibilities may be taken back by the Board of Trustees.

11. The Scheme will be subject to formal review annually. However, if the Board deems it appropriate, changes will be made in year. The Board has the absolute discretion to review, amend and/or terminate the Scheme at any time and as it sees fit (subject to complying with the legal requirements upon it).
12. The Board will seek views on the operation of the Scheme and where it is felt that revisions should be made. Where practicable, the Board will give the LGB an opportunity to comment before determining the Scheme of Delegation.

Approved by Trustees on: 25th March 2021

Applies from: 25th March 2021

Date of next scheduled review: March 2022

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|---|-------------|----------------------------|-----------------|----------------------------|--------------|----------------------|---|--|
| A. | Overarching Governance | | | | | | | | |
| A1 | Member matters | | | | | | | | |
| 1. | Amendment of Articles of Association | Decide | Advise | Advise | | | See advice/ comments | <ul style="list-style-type: none"> Company Secretary and Governance advisor to support process Legal advice (as required) | <ul style="list-style-type: none"> Consent of York Diocesan Board of Education (YDBE) and (in certain cases) Site Trustees required. DfE and/or Charity Commission consent required in certain cases. Must be filed at Companies House along with copy of special resolution and any required forms. Must be updated on Trust website. |
| 2. | Call Members' Meetings | Decide | Decide | | | | | <ul style="list-style-type: none"> Company Secretary and Governance advisor to support with process | <ul style="list-style-type: none"> As a minimum, Members should hold an AGM once a year. Extraordinary meetings may also be called by Trustees or Members. Decisions may be made by written resolution between meetings. |
| 3. | Appoint/remove Members | Decide | Advise (Community Members) | | Advise (Community Members) | | See advice/ comments | <ul style="list-style-type: none"> Company Secretary and Governance advisor to support with process | <ul style="list-style-type: none"> See Articles of Association and Memorandum of Understanding. Appointments subject to necessary checks etc. Every Member to sign written consent to become a Member containing the agreed form of ethos undertaking. |
| 4. | Complete Member register of interests, and keep under regular review | Responsible | Receive | Receive | Receive | Receive | See advice/ comments | <ul style="list-style-type: none"> Governance advisor to support with process | <ul style="list-style-type: none"> Governance Advisor to liaise with Trust personnel to ensure details are uploaded on Trust website. Register of Member Interests should be brought to the attention of decision makers as appropriate (Chief Executive/CFO to oversee). |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|----|--|---------|-------------------|-----------------|-----|--------------|----------------------|---|---|
| A2 | Board matters | | | | | | | | |
| 5. | Appoint/remove Trustees | Decide | Advise | | | | See advice/ comments | <ul style="list-style-type: none"> • Company Secretary and Governance advisor to support with process • Trustees to advise on skills gaps to inform decision making | <ul style="list-style-type: none"> • See Articles and Memorandum of Understanding. • Articles of Association specify that the Members shall appoint up to 10 Trustees with one Trustee appointed by Diocese of York Educational Trust. • Recommendations should be based upon the skills audit. • Trustees will be required to sign an appropriate ethos undertaking in relation to protecting and promoting the religious character of the CE schools and the ethos and community status of the non-designated schools. Trustees to act in accordance with the Nolan principles. • A Trustee Code of Conduct should be agreed by the Trust Board and all trustees should be required to sign it. In case of a breach of the Code of Conduct, procedure will be implemented as outlined in the Code of Conduct. • Company Secretary to liaise with appropriate Trust personnel to ensure that: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • GIAS notifications are made • Details of Trustees and their interests are uploaded on Trust website • YDBE is informed of any changes to the Trustees • Return must be filed at Companies House. • Chair of Board, Chief Executive and others as appropriate to provide induction. |
| 6. | Complete Trustee board skills audit and training plan annually | Receive | Responsible | Advise | | | | <ul style="list-style-type: none"> • Chair of Board to lead - Governance adviser to advice and support with process | <ul style="list-style-type: none"> • Chair of Board to follow up with Trustees/Trustees on training requirements. • Details of skills gaps should be provided to those responsible for appointing Trustees when a vacancy arises. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|-------------------|-----------------|-----|--------------|-------------|--|---|
| 7. | Appoint/Remove Chair of Trustees | | Decide | | | | | <ul style="list-style-type: none"> Company Secretary and Governance advisor to support with process | <ul style="list-style-type: none"> Should not be an employee. |
| 8. | Appointment Vice Chair of Trustees | | Decide | | | | | <ul style="list-style-type: none"> Company Secretary and Governance advisor to support with process | <ul style="list-style-type: none"> Should not be an employee. |
| 9. | Determine and allocate specific Trustee roles (as required) | | Decide | | | | | <ul style="list-style-type: none"> Chair to advise based on skills audit | <ul style="list-style-type: none"> Allocate specific roles appropriate to the Trust including Safeguarding/Child Protection, Health and Safety, Special Educational Needs. Allocated Trustees should work with the Local Governors given specific responsibilities in their areas. NB All Trustees/Trustees continue to have responsibility for these areas, despite any allocation of specific roles. |
| 10. | Confirm Accounting Officer | | Decide | | | | | <ul style="list-style-type: none"> CFO to support and notify Secretary of State | <ul style="list-style-type: none"> Should be the Chief Executive or equivalent (the role will be heavily supported by the CFO and the Headteachers). Has responsibility for regularity, propriety and value for money. Also has responsibility for ensuring that proper financial records and accounts are kept, including the completion and submission of a formal annual statement. |
| 11. | Appoint/remove Company Secretary | | Decide | Advise | | | | <ul style="list-style-type: none"> HR advice obtained as required | <ul style="list-style-type: none"> Should have relevant experience in school/company/charity governance. Reports directly to the Board. See Section C (Staffing). |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|--|---------|-------------------|-----------------|---------|--------------|----------------------|---|--|
| 12. | Appoint/remove Governance advisor | | Decide | Advise | | | | <ul style="list-style-type: none"> • HR advice obtained as required | <ul style="list-style-type: none"> • Should have relevant experience in school/company/charity governance. • Reports directly to the Board. • See Section C (Staffing). |
| 13. | Determine Scheme of Delegation | | Decide | Advise | Advise | Advise | See advice/ comments | <ul style="list-style-type: none"> • Company Secretary, Governance Advisor, Chief Executive, CFO and HR Advisor to advise and support • LGBs and other Committees to provide advice on amendment based on experience of operation | <ul style="list-style-type: none"> • The document will be reviewed every year or more frequently where the Trustees deem this to be desirable. • Where practicable, the Board will give the LGB and Committees an opportunity to comment before determining the Scheme of Delegation. • The Scheme will comply with the Memorandum and Articles of Association and other legal requirements, including any matters that are reserved to Members from time to time. • The Board will ensure that the CE foundation and responsibilities to the YDBE and Site Trustees are properly reflected in relation to Church of England schools. The YDBE will be consulted prior to first adoption and thereafter in the event that any proposed changes could impact on the CE foundation of any CE school. |
| 14. | Complete Trustee register of interests and keep under regular review | Receive | Responsible | Receive | Receive | Receive | See advice/ comments | <ul style="list-style-type: none"> • Governance advisor to support with process | <ul style="list-style-type: none"> • Governance Advisor to liaise with Trust personnel to ensure details are uploaded on Trust website. • Register of Trustee Interests should be brought to the attention of decision makers as appropriate (Chief Executive/CFO to oversee). |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|-------------------|-----------------|---------|--------------|-------------|---|--|
| 15. | Board of Trustees' Annual Schedule of Business | | Decide | Advise | Receive | | | <ul style="list-style-type: none"> Chair of Board to lead, with Company Secretary and Governance adviser advice and support with process Appropriate advice and input from Chief Executive and those responsible for planning LGB/other Committee Annual Schedule of Business | <ul style="list-style-type: none"> Should be shared with LGB and other Committees to inform their work. Chair of Board and Governance Advisor use to inform agenda setting. Trustees should meet at least every half term. |
| 16. | Determine policy review process and schedule | | Decide | Advise | Receive | | | <ul style="list-style-type: none"> Governance advisor to support with process Appropriate advice and input from Chief Executive (and other key employees) and those responsible for LGB/other Committee policy review | <ul style="list-style-type: none"> Needs to dovetail with annual schedule of business (see above). Should specify what policies there are to be, the lead member of staff responsible for the policy, the approving person/body and when the review will take place. Review of policies to be conducted in accordance with process and schedule. |
| 17. | Annual Review of Governance and Board Effectiveness | | Responsible | Advise | Advise | Advise | | <ul style="list-style-type: none"> Chair of Board to lead Governance Advisor and Chief Executive advice and support with process | <ul style="list-style-type: none"> This should dovetail with the Committees' (including LGB's) reviews of their own effectiveness (see below). The outcome of the review may impact on the level of delegation to LGBs and others under the Scheme of Delegation or otherwise. Trustees to consider whether an external review of governance should take place. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|--|------------------------|---------------------|-----------------|-----|--------------|----------------------|--|---|
| 18. | Annual Report and Financial Statements | Receive and scrutinise | Approve | Advise, Approve | | | See advice/ comments | <ul style="list-style-type: none"> • CFO to co-ordinate draft, with input from Chief Executive, Company Secretary and Governance Advisor • Auditors to review and sign off • Trustees and Accounting Officer must approve relevant sections | <ul style="list-style-type: none"> • The Members should receive and scrutinise the accounts at their AGM. • The document should be filed with Companies House and the DfE and uploaded onto the Trust's website. |
| 19. | Other company returns | | Approve | Advise, Approve | | | | <ul style="list-style-type: none"> • Trustees to approve as required • Trust staff to advise as appropriate e.g. HR Director, CFO, Company Secretary | <ul style="list-style-type: none"> • To include key Companies House filings and DfE returns. |
| 20. | Chief Executive Reports to Trustees | | Receive, Scrutinise | Responsible | | | | <ul style="list-style-type: none"> • The Chief Executive will be supported by others as appropriate e.g. Company Secretary, CFO, HR Director, Board Committees and LGBs | <ul style="list-style-type: none"> • The Trustees should agree with the Chief Executive what reports are required, the required frequency and the content of those reports. • The Trustees should receive the reports at a Board meeting to enable appropriate questioning and follow up. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------------------|-------------------|-----------------|-----|--------------|-------------|---|--|
| 21. | Supplemental Reports to Members | Receive, Scrutinise | Approve | Advise | | | | <ul style="list-style-type: none"> The Chief Executive should co-ordinate the reports for input and approval by the Trustees The Chief Executive and the Trustees will be supported by others as appropriate e.g. Governance Advisor, CFO, HR Director, Board Committees and LGBs | <ul style="list-style-type: none"> The Members should agree with the Trustees what additional reports are required, the required frequency and the content of those reports. The Members should receive the supplemental reports at their AGM and/or at Extraordinary General Meetings to enable appropriate questioning and follow up. The reports should include an annual Church School Distinctiveness Report in relation to CE Academies and additional reporting in accordance with the DBE/DYET's Member Guidance. |
| 22. | Setting up any subsidiary company or linked charity | | Decide | Advise | | | | <ul style="list-style-type: none"> Legal and financial advice required HR Director to advise and support | <ul style="list-style-type: none"> Trustees must keep the need for a subsidiary company under review, based on the Trust's trading and related activities. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|--|---------|----------------------|-----------------|--------------|--------------|-------------|---|--|
| A3 | LGB and other committee matters | | | | | | | | |
| 23. | Determine and keep under review Committee complement | | Decide (Trust Board) | Advise | Decide (LGB) | Advise | | <ul style="list-style-type: none"> • Chief Executive and Governance Advisor to advise and support • Headteacher and Clerk to aid formulation of LGB recommendations • The YDBE will provide advice and guidance in relation to the Church School Development Group | <ul style="list-style-type: none"> • Under the Articles of Association: <ul style="list-style-type: none"> - The constitution, Membership and proceedings of any committee must be determined by the Trustees. - The establishment, terms of reference, constitution and Membership of any committee shall be reviewed at least once in every twelve months. - The Membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the LGBs) a majority of members of any such committee shall be Trustees. - Except in the case of a LGB, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees. • The Trust Board's Committees shall include Curriculum and Standards, and Finance and Resources. • The Trustees will also establish a Church School Development Group to advise and support the CE foundation of CE schools and report to the Board, the CE school LGBs and others as appropriate on their operation as CE schools. Its Members should include Trustees, as well as Foundation LGB members and Headteachers drawn from the CE schools. • LGBs will have significant flexibility over whether they have and how they structure their sub-committees. As a minimum the LGB must cover curriculum, achievement, finance, HR, health and safety and student discipline. Where sub-committees do not exist, the LGB will meet more often than the minimum requirement of four meetings per year. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|-------------------|-----------------|-----------|--------------|----------------------|--|--|
| 24. | Determining Board Committee composition, terms of reference, procedures etc | | Decide | Advise | | | | <ul style="list-style-type: none"> Chief Executive and Governance Advisor to advise and support | <ul style="list-style-type: none"> Please see the Board Committee Terms of Reference for further details. Committees to review their ToRs at least annually and recommend changes to the Board. |
| 25. | Determining LGB composition | | Approve | Advise | Recommend | Advise | See advice/ comments | <ul style="list-style-type: none"> Clerk advice and support with process | <ul style="list-style-type: none"> The composition of the LGB for CE schools will be agreed with the YDBE. Any changes to the number or proportion of Foundation Local Governors, or how they will be appointed, will require the consent of the YDBE. The composition of both community and CE schools LGBs will be set out in the LGB's Terms of Reference and on school websites. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|----------------------------|---------|--|-----------------|--|--------------|----------------------|--|--|
| 26. | Appoint/Remove LGB Members | | Approve (particular appointments) CHAIR | | Recommend in conjunction with Link Trustee | Advise | See advice/ comments | <ul style="list-style-type: none"> • Clerk advice and support with process • Details of skills gaps should be provided to those responsible for appointing Local Governors when a vacancy arises | <ul style="list-style-type: none"> • Parent and Staff Governors will, in general, be elected (see below). The Headteacher will generally be a Governor ex officio. • Trust appointed Governors will be recommended by the LGB with the involvement of the Link Trustee in the selection process, with approval given by the Chair of the Board of Trustees. • Foundation Governors (for CE LGBs) will be appointed by the YDBE. The YDBE's Foundation Local Governor appointment processes should be followed. • Governors of CE schools should attend appropriate CE governance training and complete an appropriately worded ethos undertaking for CE schools. • Code of Conduct should be agreed by the Trust Board and all Local Governors should be required to sign it. In case of a breach of the Code of Conduct, procedure will be implemented as outlined in the Code of Conduct. • Clerk to liaise with Governance Advisor and other appropriate staff to ensure: <ul style="list-style-type: none"> • appropriate DBS and related checks are made • GIAS notifications are made • Details of Governors and their interests are uploaded on Academy website • Copies of ethos undertakings for CE school LGBs are sent to the Trustees • Clerk, Headteacher and Chair of LGB (and others as appropriate) to lead induction. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|--|---------|-------------------|-----------------|-------------|--------------|-------------|--|---|
| 27. | Hold staff and parent elections for LGB | | | | Responsible | Advise | | <ul style="list-style-type: none"> • Clerk and Headteacher advise and support with process | <ul style="list-style-type: none"> • Must be in accordance with any relevant provisions in Articles of Association and LGB Terms of Reference. • LGB Members to flag need for skills. • LGB to highlight requirement to support CE ethos for CE schools. • LGB to appoint in the event no-one puts themselves forward for election. |
| 28. | Appoint Chair of LGB | | | | Decide | | | <ul style="list-style-type: none"> • Clerk advice and support with process | <ul style="list-style-type: none"> • Should not be an employee. |
| 29. | Appoint vice Chair of LGB | | | | Decide | | | <ul style="list-style-type: none"> • Clerk advice and support with process | <ul style="list-style-type: none"> • Should not be an employee. |
| 30. | Allocate specific local governor roles | | | | Decide | Advise | | <ul style="list-style-type: none"> • Chair of LGB to lead, based on skills • Trustees to specify certain required roles to dovetail with own link Trustees (if applicable) | <ul style="list-style-type: none"> • Allocated LGB Members should work with Trustees allocated with specific responsibilities in their areas. • LGB should allocate additional link roles for Safeguarding/Child Protection, Special Educational Needs and others as appropriate. • All LGB Members continue to have responsibility for these areas, despite any allocation of specific roles. |
| 31. | Confirm local Accounting Officer (Academy level) | | Decide | Advise | | | | <ul style="list-style-type: none"> • Reports to Chief Executive as overall Accounting Officer | <ul style="list-style-type: none"> • Will generally be the Headteacher or equivalent (the role will be heavily supported by the Academy's Finance manager or equivalent). • Has responsibility for regularity, propriety and value for money at Academy level. • Also responsibility for ensuring that proper financial records and accounts are kept. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|--|---------|-------------------|-----------------|-------------|--------------|----------------------|--|--|
| 32. | Complete LGB register of interests and keep under regular review | | Receive | Receive | Responsible | Receive | See advice/ comments | <ul style="list-style-type: none"> • Clerk advice and support with process • Clerk to liaise with appropriate Academy personnel to ensure uploaded on website | <ul style="list-style-type: none"> • Register of LGB Interests should be brought to the attention of decision makers as appropriate (Headteacher to oversee). |
| 33. | Determine LGB annual schedule of business | | Advise (Chair) | Advise | Responsible | Advise | | <ul style="list-style-type: none"> • LGB Chair to lead with Clerk advice and support with process • Appropriate advice and input from Chief Executive, Headteacher and those responsible for planning other Annual Schedules of Business | <ul style="list-style-type: none"> • To include items as appropriate to reflect that the school is a CE school, where this is applicable. • Chair and Clerk to use to inform agenda setting. • LGB should meet at least once each term. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|-------------------------------------|---------|---------------------|-----------------|-----------------------|--------------|-------------|---|---|
| 34. | Academy level Reporting to Trustees | | Receive, Scrutinise | Advise | Responsible & Approve | Advise | | | <ul style="list-style-type: none"> LGB minutes will be provided to Trustees as standard. The co-ordinated schedule of business should mean that this enables LGB advice to get to the Board in a timely manner to inform their decision making. The content and frequency of any additional LGB reports shall be specified by the Trustees. Academy level reporting should be included in Chief Executive reports as appropriate (see above). Trustees should receive the minutes and any additional reports at Board meetings to enable appropriate discussion and scrutiny. |
| 35. | Review of LGB effectiveness | | Receive, Scrutinise | Advise | Responsible | Advise | | <ul style="list-style-type: none"> Chair of LGB to lead, Clerk advice and support with process | <ul style="list-style-type: none"> This should dovetail with the Board's reviews of their own effectiveness (Trustees may set a template). Conclusions should be fed into the Board's review of governance effectiveness and may impact on future levels of delegation pursuant to the Scheme of Delegation. LGB to participate as required in any external review of governance required by the Trustees. |
| 36. | LGB skills audit | | Receive, Scrutinise | Advise | Responsible | Advise | | <ul style="list-style-type: none"> Clerk advice and support with process | <ul style="list-style-type: none"> Trustees may set a template. Skills audit should include ability and commitment to preserve and develop CE ethos of the Academy for CE schools. Trustees to receive details and may impact on areas of delegation. Details of skills gaps should be provided to those responsible for appointing local governors when a vacancy arises. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---------------------------------|---------|-------------------|-----------------|--------|--------------|-------------|--|--|
| 37. | Appoint/remove clerk to the LGB | | Decide | Advise | Advise | | | | <ul style="list-style-type: none"> • Clerk supplied by Governance Support and Development Service as agreed in Trust level governance services contract. Local variances may be agreed by the Trustees in particular circumstances. |
| 38. | Determine LGB procedures | | Decide | | Advise | | | <ul style="list-style-type: none"> • Governance Advisor to provide advice and support • Clerk to support LGB in formulating advice | <ul style="list-style-type: none"> • These must be in compliance with the Articles of Association. • See LGB Terms of Reference. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|-------------------------------|---------|-------------------|-----------------|-------------------|--------------|-------------|---|---|
| A4 | Heads and Chairs Group | | | | | | | | |
| 39. | Establish Heads' Group | | | Participate | | Participate | | | <ul style="list-style-type: none"> Chief Executive to establish and lead Heads Group to enable all Headteachers to feed in their thoughts and advice in relation to pertinent matters for their Academy and to enable co-ordinated reporting (through the Chief Executive) to the Board. |
| 40. | Establish Chairs' Group | | Participate | | Participate Chair | | | <ul style="list-style-type: none"> Supported by Governance Advisor as required | <ul style="list-style-type: none"> Chair of Trustees to establish and lead Chairs' Group to enable all LGB Chairs to feed in their thoughts and advice in relation to pertinent matters for their school and to ensure dovetailing of Trustee and LGB business. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|-------------------|-----------------|-----|--------------|-------------|--|--|
| A5 | Miscellaneous | | | | | | | | |
| 41. | Determine governance policies and procedures for Trustees and Local Governors | | Approve | Advise | | | | <ul style="list-style-type: none"> • Governance Advisor to provide advice and support | <ul style="list-style-type: none"> • E.g. appointment, Induction, expenses, Interests (conflicts, payments, contacts etc), Code of Conduct. • Policies must be in accordance with Articles of Association. |
| 42. | Obtain Director/Trustee and Officers insurance | | Approve | | | | | <ul style="list-style-type: none"> • CFO and Company Secretary advice and support | <ul style="list-style-type: none"> • Must be in accordance with Articles of Association. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|-------------------------------------|---------|-------------------|-----------------|------------------|----------------------|-------------|--|--|
| A6 | Website reporting | | | | | | | | |
| 43. | Governance details on Trust website | | Oversee (Trust) | Responsible | Oversee (school) | Responsible (school) | | <ul style="list-style-type: none"> • Governance Advisor & Chief Executive to advise and support, Headteacher and LGB Clerk to feed in relevant information at Academy level | <ul style="list-style-type: none"> • Trust to approve framework. • Governance Advisor responsible for ensuring Trust level information up to date. • LGB Clerk responsible for ensuring Academy level information up to date. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|---|---------|-------------------|-----------------|-----------|--------------|-------------|--|--|
| B. | Strategy and Leadership | | | | | | | | |
| B1 | Strategic planning and oversight | | | | | | | | |
| 1. | Set Trust vision and ethos statement | | Decide | Advise | Advise | Advise | | <ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny | <ul style="list-style-type: none"> Chief Executive responsible for implementation. Should reflect Community and Church foundation of academies in Trust. |
| 2. | Set strategic objectives and KPIs of Trust and determine Trust Development Plan and review process | | Decide | Advise | Advise | Advise | | <ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny | <ul style="list-style-type: none"> Chief Executive responsible for ensuring objectives are met and for progress against Development Plan. Development Plan must be in line with strategic objectives. Should reflect Community and Church foundation of academies in Trust. |
| 3. | Complete Trust Self Evaluation Form (or equivalent) | | Decide | Advise | Advise | Advise | | <ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny | <ul style="list-style-type: none"> SEF to reflect progress against Development Plan. |
| 4. | Set Academy vision and ethos statement | | Approve | Advise | Recommend | Advise | | <ul style="list-style-type: none"> Headteacher leading role in formulating for LGB scrutiny | <ul style="list-style-type: none"> Must fit with Trust vision and ethos (Trustees to ensure). Vision and ethos should reflect CE or community school status. CE academies have a fixed ethos statement which should only be changed with consent of DBE. ¹ Headteacher responsible for implementation. |

¹ This shall be: “Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers all its pupils.”

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|----|--|---------|-------------------|-----------------|-------------|--------------|----------------------|--|--|
| 5. | Set Academy's strategic objectives and KPIs and determine School Development Plan and review process | | Approve | Advise | Recommend | Advise | | <ul style="list-style-type: none"> Headteacher leading role in formulating (in conjunction with the Chief Executive) for LGB and Board scrutiny | <ul style="list-style-type: none"> Must fit with Trust strategic objectives, KPIs and Plan (Chief Executive to ensure) and reflect Ofsted and SIAMS outcomes. Development plan must be in line with strategic objectives. Should reflect CE school status where applicable. Board of Trustees may provide templates. |
| 6. | Complete Academy Self Evaluation Form (or equivalent) | | Monitor | Scrutinise | Responsible | Advise | | <ul style="list-style-type: none"> Headteacher leading role in formulating for LGB scrutiny | <ul style="list-style-type: none"> SEF to reflect progress against Development Plan. Trust board may provide templates. Chief Executive to scrutinise and report on outcomes to the Board. |
| 7. | Complete and keep under review Academy SIAMS self-evaluation for CE schools | | Monitor | Advise | Responsible | Advise | See advice/ comments | <ul style="list-style-type: none"> Church Schools Development Group to advise Trustees and LGB | <ul style="list-style-type: none"> YDBE SLA Adviser will support through critical friend visits. This should be a working document kept under regular review. |
| 8. | Involvement in Ofsted inspections and, where applicable SIAMS inspections | | Responsible | Responsible | Responsible | Responsible | See advice/ comments | | <ul style="list-style-type: none"> Trustees and LGB Members will be involved as appropriate in Ofsted inspections and, for CE schools, SIAMS inspections. The YDBE shall notify the Academy when a SIAMS inspection is due and liaise with the Academy on the relevant arrangements. The Headteacher will notify the Chief Executive, Chair of the Board and the Chair of the LGB that an inspection has been notified and what involvement is needed from the relevant parties, according to agreed procedures. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|------------|---|---------|-------------------|-----------------|-------------------------|----------------------|----------------------|--|---|
| B2 | School Organisation | | | | | | | | |
| 9. | Determine protocol for considering taking on new academies/free schools (including due diligence arrangements) | | Decide | Advise | | | | <ul style="list-style-type: none"> Chief Executive leading role in formulating for Trustee scrutiny | <ul style="list-style-type: none"> Chief Executive to manage process in accordance with agreed protocol. This should include the need for a conversion plan, as part of due diligence, to deal with pre and post conversion matters with appropriate HR, Finance, buildings, legal advice etc accessed as required. |
| 10. | Decide to take on a new academy/open a free school | | Decide | Advise | | | See advice/ comments | <ul style="list-style-type: none"> Trustees to obtain appropriate legal, HR, Finance, buildings etc advice | <ul style="list-style-type: none"> Trustees must look carefully at all aspects of a potential academy prior to recommending an academy is taken on/free school established, given the impact that the decision may have on the academies already in the Trust. |
| 11. | Approve legal documentation associated with academy conversions | | Approve | Advise | | | See advice/ comments | <ul style="list-style-type: none"> Trustees will obtain appropriate Legal, HR, Finance, buildings etc advice | <ul style="list-style-type: none"> Trustees must understand the documentary framework and what is being agreed to by entering into it. YDBE will need to approve certain documents for a CE academy conversion prior to giving its final consent. |
| 12. | Structural collaboration and partnership agreements | | Decide | Advise | Recommend ACADEMY LEVEL | Advise ACADEMY LEVEL | See advice/ comments | <ul style="list-style-type: none"> Trustees will obtain Chief Executive advice and appropriate Legal etc advice | <ul style="list-style-type: none"> Trust level collaboration/partnership agreements to be entered into by Trustees with advice from Chief Executive. Academy level collaboration/partnership agreements to be entered into by Trustees following a recommendation from LGB. YDBE should be advised if a collaboration/ partnership agreement is proposed which involves a CE academy – depending on the specifics advice may be given/consent may be required. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 13. | Academy closure or re-brokerage (termination of Funding Agreement) | | Decide | Advise | Advise | Advise | See advice/ comments | <ul style="list-style-type: none"> Trustees will obtain appropriate Legal etc advice | <ul style="list-style-type: none"> DfE consent required. DfE may enforce closure or re-brokerage in appropriate circumstances. YDBE should be consulted for advice in the event closure or re-brokerage is proposed of a CE academy. YDBE/site Trustee consents may be required. |
| 14. | Academy amalgamation/ merger | | Decide | Advise | Advise | Advise | See advice/ comments | <ul style="list-style-type: none"> Trustees will obtain appropriate Legal etc advice | <ul style="list-style-type: none"> YDBE should be consulted as soon as possible for advice in the event amalgamation/merger is proposed of a CE academy. YDBE/site Trustee consents may be required. DfE consent required. |
| 15. | Seeking to change Church of England designation of academy | | Decide | Advise | Advise | Advise | See advice/ comments | <ul style="list-style-type: none"> Trustees will obtain appropriate Legal etc advice | <ul style="list-style-type: none"> YDBE should be consulted as soon as possible for advice. YDBE/site Trustee consents may be required. DfE consent required. |
| 16. | Agreeing other significant changes to an academy (e.g. potentially contentious proposals, changes to premises, alteration to admissions e.g PAN change of age range) | | Decide | Advise | Advise | Advise | See advice/ comments | | <ul style="list-style-type: none"> YDBE should be consulted as soon as possible for advice where CE academies are involved. YDBE/site Trustee consents may be required. DfE consent will be required for many 'significant changes' so advice needs to be sought on this. Certain issues such as admissions changes will be subject to fair access protocols, consultation at local level and liaison with CYC and the DfE |
| 17. | Determining school session and term dates and school uniform | | Decide | Advise | Recommend | Advise | | | <ul style="list-style-type: none"> This allows Trustees to co-ordinate the schools in the Trust to the extent that this is desirable, whilst reflecting local needs. Uniform will reflect local ethos and identity of the school. LGB to have substantial input into the decision making process. Trust Board to make final decision to ensure consistency across the MAT. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| B3 | Risk Management | | | | | | | | |
| 18. | Determine overall risk management policy and processes | | Decide | Advise | | | | <ul style="list-style-type: none"> CFO to lead, advise and co-ordinate input from CFO, other trust level staff and Headteachers | <ul style="list-style-type: none"> To include template risk register and frequency of review. |
| 19. | Review and complete Trust risk register | | Responsible | Advise | | | | <ul style="list-style-type: none"> CFO to lead, advise and co-ordinate input from Trust level staff and headteachers | <ul style="list-style-type: none"> Using agreed risk register template. To reflect major school specific risks as appropriate. The CFO is responsible for managing the risk register and co-ordinating monitoring tasks, ensuring agreed remedies are implemented and highlighting exceptions; The Trust F&R Committee is responsible for oversight of the management of the risk register, and for revisions to the Risk Policy to ensure oversight is effective. |
| 20. | Review and complete academy level risk register | | | Monitor and Advise | Responsible | Advise | | <ul style="list-style-type: none"> Headteacher to lead, advise and co-ordinate input from senior Academy staff CFO to monitor and advise | <ul style="list-style-type: none"> Using agreed risk register template. To inform Trust risk register review. LGBs to focus on significant risks to their school, and not duplicate risks on the Trust risk register. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| C. | Staffing | | | | | | | | |
| C1 | Staffing structures | | | | | | | | |
| 1. | Determining staffing structure of Trust Central Team (types, grades and numbers of posts including organisational restructuring) | | Decide | Advise | | | | <ul style="list-style-type: none"> Chief Executive, HR advisor and CFO to advise Trust Board's Finance and Resources Committee to support Board | <ul style="list-style-type: none"> This relates to determining the Trust level staff structure. Please see below in relation to appointment to those positions. Within budget and in line with HR and Finance policies and procedures. |
| 2. | Determining staffing structure (other than the Headteacher) – Academy level (types, grades and numbers of posts including organisational restructuring) | | Monitor | Monitor and Advise | Approve | Advise | | <ul style="list-style-type: none"> Headteacher to lead and advise with Chief Executive input HR and Finance advice LGB to approve where positive budget, Trust staffing structure and no redundancies allow Trust Board's Finance and Resources (and Standards Committee) to support Board | <ul style="list-style-type: none"> This relates to determining the Academy level staff structure. Please see below in relation to appointment to those positions. Within budget and in line with HR and Finance policies and procedures. Headteacher able to recruit where posts are due to basic curriculum need based on student numbers. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 3. | Setting terms and conditions of employment, Headteacher pay ranges/school group size, Trust wide HR policies and procedures and staff handbook | | Decide | Advise | Advise | Advise | | <ul style="list-style-type: none"> Chief Executive & HR Director to lead and advise Trust Board's Finance and Resources Committee to support Board | <ul style="list-style-type: none"> Reference to school group size and factors in School Teachers' Pay and Conditions Document in setting Headteacher pay in addition to in Trust and wider benchmarking comparisons. Must ensure compliance with EFSA and Trust Policy requirements re bonus payments Need to ensure local differences and TUPE considerations taken into account. Policies to include e.g. recruitment, probation and induction, pay, appraisal, conduct and disciplinary, grievance, capability, absence management, professional development, equality, expenses. Chief Executive to report to Trustees on any material concerns about operation of policies and procedures. YDBE guidance to be considered in relation to ability to ask for Christian commitment /ability and fitness to preserve and develop the religious character of the CE academy in the appointment of certain members of staff. |
| 4. | Carry out and maintain central record of recruitment and vetting checks on staff | | Scrutinise (Safeguarding Trustee) | Responsible – Trust level staff Oversee – Academy staff | Scrutinise School level (Safeguarding LGB member) | Responsible – school staff | | <ul style="list-style-type: none"> Chief Executive responsible for Trust wide staff, Headteacher responsible for Academy staff (HR Director to advise and manage) | |
| 5 | Maintain register of staff interests | | Receive | Responsible – Trust Wide Staff | Receive | Responsible – school staff | | <ul style="list-style-type: none"> HR Advisor to advise and manage | <ul style="list-style-type: none"> Interests should be brought to the attention of decision makers as appropriate. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| C2 | Trust level appointments | | | | | | | | |
| 6. | Appointment, suspension and dismissal of Chief Executive | | Decide | | | | See advice/ comments | <ul style="list-style-type: none"> • HR Adviser to support and advise | <ul style="list-style-type: none"> • Must be in accordance with Trust approved HR policies. • Refer to Articles and Memorandum of Understanding. • While Chief Executive recruitment is combined with Headteacher recruitment, this will take the form of one composite process. For appointment – interview panel to include at least 2 Trustees appointed by Board of Trustees to make a recommendation to the Board of Trustees on appointment. The LGB of the school concerned will be involved in the recruitment process and will be asked for their recommendation. • For dismissal, two Trust Board panels required - one to decide and one to hear any appeal. • Refer to Articles. • YDBE should be contacted when it is clear a recruitment process is required for a Chief Executive, to provide to support for the decision making process. DYET appointed Trustee to be included on decision making panel. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 7. | Performance Management and pay review of Chief Executive | | Decide, Responsible | | | | See advice/ comments | <ul style="list-style-type: none"> HR Adviser to support and advise Independent advisor should support appraisal process | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. Whilst the Chief Executive is also a Headteacher, performance management and pay review will take the form of one composite process When the CEO's Performance Management review is an independent process, then the Review will be performed by the Trust Pay, CEO and CFO Performance Management Committee. A Panel of 2 LGB Members will carry out the 'Headteacher Performance Management Review' element with the additional support of an external advisor, and will provide a recommendation in relation to the achievement of school specific objectives to the Chair of the Trust. A Panel of 3 Trustees will then meet as the 'Trust Pay, CEO and CFO Performance Management Committee' to consider the LGB's recommendations and will review the achievement of Trust related objectives making an overall decision related to the CEO's pay element. |
| 8. | Appointment and dismissal of CFO and other Director level staff | | Decide | Advise | | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. Line managed by Chief Executive. CFO to act as chief financial officer for delivery of Trust's detailed accounting requirements. Director Level staff to attend board meetings (and committee meetings as appropriate). |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 9. | Performance Management, suspension and pay review of CFO and other Director level staff | | Decide | Advise | | | | | <ul style="list-style-type: none"> Whilst CFO also has a school role, performance management and pay review will take the form of one composite process. HT to conduct review of school objectives and make a recommendation on this to LGB. LGB to review HT decision and pass on recommendation to Chair of Trust For performance management and pay review – a panel of at least three Trustees, including the Chair of Trustees and (in the case of the CFO) Chair of the Trust Board's Finance and Resources Committee, will meet as the 'Trust Pay, CEO and CFO Performance Management Committee' to consider the LGB's recommendation and then to review achievement of Trust related objectives making an overall decision related to the CFO's Pay. A panel of three different Trustees will be formed to hear any appeal. |
| 10. | Appoint and dismiss Governance Adviser | | Decide | Advise | | | | <ul style="list-style-type: none"> HR Adviser/CFO (as appropriate) to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR/procurement policies (as applicable). May be an additional responsibility for an existing member of staff. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 11. | Performance Management, suspension and pay review of Governance Adviser | | | | | | | | <ul style="list-style-type: none"> Currently N/A as brokered service via CYC. Will be reviewed as appropriate by Trustees. |
| 12. | Appoint and dismiss Company Secretary | | Decide | Advise | | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. May be an additional responsibility for an existing member of staff. |
| 13. | Performance Management, suspension and pay review of Company Secretary | | | | | | | | <ul style="list-style-type: none"> Where an additional responsibility for an existing member of staff, the Chair will be asked to feed into that review as appropriate. |
| 14. | Appoint, performance manage, suspend, dismiss other Trust wide appointments (Trust central team) | | Decide (dismissal) Review (suspension) | Decide (appointment, suspension) | | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. May be an additional responsibility for an existing member of staff. |
| 15. | Approve applications for early retirement (all Trust wide appointments) | | Decide | Advise | | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. |
| 16. | Approve applications for secondment (Trust wide appointments) | | Decide | Advise | | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| C3 | Academy level appointments | | | | | | | | |
| 17. | Appointment of Headteacher | | Decide | Advise | Recommend | | See advice/ comments | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> CEO and Chair of Trustees must be informed immediately of any vacancies. Any advertisement must be in accordance with Trust approved HR policies, the School Teachers' Pay and Conditions Document and the Trust's agreed pay ranges and school group size. Refer to Articles and Memorandum of Understanding. Ability to replace on a like for like basis must be agreed with the Trust Board and LGB where current/future admissions and budgets indicate falling rolls/surplus places and declining financial position or where redeployment applies. Chief Executive and LGB panel to interview and recommend. Trustees will be included in the selection panel at the Trust Board's discretion. At least one Foundation Local Governor to be on panel for CE academies. Line managed by Chief Executive. YDBE should be contacted when it is clear a recruitment process is required for a Headteacher of a CE academy, for advice and to arrange YDBE's involvement in the process. Whilst Chief Executive is also a Headteacher, recruitment will take the form of one composite process. The recruitment for the Chief Executive will apply, however the LGB of the school concerned will be involved in the recruitment process and will be asked for their advice and recommendations. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 18. | Performance management and pay review of Headteacher | | Decide (Pay Committee) Hear appeals | Decide (as part of Trust Pay Committee) | Advise/ Recommend | | | <ul style="list-style-type: none"> HR Adviser to support and advise Independent advisor should support appraisal process for individual Headteachers with CEO input or attendance at PM review meetings | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. Must be compliant with the School Teachers' Pay and Conditions Document regarding schools' group size payments and the EFSA/ School Teachers' Pay and Conditions Document inability to award bonus payments Trust Board must be informed of any in-year salary changes and these must be compliant with the policies listed above and EFSA requirements. The Trust Pay, CEO and CFO Performance Management Committee will determine the Headteachers' pay review. There is an advisory role for LGBs, including a key role for Foundation Local Governors in CE schools. Whilst the Chief Executive is also a Headteacher, performance management and pay review will take the form of one composite process. The position outlined above for performance management and pay review of Chief Executive will apply, however the LGB of the school concerned will be asked to provide a recommendation in relation to the achievement of school specific objectives. |
| 19. | Suspension of headteacher | | Decide | Decide exceptional | Decide exceptional | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. Exceptional circumstances apply where there is a need for an immediate decision e.g, safeguarding concerns and risk of severe reputational damage. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 20. | Dismissal of headteacher | | Decide | Advise /recommend | Recommend | | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies Two panels of Trustees required - one to decide and one to hear any appeal. Board to determine any termination/ settlement agreement payments. May need referral to EFSA depending on amount involved. |
| 21. | Approve applications for early retirement | | Decide – HT and senior level posts and where financial liability exists or on ill-health | Decide – if no financial liability for Trust and not on ill-health | Decide – if no financial liability for school and not on ill-health | Advise | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. CEO and CFO advice to be sought in all cases. |
| 22. | Approve applications for secondment | | Decide HT level | Advise HT level | Decide (Other) | Advise (Other) | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. CEO and CFO advice to be sought in all cases. |
| 23. | Appointment of other Senior Leadership Team positions | | | | Decide (unless delegated) | Decide (where delegated) | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. LGB panel plus Headteacher to interview and decide unless LGB delegate particular appointment to Headteacher. Line managed by Headteacher. |
| 24. | Appointment of special needs co-ordinator (SENCO) | | | | Decide (unless delegated) | Decide (where delegated) | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. LGB panel plus Headteacher to interview and decide unless LGB delegate particular appointment to Headteacher. Any allocated SEND local governor to be involved as appropriate. Line managed by Headteacher or (if agreed by LGB) another SLT member. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 25. | Appointment of educational visits co-ordinator | | | | Decide (unless delegated) | Decide (where delegated) | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> May be a responsibility held by an existing member of staff. Must be in accordance with Trust approved HR policies. LGB panel plus Headteacher to interview and decide unless LGB delegate particular appointment to Headteacher or other. Line managed by Headteacher (primary) or another SLT member (secondary). |
| 26. | Appointment safeguarding /child protection officer (designated senior person) and a deputy | | | | Decide (unless delegated) | Decide (where delegated) | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. LGB panel plus Headteacher to interview and decide unless LGB delegate particular appointment to Headteacher. Line managed by Headteacher (primary) or another SLT member (secondary). |
| 27. | Appointment of academy finance/business manager or equivalent | | | | Decide | Decide | | <ul style="list-style-type: none"> HR Adviser to support and advise | <ul style="list-style-type: none"> Must be in accordance with Trust approved HR policies. Panel to include: <ul style="list-style-type: none"> Headteacher Trust's CFO Chair of Local Governors/Chair of Finance Committee Line managed by Headteacher. Trust's CFO must support the appointment. |

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| 28. | Appointment of other Academy staff positions | | | | Decide (unless delegated or subject to MAT redeployment) | Decide (where delegated or unless subject to MAT redeployment) | | <ul style="list-style-type: none"> • HR Adviser to support and advise • Where decisions not delegated to Headteacher, Headteacher will be asked to advise | <ul style="list-style-type: none"> • Must be in accordance with Trust approved HR policies and must offer redeployment of Trust staff to vacancies where these occur • Appointment decisions may be delegated to the Headteacher (or further delegated where reflected in agreed policy). • Line managed by Headteacher or other SLT member or promoted post-holder. |
| 29. | Performance management and pay review of Academy level appointments (other than Headteacher) | | Monitor | Advise | Decide | Advise | | <ul style="list-style-type: none"> • HR Adviser to support and advise | <ul style="list-style-type: none"> • Must be in accordance with Trust approved HR policies. • If delegated, line manager to conduct the review. • Where Headteacher is not line manager, he/she may be involved in process (as appropriate). • CFO must be involved in Business Manager reviews. • Pay committee of LGB to determine pay review. |
| 30. | Suspension of academy staff (other than Headteacher) | | | Decide (exceptional) | Decide | Decide (exceptional) | | <ul style="list-style-type: none"> • HR Adviser to support and advise | <ul style="list-style-type: none"> • Decision maker to inform and consult Chief Executive. |
| 31. | Dismissal of academy staff other than Headteacher or SLT | | Monitor | Monitor and Advise | Decide | Decide | | <ul style="list-style-type: none"> • HR Adviser to support and advise | <ul style="list-style-type: none"> • Must be in accordance with Trust approved HR policies. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| D. | Pupil/Student matters | | | | | | | | |
| D1 | Education provision | | | | | | | | |
| 1. | Standards of teaching | | Monitor (Trust wide) | Responsible (Trust wide) Advise | Monitor (school level) Advise | Responsible (school level) Advise | | <ul style="list-style-type: none"> Analysis of standards information to be provided by Headteacher to LGB and Chief Executive to enable appropriate scrutiny | <ul style="list-style-type: none"> Headteacher responsible for observing and evaluating performance at Academy level and securing improvement, under oversight of Chief Executive. Trustees & Members to receive agreed level of reporting (see section A above). Key role for Trust Standards Committee. |
| 2. | Pupil progress and attainment | | Monitor (Trust wide) | Responsible Advise (Trust wide) | Monitor (school level) Advise | Responsible (school level) Advise | | <ul style="list-style-type: none"> Analysis of progress and attainment to be provided by Headteacher to LGB and Chief Executive to enable appropriate local scrutiny | <ul style="list-style-type: none"> Headteacher responsible for progress and attainment and securing improvement at Academy level, under oversight of Chief Executive. Trustees & Members to receive agreed level of reporting (see section A above). Key role for Trust Standards Committee. |
| 3. | Setting curriculum policy | | Monitor | Monitor and Advise | Approve | Advise | | | <ul style="list-style-type: none"> Curriculum must be balanced and broadly based and comply with statutory requirements. |
| 4. | Curriculum provision | | Decide (statement of principles) Monitor policy and implementation (Trust wide) | Responsible (Trust wide) | Monitor (school) | Responsible | | | <ul style="list-style-type: none"> Headteacher to implement in line with policy, overseen by Chief Executive. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 5. | Setting RE policy | | Monitor (Trust wide) | Monitor and Advise | Approve | Advise | See advice/ comments | <ul style="list-style-type: none"> The YDBE provides advice regarding policy and syllabus for CE academies Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Must comply with the terms of any curriculum policy/requirements determined by the Board. Must ensure academy is meeting the relevant statutory requirements for RE. Must satisfy the requirements of the National Church of England Board of Education Statement of Entitlement for CE academies. Denominational syllabus in a former CE Voluntary Aided school (having sought YDBE advice on the content). Locally agreed syllabus to be adopted in former CE Voluntary Controlled and Community schools (reserved teachers may be needed to teach RE in accordance with the school's Trust deed/tenets of the Church of England in certain cases in former CE Voluntary Controlled schools. YDBE's guidance should be sought). Key involvement for Foundation local governors and Church School Development Group in CE schools. |
| 6. | RE provision | | | Monitor (Trust wide) | Monitor (school) | Responsible | See advice/ comments | <ul style="list-style-type: none"> The YDBE provides advice regarding provision for CE academies Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Headteacher to implement agreed policy, overseen by Chief Executive. Key involvement for Foundation local governors in monitoring in CE academies. |
| 7. | Examinations | | | | Oversee | Responsible | | | <ul style="list-style-type: none"> Headteacher to ensure appropriate arrangements put in place for examinations. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 8. | Determining Collective Worship policy | | Monitor (Trust wide) | Advise | Approve | Recommend | See advice/ comments | <ul style="list-style-type: none"> The YDBE provides advice regarding policy for CE academies Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Must be in accordance with any provision of the Trust deed and/or tenets and practices of the Church of England for CE academies. Key involvement for Foundation local governors in CE academies. |
| 9. | Collective Worship provision | | Monitor (Trust wide) | Advise | Monitor (school) | Responsible Advise | See advice/ comments | <ul style="list-style-type: none"> The YDBE provides advice regarding policy for CE academies Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Headteacher to implement agreed policy. Key involvement for Foundation local governors in monitoring provision in CE academies. |
| 10. | Determining SMSC policy | | Monitor (Trust wide) | Advise | Approve (school) | Recommend | See advice/ comments | <ul style="list-style-type: none"> The YDBE provides advice regarding policy for CE academies Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Key involvement for Foundation local governors in CE academies. |
| 11. | SMSC provision | | | Monitor (Trust wide) | Oversee | Responsible Advise | See advice/ comments | <ul style="list-style-type: none"> The YDBE provides advice regarding policy for CE academies Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Headteacher to implement agreed policy. Key involvement for Foundation local governors in CE academies. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
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| 12. | Determining sex education policy | | Decide (statement of principles) Monitor policy and implementation (Trust wide) | Monitor (Trust wide) | Responsible | Recommend | | | |
| 13. | Sex education provision | | | Monitor (Trust wide) | Monitor (school) | Responsible Advise | | | <ul style="list-style-type: none"> Headteacher to implement agreed policy. |
| 14. | Determining off site visits policy | | Approve Monitor | Recommend Oversee (Trust wide) | Advise | Responsible | | | <ul style="list-style-type: none"> Headteacher to implement agreed policy at school level, overseen by Chief Executive. Should dovetail with health and safety policy. Chief Executive to report to Trustees on any material concerns about operation of policy. CEO and CYC advice to be sought on any potentially hazardous activities with escalation to the Board in hazardous cases. |
| 15. | Careers advice provision | | | | Monitor | Responsible | | | |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|----------------------|----------------------|------------------|--------------|-------------|---|---|
| 16. | Community and after school provision (extended schools) | | Monitor (Trust wide) | Monitor (Trust wide) | Monitor (school) | Responsible | | <ul style="list-style-type: none">See section G below in relation to use of school premises | <ul style="list-style-type: none">Headteacher to inform CEO of any emerging issues. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|------------|---|---------|----------------------|----------------------|-------------|--------------|-------------|--|---|
| D2 | Behaviour, attendance and welfare | | | | | | | | |
| 17. | Determining behaviour and discipline policy (including exclusions) | | | Monitor (Trust wide) | Approve | Recommend | | <ul style="list-style-type: none"> Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> Headteacher to implement, overseen by Chief Executive. Chief Executive to report to Trustees on any material concerns about operation of policy. |
| 18. | Home school agreements (if required) | | | | Approve | Recommend | | | <ul style="list-style-type: none"> Headteacher responsible for co-ordinating and managing. |
| 19. | Exclusions – decision to exclude | | | | | Responsible | | | <ul style="list-style-type: none"> May be for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. The Headteacher may withdraw an exclusion that has not been reviewed by the LGB. |
| 20. | Notifications of exclusions | | | | Receive | Responsible | | | <ul style="list-style-type: none"> Headteacher to notify LGB and others in accordance with Exclusions Code. Depending on exclusion, this will be either without delay or once a term. Notifications must include the reasons and duration. |
| 21. | Exclusions – to review overall pattern and use of exclusions | | Monitor (Trust wide) | Monitor (Trust wide) | Responsible | Advise | | | <ul style="list-style-type: none"> Trustees to receive agreed level of reporting. |
| 22. | Exclusions – arrange alternative provision | | | Monitor | Monitor | Responsible | | | <ul style="list-style-type: none"> Arrange alternative provision in accordance with Exclusions Code. Headteacher to inform CEO of arrangements made. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|---------------------------------|---------------------------------------|----------------------------|----------------------|-------------|--|--|
| 23. | Exclusions – to review exclusion decisions and consider reinstatement in applicable cases | | | | Responsible | | | | <ul style="list-style-type: none"> Can be delegated to sub-committee of at least 3 LGB Members. Can be delegated to Chair of LGB where permitted by Exclusions Code. |
| 24. | Exclusions - To establish independent appeals panel | | Responsible | Advise | | | | <ul style="list-style-type: none"> Advice and support from Governance Officer | <ul style="list-style-type: none"> Must be in line with exclusions statutory guidance. |
| 25. | Pupil attendance | | Monitor (Trust wide) | Monitor | Monitor | Responsible | | | <ul style="list-style-type: none"> Trustees to receive agreed level of reporting. |
| 26. | Determine Safeguarding and child protection policy | | Approve Monitor (trust wide) | Recommend Responsible (Trust wide) | Advise Monitor (school) | Responsible (school) | | | <ul style="list-style-type: none"> Must reflect latest DfE KCSIE requirements and local safeguarding protocols Headteacher to implement at school level, overseen by Chief Executive. Chief Executive to report to Trustees on any material concerns about operation of policy. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---------------------------|---------|-------------------|-----------------|---------|--------------|-------------|--------|---|
| D3 | School meals | | | | | | | | |
| 27. | Provision of school meals | | | | Oversee | Responsible | | | <ul style="list-style-type: none"> • Must include provision of free school meals to those eligible. • Must be in accordance with nutritional standards. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|------------|--|---------|----------------------|----------------------|-----------|--------------|----------------------|--|---|
| D4 | Admissions | | | | | | | | |
| 28. | Determining admissions policy | | Approve | Advise | Recommend | Advise | See advice/ comments | <ul style="list-style-type: none"> Church School Development Group to advise and support CE academies | <ul style="list-style-type: none"> YDBE guidance and advice should be sought for former CE schools. Key involvement for Foundation local governors for CE academies. |
| 29. | Admissions application decisions | | Approve | Monitor | Recommend | Advise | | | <ul style="list-style-type: none"> Headteacher responsible for co-ordinating and managing process. Must be in accordance with published admission arrangements. Full LGB must make the recommendation on policy and Planned Admission Number (PAN) Headteacher makes individual decisions on who will be offered places, with oversight from the LGB. |
| 30. | Arrangement of independent appeals panel | | Monitor | Monitor | Monitor | Responsible | | <ul style="list-style-type: none"> Advice and support from Governance Officer | <ul style="list-style-type: none"> Must be an independent panel established in accordance with the Admissions Appeals Code. Appeal Panel members to be sourced independently, eg from the LA Headteacher to represent their individual school. |
| 31. | Appeals against LA directions to admit pupils | | Monitor (Trust wide) | Monitor (Trust wide) | Monitor | Responsible | | | <ul style="list-style-type: none"> Headteacher makes individual decisions on appeals, with oversight from the LGB. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|--|---------|---------------------------|---------------------------|------------------------------------|-----------------------------|-------------|---|---|
| E. | Accessibility | | | | | | | | |
| 1. | Accessibility plan | | Responsible (Trust level) | Responsible (Trust level) | Responsible (school level) | Recommend | | | <ul style="list-style-type: none"> Plan for increasing accessibility to disabled pupils (curriculum, physical environment, information). |
| 2. | Equality information and objectives statement and equality objectives | | Responsible (Trust level) | Responsible (Trust level) | Approve (school) Monitor | Advise Responsible (school) | | <ul style="list-style-type: none"> Chief Executive to co-ordinate process with input from Headteacher and others as required | <ul style="list-style-type: none"> Requirement to draw up and publish equality objectives every four years and annually publish information demonstrating how meeting the aims of the general public sector equality duty. HT to implement at school level, overseen by Chief Executive. |
| 3. | Determine SEND and inclusion policies | | Monitor (Trust level) | Monitor (Trust level) | Approve (school) | Advise Responsible | | <ul style="list-style-type: none"> Advice from SENCO | <ul style="list-style-type: none"> Trustees may provide templates for tailoring at local level. There should be a member of the LGB with specific oversight of the school's arrangements for SEN and disability. Headteacher to implement at Academy level (overseen by Chief Executive). Chief Executive to report to Trustees on any material concerns about operation of policy. |
| 4. | Reviewing and challenging effectiveness of SEND and inclusion policies and decisions | | Responsible Monitor | Monitor Advise | Responsible (school level), Advise | Advise | | | |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|----|------------------------|---------|-------------------|-----------------|--------|--------------|-------------|--------|--|
| 5. | SEN information report | | Monitor | Monitor | Review | Advise | | | <ul style="list-style-type: none"> • The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. • Contains details about the implementation of the SEN policy. • Trust Board may provide templates to enable co-ordinated reporting. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|--|---------|--|-------------------------------------|--------------------------------|--|-------------|---|---|
| F. | Finance and procurement | | | | | | | | |
| 1. | Appoint/remove auditors | Decide | Decide (limited circumstances) Recommend | | | | | <ul style="list-style-type: none"> CFO to advise and manage process | <ul style="list-style-type: none"> In the ordinary course, appointment and removal will be by the Members at AGM. Appointment/removal must be in accordance with the Companies Act 2006 and the Academies Financial Handbook. Key role for Finance and Resources Committee. May need to inform ESFA in line with Financial Handbook requirements. See Academies Financial Handbook. |
| 2. | Appoint responsible officer/internal auditor/agreement of additional assurance support from auditors or other third party | | Decide | | | | | <ul style="list-style-type: none"> CFO to advise and manage process | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. |
| 3. | Respond to auditors' report/advice | | Oversee (Trust level) Responsible (Board recommendations) | Responsible (Trust level) Advise | Oversee (school level matters) | Responsible (school level matters) Advise | | <ul style="list-style-type: none"> CFO to support, with assistance from school Finance Manager at school level | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|----|--|---------------------|-------------------|------------------|--------|--------------|----------------------|---|--|
| 4. | Annual Report and Accounts | Receive, scrutinise | Approve | Advise, Approve | | | See advice/ comments | <ul style="list-style-type: none"> Trust CFO to co-ordinate draft, with input from Chief Executive, Company Secretary, and Governance Officer Auditors to review and sign off Trustees and Accounting Officer must approve relevant sections | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. The Members should receive and scrutinise the accounts at their AGM. The document should be filed with Companies House and the DfE and uploaded onto the Trust's website. |
| 5. | Review Financial Scheme of Delegation, financial policies, procedures, regulations and internal financial controls | | Approve | Recommend Advise | | | | <ul style="list-style-type: none"> CFO to support and advise | <ul style="list-style-type: none"> A Finance Handbook has been established and contains all the Trust's finance policies and levels of financial delegation and procurement. This is kept under regular scrutiny to review specified financial delegations and key policies within this (e.g., investment policy, procurement policy, borrowing, charging and remissions policy, reserves policy) to ensure these meet operational needs and complies with all Schools' financial requirements and best practice as identified by the Trust's auditors. Key role for Finance and Resources Committee. Headteacher to implement at school level, overseen by Chief Executive and Director of Finance. Chief Executive and Director of Finance to report to Trustees on any material concerns about operation of policy. |
| 6. | Agree a funding model for Trust (including academies) | | Approve | Recommend Advise | Advise | Advise | | <ul style="list-style-type: none"> CFO to support and advise | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. Details are contained in the Finance Handbook with regular review of funding arrangements by Finance and Resources Committee and Trust Board. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|--|---------|---|--|-------------|----------------------------|-------------|---|---|
| 7. | Set Trust budget | | Approve | Recommend Advise | | | | <ul style="list-style-type: none"> CFO to support and advise | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. |
| 8. | Monitor Trust wide expenditure | | Responsible | Advise | | | | <ul style="list-style-type: none"> CFO to support and advise | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. |
| 9. | Set school budget | | Approve | Advise | Recommend | Advise | | <ul style="list-style-type: none"> CFO to support and advise LGB to make recommendations with support and advice from Local Finance Manager | <ul style="list-style-type: none"> Must be in line with overall Trust budget. Key role for Trust Finance and Resources Committee. |
| 10. | Monitor school expenditure | | | Oversee | Responsible | Advise | | <ul style="list-style-type: none"> Local Finance Manager to support and advise | <ul style="list-style-type: none"> Expenditure must be in line with agreed budget and financial delegation specified in Finance Handbook. Regular reporting to take place to CFO to inform Trust wide monitoring. |
| 11. | Determine central services provision, establish Trust central operations and/or procure from third parties | | Approve (in line with financial scheme of delegation) | Recommend Advise Approve (in line with financial scheme of delegation) | Approve | Advise | | <ul style="list-style-type: none"> CFO to support and advise | <ul style="list-style-type: none"> Key role for Finance and Resources Committee. |
| 12. | Opening bank account | | Approve | | | | | <ul style="list-style-type: none"> CFO to support and advise | <ul style="list-style-type: none"> All bank accounts must be in the name of the Trust and operated in accordance with the Financial regulations. |
| 13. | Asset register | | | Responsible – Trust wide | | Responsible – school level | | <ul style="list-style-type: none"> CFO to support and advise | |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|---|---------|-------------------|------------------|---------|--------------|----------------------|---|---|
| G. | Health and safety, insurance and premises and extended schools | | | | | | | | |
| 1. | Approval of Health and safety policy and arrangements | | Approve, Oversee | Responsible | Oversee | Responsible | | <ul style="list-style-type: none"> Chief Executive to present draft policy for consideration | <ul style="list-style-type: none"> Chief Executive responsible for ensuring appropriate health and safety procedures are in place in line with approved policy and are operating effectively. Headteachers to implement policy at Academy level and oversee operation of procedures and actions to mitigate risk e.g. closure on safety grounds (overseen by Chief Executive and advising Chief Executive in relation to significant issues). Policy to include appropriate reporting mechanisms at Member, Trustee and LGB level. |
| 2. | Obtaining insurance for land and Trust & academy operations | | Decide | Recommend Advise | | Advise | | <ul style="list-style-type: none"> CFO to advise and support and liaise with broker | <ul style="list-style-type: none"> To include Director/Trustee & Officer cover, buildings and contents, business continuity, employers' and public liability insurance, motor vehicle cover etc as required. CE Academies must include insurance required to comply with Church Supplemental Agreement or otherwise as agreed in any RPA side letter applicable to the Academy. Chief Executive to ensure details of insurance policy requirements appropriately disseminated. |
| 3. | Agree site strategy and development master plan | | Decide | Advise | Advise | Advise | See advice/ comments | <ul style="list-style-type: none"> CFO to advise and support | <ul style="list-style-type: none"> YDBE advice should be obtained for CE Academies. |
| 4. | Maintenance of premises | | | | Oversee | Responsible | See advice/ comments | | <ul style="list-style-type: none"> The site and buildings must be kept in the condition required by the Church Supplemental Agreement for CE Academies. All land must be kept in the condition required by any lease/other arrangements with third parties. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|----|--|---------|-----------------------------|---------------------------------|---------------------------------|----------------------------------|----------------------|---|--|
| 5. | Maintain academy Premises management documents (e.g. asbestos, fire safety, statutory testing) | | Oversee | Oversee | Oversee | Responsible | | <ul style="list-style-type: none"> Estates and Facilities Manager to advise and support | <ul style="list-style-type: none"> Headteacher to ensure appropriate documents in place (overseen by the Chief Executive). Chief Executive to report any material concerns to Trust Board and LGB. |
| 6. | Approving Capital projects/building works | | Decide | Advise | Advise | Advise | See advice/ comments | <ul style="list-style-type: none"> CFO to advise and support Estates and facilities Manager to advise and support | <ul style="list-style-type: none"> YDBE advice and any necessary Site Trustee consents should be obtained in relation to land and/or buildings prior to work beginning in CE Academies. LA/third party lease should be checked prior to any works on LA/third party land and any necessary consents obtained. All necessary DfE approvals should be obtained. |
| 7. | Managing Academy capital projects/building works/maintenance | | Oversee Over £150,000 | Responsible ie Over £150,000 | Oversee Up to £150,000 | Responsible Up to £150,000 | | <ul style="list-style-type: none"> CFO/Local Finance manager to advise and support Estates and facilities Manager to advise and support | <ul style="list-style-type: none"> All necessary DfE and Trust processes should be followed. |
| 8. | Site security | | | Oversee | Oversee (Academy level) | Responsible (Academy level) | | | <ul style="list-style-type: none"> Chief Executive to oversee overarching arrangements across Trust. |
| 9. | Acquiring and disposing of land (including leases, licences and easements) | | Decide | Advise | Recommend (Academy specific) | Advise | See advice/ comments | <ul style="list-style-type: none"> CFO to advise and support | <ul style="list-style-type: none"> LA/third party lease should be checked prior to making any disposal of LA/third party land. All necessary DfE/EFSA approvals should be obtained. Only the Site Trustees can dispose of or encumber CE Academy land - YDBE advice should be obtained for CE Academies. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----|---|---------|-------------------|-----------------|---------|--------------|---------------------|---|---|
| 10. | Setting overarching lettings strategy and policy of the Trust | | Decide | Recommend | | | See advice/comments | <ul style="list-style-type: none"> CFO to advise and support | <ul style="list-style-type: none"> Policy should reflect requirement to obtain any necessary DfE/LA/site Trustee/third party consents. Use should not be at odds with ethos/aims of Church of England for CE Academies. Policy should reflect what happens to any revenue generated from such use. |
| 11. | Determining permissible external and community use policy (letting/licencing/shared use arrangements) | | | | Decide | Recommend | See advice/comments | <ul style="list-style-type: none"> CFO to advise and support | <ul style="list-style-type: none"> Policy should reflect requirement to obtain any necessary DfE/LA/site Trustee/third party consents. Use should not be at odds with ethos/aims of Church of England for CE Academies. Policy should reflect what happens to any revenue generated from such use. |
| 12. | Managing external and community use | | | Oversee | Oversee | Responsible | | <ul style="list-style-type: none"> Local finance manager to advise and support | <ul style="list-style-type: none"> Must be in accordance with agreed policy. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|--|---------|--------------------|------------------------------|---------|-------------------------|-------------|--|---|
| H. | Communications, information and complaints | | | | | | | | |
| H1 | External communications | | | | | | | | |
| 1. | Trust prospectus | | | Responsible | | | | | |
| 2. | School prospectus | | | | Oversee | Responsible | | | <ul style="list-style-type: none"> Chief Executive to ensure prospectus in line with Trust requirements. |
| 3. | Trust website | | Oversee | Responsible | | | | | <ul style="list-style-type: none"> Chief Executive to ensure legally compliant and that it dovetails appropriately with Academy websites. |
| 4. | School website | | | Oversee | Oversee | Responsible | | | <ul style="list-style-type: none"> Headteacher to ensure legally compliant, overseen by Chief Executive. Chief Executive to ensure this dovetails appropriately with Trust website. |
| 5. | Freedom of Information policy and publication scheme | | Approve Monitor | Responsible (Trust Level) | Monitor | Responsible (school) | | <ul style="list-style-type: none"> Advice and support to be provided by Data Protection Officer | |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|----|----------------------------|---------|-----------------------------|--|-----|--|-------------|--------|---|
| 6. | Approving press statements | | Approve (Chair exceptional) | Approve (Trust wide communications or controversial or sensitive school level) | | Responsible (non- sensitive and non-controversial school matters) | | | <ul style="list-style-type: none"> • All press statements of a potentially sensitive or controversial nature must be referred to the CEO. • CEO to inform/consult with or the Chair of the Trust for approval where deemed appropriate. • Significant and particularly sensitive communications about the Trust should receive Board approval. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|-----------|---|---------|-------------------|--|----------------------------|-------------------------------|-------------|---|--|
| H2 | Complaints | | | | | | | | |
| 7. | Determining complaints policy and procedure statement | | Approve | Recommend | | | | <ul style="list-style-type: none"> Chief Executive to advise and support | <ul style="list-style-type: none"> Policy to provide for local management of complaints. Policy to include appropriate reporting at Trustee and LGB level. |
| 8. | Implementation of complaints policy and procedures | | | Responsible Oversee (Trust wide) | Oversee (Academy level) | Responsible (school level) | | | <ul style="list-style-type: none"> Chief Executive to implement in relation to Trust wide complaints, Headteacher to implement in relation to Academy complaints, overseen by Chief Executive. Chief Executive to report to Trustees on any material concerns about operation of policy. |

| | DECISION | MEMBERS | BOARD OF TRUSTEES | CHIEF EXECUTIVE | LGB | ACADEMY HEAD | THIRD PARTY | ADVICE | COMMENTS |
|------------|---|---------|-------------------|------------------------------------|------------------------|----------------------------|-------------|---|--|
| H3 | Information management | | | | | | | | |
| 9. | Data protection and document management policy | | Approve | Advise Recommend Responsible | | | | <ul style="list-style-type: none"> Chief Executive and Data Protection Officer to advise | <ul style="list-style-type: none"> Must be compliant with current legislation. |
| 10. | Implementation of data protection policy and procedures | | Monitor | Responsible Monitor | Monitor (school level) | Responsible (school level) | | <ul style="list-style-type: none"> Data Protection Officer to advise and support | <ul style="list-style-type: none"> Headteacher to notify LGB and Chief Executive of any material concerns/breaches. Chief Executive to report any material concerns/breaches to Trust Board. |
| 11. | Pupil records (including attendance register) | | | Monitor | Monitor | Responsible | | | |

South York Multi Academy Trust

Trustees' and Governors' Expenses Policy

(Appendix Two of Governance Handbook – approved 25th March 2021)

Principles and Context

Academy trusts are independent charities. Their Trustees are therefore also charity trustees who must comply with Charity Law. This means that they can only receive payment for carrying out Trustee duties if this payment is specifically allowed by the Trust's governing document or has express authorisation from the Charity Commission. For academies, this power is not currently in the model Articles of Association and any change to allow payment to Trustees would need Charity Commission authorisation. The Charity Commission will only authorise payment to Academy Trustees where it has been clearly shown to be in the charity's interests. They will consider issues like the reasons for payment, whether conflicts of interests are managed appropriately, whether the Principal Regulator (for academies this is the Secretary of State for Education) is agreeable and whether payment of any Trustees is in the longer term interests of the charity.

Multi-academy Trusts

Like standalone academy trusts, multi-academy trusts are charities. They usually appoint a local governing body for each academy within the trust. These local governing bodies are not charities themselves, and their members are not usually trustees of the multi academy trust. This means that the charity law restrictions on payment to trustees do not apply to members of a local governing body. However, the government expects voluntary service to remain normal practice for members of local governing bodies. The legality of paying members of a local governing body does not remove academy trusts' duty under charity law to act only in the interests of their charitable objectives. We would expect any multi-academy trust considering paying their local governing body members to review very carefully, whether this is in the best interest of the trust and whether this would be appropriate use of public funds. Trusts must also ensure they manage any conflicts of interest in accordance with their Trust's Articles of Association.

Aims

- To make provision for the payment of allowances to governors and associate governors.
- To ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.
- To ensure travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.
- To ensure compliance with all relevant legislation connected to this policy.

Paying Allowances

Examples of where a claim may be made for incurred expenses include the following:

- they have special needs;
- English is not their first language.

Childcare or babysitting

- Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

- Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Travel and subsistence

- Mileage may be claimed for travel beyond reasonable walking distance for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 40p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £15.
- This list is not exhaustive and governing bodies should take account of their individual needs. They may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

Making a claim

- Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.
- Claims should be authorised by (the Chair of Finance Committee/Chair of governors/Headteacher) and submitted to (school office) for payment.
- The policy and amounts payable will be reviewed every two years. (March 2023)
- This policy applies equally to all categories of governor, including associate members.

TRUSTEE CODE OF CONDUCT

Adopted by Trust Board on behalf of all academies:

Review Timetable: July 2021

Review Date: July 2020

1 PURPOSE

- 1.1 This code sets out the expectations of and commitment required from Trustees in order for the Board of Trustees to properly carry out its work within the South York Multi-Academy Trust ('the Trust'), its schools and the community. It applies to all Trustees.

2 STRATEGIC FUNCTIONS OF THE BOARD OF TRUSTEES

- 2.1 The Trust's Scheme of Delegation outlines the Board of Trustees' strategic functions. Specific responsibilities may be altered or removed by the trustees in line with the Scheme of Delegation.

3 ROLES AND RESPONSIBILITIES

- 3.1 Trustees must always have the achievement and well-being of the children at heart.
- 3.2 Trustees have no legal authority to act individually, except when the Board of Trustees has given delegated authority to do so, and therefore will only speak on behalf of the Board of Trustees when specifically authorised to do so.
- 3.3 Trustees accept collective responsibility for all decisions made by the Board of Trustees or its delegated agents. Trustees will not speak against majority decisions outside the Board of Trustees meeting.
- 3.4 Trustees recognise that the Board of Trustees works as a collective body whose business must be clearly recorded, and therefore will always seek to conduct Board of Trustees business and formal decisions in properly constituted meetings, except where matters have been specifically delegated.
- 3.5 Trustees must act fairly and without prejudice, and in so far as they have responsibility for staff, will fulfil the obligations of a good employer.
- 3.6 Trustees will encourage open governance and will act appropriately.
- 3.7 Trustees will consider carefully how decisions may affect the Trust's schools and the community.
- 3.8 Trustees have a responsibility to maintain and develop the ethos and reputation of the Trust and its schools. Their actions within the Trust, its schools and the local community will reflect this.
- 3.9 In making or responding to criticism or complaints, Trustees will follow the relevant procedures.
- 3.10 Trustees will actively support and challenge the CEO.

- 3.11 Trustees will respect the difference in roles between the Board of Trustees, Local Governing Boards and staff, ensuring that all bodies work collectively for the benefit of the organisation.
- 3.12 Trustees will respect the role of the CEO, headteachers and senior leaders, and their responsibility for the day to day management of the organisation, and will avoid any actions that tend to undermine such responsibility.
- 3.13 Trustees will adhere to the Trust's rules and policies and the procedures of the Trust as set out by the relevant governing documents and law.
- 3.14 When formally speaking or writing in a governing role, Trustees will ensure their comments reflect current organisational policy even if this may be different from their personal views.
- 3.15 Trustees are representatives of the Trust and its schools. When communicating in either official or private capacity (including on social media), Trustees will be mindful of and strive to uphold the aims, values, ethos and reputation of the Trust. Trustees must disclose or seek direction on any issues which may potentially conflict with their responsibilities to the Trust and its schools. In all cases, Trustees have a responsibility to assess the potential conflict. Actual or perceived conflicts of interest **must** be disclosed.

4 COMMITMENT

- 4.1 Accepting office as a Trustee involves the commitment of significant amounts of time and energy.
- 4.2 Trustees will each involve themselves actively in the work of the Board of Trustees, and accept a fair share of responsibilities, including service on committees or working groups.
- 4.3 Trustees will make full efforts to attend all meetings and where they cannot attend will explain in advance why they are unable to. Trustees should ensure they attend a minimum of 65% of Board and Committee meetings on which they serve during each academic year (i.e. 1st September to 31st August).
- 4.4 Trustees will get to know the Trust and its schools well and respond to opportunities to involve themselves in Trust based activities.
- 4.5 Trustees will visit the Trust's schools, with all visits arranged in advance and undertaken within the framework established by the school's Local Governing Board.
- 4.6 When visiting the Trust's schools in a personal capacity (i.e. as a parent or carer), Trustees will maintain our underlying responsibility as a Trustee.
- 4.7 Trustees will consider seriously their individual and collective needs for induction, training and development, and will undertake relevant training.
- 4.8 Trustees accept that in the interests of open governance, their full names, date of appointment, terms of office, roles on the Board of Trustees, attendance records, relevant business and pecuniary interests, category of trusteeship and the body responsible for appointing them will be published on the Trust's website.
- 4.9 Trustees accept that information relating to them will be collected and logged on the DfE's national database.

5 RELATIONSHIPS

- 5.1. Trustees will strive to work as a team in which constructive working relationships are actively promoted.
- 5.2. Trustees will express views openly, courteously and respectfully in all communications with other Trustees and local governors, the Clerk to the Trust Board and school staff both in and outside of meetings.
- 5.3. Trustees will support the Chair in their role of ensuring appropriate conduct both at meetings and at other times.
- 5.4. Trustees will endeavour to answer queries from other Trustees in relation to delegated functions and take into account any concerns expressed, and will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- 5.5. Trustees will seek to develop effective working relationships with the executive leaders, staff and parents, Local Governing Boards, the Local Authority and other relevant agencies and the community.

CONFIDENTIALITY

- 6.1 Trustees will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- 6.2 Trustees will exercise prudence at all times when discussions regarding Trust or school business arise outside a Board of Trustees meeting.
- 6.3 Trustees will not reveal the details of any Board of Trustees vote.
- 6.4 Trustees will ensure all confidential documents and information are held and disposed of appropriately, and will take reasonable steps to preserve the confidentiality and integrity of any IT systems they use in connection with Trustees' business.
- 6.5 The requirements relating to confidentiality will continue to apply after a Trustee or a school's local governor leaves office

7 CONFLICTS OF INTEREST

- 7.1 Each Trustee will record any pecuniary or other business interest (including those related to people they are connected with) that they have in connection with the Board of Trustee's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting they will offer to leave the meeting for the appropriate length of time.
- 7.2 Trustees accept that the Register of Business Interests will be published on the Trust's website.
- 7.3 Trustees will also declare any conflict of interest at the start of any meeting where relevant.
- 7.4 Trustees will act in the best interests of the Trust as a whole and not as a representative of any group, even if elected to the Board of Trustees.

8 BREACH OF THIS CODE OF CONDUCT

- 8.1 If a Trustee believes this Code has been breached, they should raise this issue with the Chair who will investigate following the procedure set out in Appendix 2.

8.2 If the Chair is believed to have breached this Code, Trustees should refer the matter to the Vice-Chair of Trustees.

8.3 The process for addressing breaches of this code of conduct is set out in Appendix 2.

9 SIGNATURE

I have read, fully understand and agree to abide by this Code of Conduct.

Signed:

Printed Name:

Date:

APPENDIX 1 – THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

APPENDIX 2 – BREACHES OF THIS CODE OF CONDUCT

- 1.1 If a Trustee breaches the Code of Conduct during a meeting, the Chair of Trustees should inform that Trustee either immediately, or at the end of the meeting, as appropriate. The Clerk is responsible for alerting the Chair of Trustees to any breach of the Code of Conduct that may have occurred.
- 1.2 If any Trustee believes that a Trustee may have breached the Code of Conduct, they should alert the Chair. The Chair should investigate.
- 1.3 If the Chair has reason to believe that a Trustee has breached the Code of Conduct, they should in the first instance arrange to meet with that Trustee to explain the breach and ensure that the Trustee understands their duties and responsibilities. The Chair may recommend further training. If the Trustee does not make themselves available within 20 working days of the request for a meeting, or if they do not undertake the training within an agreed period of time, this will be deemed a further breach of the Code of Conduct and the matter will be escalated as per 1.4 below.
- 1.4 If a Trustee persistently breaches the Code of Conduct, or repeats a breach after it has been discussed informally, or the Chair of Trustees (in consultation with the Clerk/Governance Adviser) deems the breach to be particularly serious, the Chair should write to that Trustee formally warning them that they are in breach of the Code of Conduct. The letter should clearly state which sections(s) of the Code of Conduct the Trustee has breached, and the consequences of any further breaches. The Chair should offer to meet with the Trustee to explain the contents of the letter further, and may recommend training or other personal development.
- 1.5 If a Trustee breaches the Code of Conduct after receiving a written warning, or does not undertake any recommended training within an agreed period of time, the Chair of Trustees should write again to the Trustee and clearly state which sections(s) of the Code of Conduct has been breached, what actions the Chair has taken to address the breaches, and what the impact of the Trustee's behaviour has been on the Trust and/or its schools. The Chair of Trustees should submit all relevant evidence.
- 1.6 The Chair of Trustees will convene a panel of at least three Trustees within 15 days to consider the evidence, the severity of the breach(es) and the impact of the breach(es) on the Trust and its schools. If the Chair of Trustees has had prior involvement with the complaint at any stage, s/he should not sit on the panel. The Trustee in question should attend the panel to explain their actions. The panel may recommend suspension of the Trustee for a period of up to six months; they may recommend that the Trustee undertake a specified program of training or personal development; or they may recommend that the Members remove the Trustee (or any combination of these actions).
- 1.7 Any decision to remove a Trustee can only be taken by the Members. Where a Trustee is concerned that the Chair of Trustees may have breached the Code of Conduct, they should report this in confidence to the Vice-Chair of Trustees. The Vice-Chair of Trustees should investigate the report. If the Vice-Chair of Trustees finds evidence that a breach has occurred, s/he should then follow this process as above, taking the role of the Chair of Trustees in the process.

- 1.8 Exceptional misconduct is misconduct of such a serious and fundamental nature that it breaches the relationship between the Trustee and the Trust. In the event that a Trustee commits an act of exceptional misconduct, the matter should be referred immediately to the Members, who may summarily suspend or remove the Trustee.
- 1.9 This process does not affect or limit the power of Members to remove any Trustee at any time under the Scheme of Delegation (A2:5), if they reasonably believe that that Trustee's conduct or presence is not in the best interests of the Trust or its schools.

LOCAL GOVERNOR CODE OF CONDUCT

Adopted by Trust Board on behalf of all academies:

Review Timetable: July 2021

Review Date: September 2020

1 PURPOSE

- 1.1 This code sets out the expectations of and commitment required from local governors in order for the local governing body to properly carry out its work within the school, the South York Multi-Academy Trust ('the Trust') and the community. It applies to all local governors in the Trust's schools.

2 STRATEGIC FUNCTIONS OF THE LOCAL GOVERNING BODY

- 2.1 The Trust's Scheme of Delegation outlines the local governing body's strategic functions. Specific responsibilities may be altered or removed by the trustees in line with the Scheme of Delegation.

3 ROLES AND RESPONSIBILITIES

- 3.1 Governors must always have the achievement and well-being of the children at heart.
- 3.2 Governors have no legal authority to act individually, except when the local governing body has given us delegated authority to do so, and therefore will only speak on behalf of the local governing body when specifically authorised to do so.
- 3.3 Governors accept collective responsibility for all decisions made by the local governing body or its delegated agents. Governors will not speak against majority decisions outside the local governing body meeting.
- 3.4 Governors recognise that the local governing body works as a collective body whose business must be clearly recorded, and therefore will always seek to conduct local governing body business or discussions in properly constituted meetings, except where matters have been specifically delegated.
- 3.5 Governors must act fairly and without prejudice, and in so far as they have responsibility for staff, will fulfil the obligations of a good employer.
- 3.6 Governors will encourage open governance and will act appropriately.
- 3.7 Governors will consider carefully how decisions may affect the community and other schools.
- 3.8 Governors have a responsibility to maintain and develop the ethos and reputation of the school and the Trust. Their actions within the school and the local community will reflect this.
- 3.9 In making or responding to criticism or complaints, governors will follow the relevant procedures.

- 3.10 Governors will actively support and challenge the headteacher.
- 3.11 Governors will respect the difference in roles between the local governing body and staff, ensuring that both bodies work collectively for the benefit of the organisation.
- 3.12 Governors will respect the role of the headteacher and senior leaders, and their responsibility for the day to day management of the organisation, and will avoid any actions that tend to undermine such responsibility.
- 3.13 Governors will adhere to the school's rules and policies and the procedures of the local governing body and the Trust as set out by the relevant governing documents and law.
- 3.14 When formally speaking or writing in governing role, governors will ensure their comments reflect current organisational policy even if this may be different from their personal views.
- 3.15 Local governors are representatives of the school and the Trust. When communicating in either official or private capacity (including on social media), governors will be mindful of and strive to uphold the aims, values, ethos and reputation of the Trust. Governors must disclose or seek direction on any issues which may potentially conflict with their responsibilities to the Trust and its schools. In all cases, Governors have a responsibility to assess the potential conflict. Actual or perceived conflicts of interest **must** be disclosed.

4 COMMITMENT

- 4.1 Accepting office as a local governor involves the commitment of significant amounts of time and energy.
- 4.2 Governors will each involve themselves actively in the work of the local governing body, and accept a fair share of responsibilities, including service on committees or working groups.
- 4.3 Governors will make full efforts to attend all meetings and where they cannot attend will explain in advance why they are unable to.
- 4.4 Governors will get to know the school well and respond to opportunities to involve themselves in school activities.
- 4.5 Governors will visit the school, with all visits arranged in advance and undertaken within the framework established by the local governing body.
- 4.6 When visiting the school in a personal capacity (i.e. as a parent or carer), governors will maintain our underlying responsibility as a local governor.
- 4.7 Governors will consider seriously their individual and collective needs for induction, training and development, and will undertake relevant training.
- 4.8 Governors accept that in the interests of open governance, their full names, date of appointment, terms of office, roles on the local governing body, attendance records, relevant business and pecuniary interests, category of local governor and the body responsible for appointing them will be published on the school's website.
- 4.9 Governors accept that information relating to them will be collected and logged on the DfE's national database of governors.

5 RELATIONSHIPS

- 5.1. Governors will strive to work as a team in which constructive working relationships are actively promoted.
- 5.2. Governors will express views openly, courteously and respectfully in all communications with other local governors and trustees, the clerk to the governing board and school staff both in and outside of meetings.
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- 6.5 The requirements relating to confidentiality will continue to apply after a local governor/trustee/academy committee member leaves office

7 CONFLICTS OF INTEREST

- 7.1 Each governor will record any pecuniary or other business interest (including those related to people they are connected with) that they have in connection with the local governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting they will offer to leave the meeting for the appropriate length of time.
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8 BREACH OF THIS CODE OF CONDUCT

- 8.1 If a governor believes this code has been breached, they should raise this issue with the chair who will investigate following the procedure set out in Appendix 2.

8.2 If the chair is believed to have breached this code, governors should refer the matter to the chair of trustees.

8.3 The process for addressing breaches of this code of conduct is set out in Appendix 2.

9 SIGNATURE

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Signed:

Printed Name:

Date:

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- 1.2 If any local governor believes that a local governor may have breached the Code of Conduct, they should alert the chair. The chair should investigate.
- 1.3 If the chair has reason to believe that a local governor has breached the Code of Conduct, they should in the first instance arrange to meet with that local governor to explain the breach and ensure that the local governor understands their duties and responsibilities. The chair may recommend further training. If the local governor does not make themselves available within 20 working days of the request for a meeting, or if they do not undertake the training within an agreed period of time, this will be deemed a further breach of the Code of Conduct and the matter will be escalated as per 1.4 below.
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- 1.5 If a local governor breaches the Code of Conduct after receiving a written warning, or does not undertake any recommended training within an agreed period of time, the chair of governors should refer the issue to the chair of trustees. This should be in writing and clearly state which sections(s) of the Code of Conduct has been breached, what actions the chair has taken to address the breaches, and what the impact of the local governor's behaviour has been on the school, the local governing body or the Trust. The chair of governors should submit all relevant evidence.
- 1.6 The chair of trustees will convene a panel of at least three trustees within 15 days to consider the evidence, the severity of the breach(es) and the impact of the breach(es) on the school or the Trust. If the chair of trustees has had prior involvement with the complaint at any stage, he should not sit on the panel. The chair of governors and the local governor in question should both attend the panel to explain their actions. The panel may suspend the local governor for a period of up to six months; they may require that the local governor undertake a specified program of training or personal development; or they may recommend that the Trust Board removes the local governor (or any combination of these actions).
- 1.7 Any decision to remove a local governor can only be taken by the Trust Board at a properly convened meeting.

- 1.8 Where a local governor is concerned that the chair may have breached the Code of Conduct, they should report this in confidence to the chair of trustees. The chair of trustees should investigate the report. If the chair of trustees finds evidence that a breach has occurred, he should then follow this process as above, taking the role of the chair of governors in the process.
- 1.9 Exceptional misconduct is misconduct of such a serious and fundamental nature that it breaches the relationship between the local governor and the Trust. In the event that a local governor commits an act of exceptional misconduct, the matter should be referred immediately to the Trustees, who may summarily suspend or remove the local governor.
- 1.10 This process does not affect or limit the power of trustees to remove any local governor at any time under the Scheme of Delegation (Annex 1, 5.1c), if they reasonably believe that that local governor's conduct or presence is not in the best interests of the academy or the Trust.

Guidance on the Election of Parent Local Governors

Introduction

South York Multi-Academy Trust's Articles of Association determine that the responsibility for election of parent local governors is held by the Board of Trustees, but may be delegated. In the South York Multi-Academy Trust (MAT), the Board of Trustees has delegated authority for parent local governor elections to Headteachers.

It is recommended that Headteachers conduct elections as soon as reasonably possible after receiving a resignation or, where a term of office is due to expire, on a basis which ensures that a new local governor is able to take up office when his/her predecessor's term ends.

1.0 Eligibility

All parents and carers of registered pupils at the school on the date by which nominations for Parent Local Governor are sought, are eligible to nominate candidates, to vote and, subject to the disqualifications referred to below, to stand for election to the Local Governing Body of the school.

The term "parent" includes a guardian and everyone who has parental responsibility for the child.

2.0 Disqualifications

- 2.1 The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**. Should any parent enquire about the details of these Regulations he/she should be shown the Regulations or referred to the Governance Service.
- 2.2 A person is disqualified from being a parent local governor if they are paid to work at the school for more than 500 hours in any consecutive twelve month period (ie. for more than one-third of the hours of a full-time equivalent). A serving parent local governor who subsequently starts to work at the school would serve out his or her term of office.

3.0 Conduct of Elections

- 3.1 The Head of the school will be the Returning Officer who will supervise the election with the assistance of two witnesses, one of whom should be a member of the Local Governing Body, neither of whom is eligible to participate in the election.
- 3.2 When a vacancy arises for a Parent Local Governor, the Head will inform the parents of the fact, and of the arrangements for filling the vacancy, by letter sent by hand of pupils (see model letter PLG1). Each parent should receive one ballot paper in the parent local governor election, irrespective of the number of children he/she has at the school. Where one parent is not living at

the child's address, a letter should be sent to him/her at his/her last known address.

- 3.3 Nomination forms (see sample PLG2) and Candidate Information Forms (see sample PLG3) will be available from the Head, to be either collected by, or posted to, parents requesting them.
- 3.4 A parent may nominate as many other eligible parents as there are seats to fill. Each nomination, to be valid, must be seconded by another eligible parent and also be signed by the nominee, and returned to the Head with a completed Candidate Information Form, by the date entered on the nomination form.
- 3.5 In the event that an insufficient number of candidates come forward to fill the vacancies it is unnecessary to hold an election. Any candidates who have come forward will be automatically appointed to serve a term of four years to run from the day of the proposed election. More details on the process of appointing parents can be found in section 4.
- 3.6 Where the number of nominations exceeds the number of places filled, a ballot will be held, for which **each parent** will be sent:
 - i) **one** ballot paper (irrespective of the number of children he/she has at the school) on which will be listed the duly nominated candidates; in alphabetical order (see sample PLG4)
 - ii) such details of the candidates as have been provided by them, excluding their home address. These must be in the same order as the ballot paper and each set of details should take the same format
 - iii) **two** envelopes for the return of the ballot paper
 - iv) instruction in the use of the "double envelope" system. (see sample PLG5)
- 3.7 Ballot papers must be returned by the due date, and envelopes kept UNOPENED, under lock and key, until the hour appointed for the count.
- 3.8 The count must be carried out at the time and date fixed by the Returning Officer, at which he or she must be accompanied by two witnesses, including a local governor of the school, neither of whom is eligible to take part in the election, and by any candidates or their nominees who have accepted the invitation to be present. No envelopes may be opened before this time.
- 3.9 The following procedures must be followed at the count:
 - i) If not already checked, outer envelopes carrying parents' signatures/names are checked against the register of eligible parents, but are not opened.

- ii) at the appointed hour, the outer envelopes are opened in the presence of the two witnesses and the inner envelopes, STILL UNOPENED, placed in a box. The outer envelopes are discarded.
- iii) the sealed inner envelopes are opened in the presence of the two witnesses as detailed above.

N.B: The candidates must not be involved in the actual count.

3.10 The following are to be regarded as spoiled votes and must not be counted:

- i) any ballot paper where votes are cast for more candidates than are to be elected;
- ii) any ballot paper which is signed;
- iii) any ballot paper which is not enclosed in a sealed, unmarked envelope within an outer envelope which is sealed and signed and capable of being identified as coming from an eligible parent.

Where any doubt arises as to whether a vote should be discounted, Returning Officers should contact the Governance Service for guidance on 01904 554210.

3.11 The candidates with the highest number of votes shall be declared elected. In the event of a tie, the election will be decided by the toss of a coin by the Returning Officer in the presence of the candidates concerned, or their nominees.

3.12 The result of the election, the names of the nominee(s) and of those appointed as Parent Local Governors, will be posted at a suitable place on the school premises for 21 days (see sample PG6). Parents should also be notified as soon as is practicable and whilst a letter to each parent is unnecessary, the information should be imparted to parents in the next communiqué sent out. This might be a newsletter or might simply be included in a letter going out to all parents on a different subject.

3.13 The ballot papers should be kept for at least one year in case the outcome of the election is challenged.

4.0 Appointment of Parent Local Governors

- 4.1 The appointment of a Parent Local Governor shall take effect from:
- the date of the election/appointment where there is a current vacancy
 - the first day following that of the completion of the term of office of the current local governor

- 4.2 The Head of the school will inform the Governance Service and the Clerk to the Local Governors of the names and contact details of the successful candidates/appointees.
- 4.3 Outstanding vacancies should be filled directly by the governing body. Candidates for appointment should ideally have a child at the school but if this is impractical, a parent of a former pupil or any parent of a child of compulsory school age who is not at the school will be deemed suitable for appointment. Should this prove impossible, an election should be held in the following term. Governing bodies may only appoint as a parent local governor a parent who has, in their opinion, the skills to contribute to effective governance and the success of the school.

5.0 Local Governing Body Continuity

- 5.1 It is desirable to ensure the continuity of the local governing body, to aid its effectiveness. It is incumbent upon the Chair to ensure that elections take place on a timely basis. In practice this means that as a parent local governor's term of office draws to a close, an election should be held with any new local governor(s) term of office commencing from the day after the previous local governor's term of office expires. If a parent local governor is eligible to stand for a further term and is elected their term should also start at that time.
- 5.2 In the event of a mid-term resignation, the Clerk should, on receipt of the letter of resignation, advise the Chair/Head to institute election proceedings without delay. It is not necessary to wait until the Local Governing Body has discussed the situation.

6.0 Different Terms of Office

There are some circumstances where an election is for more than one parent governor, and where the starting date for each position will not be the same. For example, it may be felt appropriate to combine the election for a current vacancy with that for a replacement on expiry of current term. In such circumstances the letter (PG1), nomination paper (PG2) and candidate information form (PG3) need not be amended, but the ballot paper (PG4) must have the section below the candidates' names elected to read as follows (or as appropriate)

| | |
|--|-------|
| Number of Candidates to be elected | |
| The candidate with the highest number of votes | |
| will serve for four years from | |
| The candidate with the next highest number | |
| of votes will serve for four years from | |
| Number of votes on this paper not to exceed | |

Dear Parent

ELECTION OF PARENT LOCAL GOVERNORS

I am writing to you to inform you about an election of Parent Local Governors. The Local Governing Body, when it is complete, comprises (number) Local Governors of which (number) will be elected by the parents. There are currently (number) Parent Local Governor vacancies within school. Parent Local Governors will serve for four years, unless they resign during their term of office. They can continue in office even when their children have left the school in order to complete their term.

The Local Governing Body also comprises (delete as appropriate)

- Foundation Local Governors (appointed by York Diocesan Board of Education [YDBE])
- Staff Local Governors (appointed by staff body)
- Co-opted Local Governors (appointed by the Local Governing Board, with approval of the Chair of the Board of Trustees)
- The Headteacher (*ex officio*)

What do local governors do?

School Governors are responsible for strategic leadership and accountability within schools. In practise this means that governing bodies are responsible for such things as setting a range of school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

Do Parent Local Governors have special responsibilities?

No, Parent Local Governors do not have extra duties. Local Governors work as a team, with shared responsibilities. The Parent Local Governors speak as parents: they can't speak for all parents.

How are Parent Local Governors appointed?

We take the term 'parent' to include anyone who has custody of a child registered at the school, as well as 'natural' parents.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (1 per parent irrespective of the number of children you have) and envelopes for their return to each home by hand of the children. The form explains how votes may be cast.



If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared appointed. If there are fewer, they will be declared appointed and the Local Governing Board will be responsible for filling any vacancies by inviting a parent of a child at the school to become a Parent Local Governor.

Parent Local Governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of children at school and have the time to commit to attend training and local governing body meetings. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school and, having signed it yourself and obtained the signatures of the seconder and of the person you are nominating, return the form to me by (insert date). You can nominate as many parents as there are seats to fill but you need a nomination form for each.

Result of the Election

The names of those elected will be displayed at the school for 21 days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely,

THE CLOSING DATE FOR NOMINATIONS IS

ELECTION OF PARENT LOCAL GOVERNORS PLG2

NOMINATION PAPER

Name of School _____

Number of Parent Local Governors to be elected _____

Please read the notes below before completing the form

DECLARATION BY THE CANDIDATE : I agree to stand in the above-named election and confirm that I am not disqualified from being a school local governor in line with the restrictions detailed in **The Constitution of Governing Bodies of Maintained Schools 2017**, as adopted by the South York MAT.

CANDIDATE (Name/Address)

.....
.....
.....

Signed

Date

PROPOSED BY
(Name/Address/Signature)

SECONDED BY
(Name/Address/Signature)

.....
.....
.....

Signed

.....
.....
.....

Signed

NOTES : A parent can propose a candidate, stand for election and vote in the election, if he or she has a child registered at the school on the date of the election.

A PROPOSER must be eligible to vote in the election
must obtain the consent and signature of the nominee
may propose a candidate or candidates up to the number to be elected (see head of this form).

A CANDIDATE must be eligible to vote in the election
must have reached the age of 18
must not have been adjudged bankrupt, or been convicted of a criminal offence during the last five years for which a prison sentence (suspended or not) of 3 months or more was imposed.



THIS FORM MUST BE RETURNED TO THE HEADTEACHER WITH THE CANDIDATE INFORMATION FORM BY IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL - PG NOMINATION'

PLG3

ELECTION OF PARENT LOCAL GOVERNORS

CANDIDATE INFORMATION FORM

Election of Parent Local Governors at SCHOOL

Name Age(s) of child(ren)

Experience and/or interests relevant to serving as a Local Governor
(maximum 80 words)

.....

.....

.....

.....

.....

Signed

ELECTION OF PARENT LOCAL GOVERNORS

BALLOT PAPER

Name of School _____

Please read the notes below before casting your vote(s)

CANDIDATES

Place an X opposite
the name(s) voted for

| | |
|----------------------------|--|
| Name in alphabetical order | |
| Name | |
| Name | |
| Name | |
| | |
| | |
| | |

Number of Candidates to be elected

Number of votes on this ballot paper not to exceed

Please read the notes below before casting your vote(s)

1. Parents must, to be eligible to vote, have a child registered at the school on the date of the election.
2. Each parent will receive one ballot paper (irrespective of the number of children he/she has at the school) and has as many votes as there are seats to be filled. Parents may if they wish, cast fewer votes than the number of seats to be filled.
3. Do not cast more votes than there are seats to fill. If any person or persons do, it will not be possible to count any of their votes. Each candidate can only receive one vote per ballot paper.
4. WHEN YOU HAVE MARKED YOUR BALLOT PAPER WITH YOUR VOTES, TURN OVER AND READ THE INSTRUCTIONS FOR RETURNING YOUR BALLOT PAPER.

FAILURE TO COMPLY WITH ELECTION REGULATIONS WILL RESULT IN THE BALLOT PAPER BEING TREATED AS SPOILED.



1. You are provided with two envelopes. Place your ballot paper inside the first envelope and SEAL it. Do not sign, or otherwise mark, this envelope. Do not place more than one ballot paper in this first envelope.
2. Place the sealed envelope containing the ballot paper inside the second envelope and SEAL it.
3. Write your name in block capitals, and sign your name on the second, outer envelope, and also write "P.L.G. ELECTION" upon it.
4. Return the envelope to school as soon as possible, to arrive not later than the date shown below. Envelopes may be returned by hand of a pupil, or by post, but they must be delivered at the school by the time and date given below or it will not be possible to count the votes they contain. Votes sent by post must be in two sealed envelopes: the inner one unmarked and the outer one signed, as indicated above. It will also assist schools if envelopes also carry the name of your child.
5. It will not be possible to count votes if
 - ballot papers are spoiled; or
 - ballot papers are not returned in envelopes, or only one envelope; or
 - the inner envelope is signed; or the outer envelope is not signed.
6. PLEASE ENSURE, THEREFORE, THAT YOUR BALLOT PAPER IS PLACED IN TWO SEALED ENVELOPS: THE INNER ONE UNMARKED, THE OUTER ONE SIGNED, AND RETURN IT TO THE SCHOOL NOT LATER THAN ON

PLG6

ELECTION OF PARENT LOCAL GOVERNORS

ELECTION RESULT NOTIFICATION

Name of School _____

CANDIDATES

Votes received

| | |
|-------------|----|
| Candidate A | 50 |
| Candidate B | 30 |
| Candidate C | 20 |
| Candidate D | 10 |
| Candidate E | 5 |
| Candidate F | 2 |
| | |

Number of Candidates to be elected)

As returning Officer in this election, I hereby declare that the following is/are elected to serve as Parent Local Governor(s) on the Local Governing Body of (your) School, with a term of office to run from (date).

Candidate A
Candidate B

Signed
(Print name and sign)

Date

Witnessed
(Print name and sign)

Date

Guidance on the Election of Staff Local Governors

Introduction

South York Multi-Academy Trust's Articles of Association determine that the responsibility for election of staff local governors is held by the Board of Trustees, but may be delegated. In the South York Multi-Academy Trust (MAT), the Board of Trustees has delegated authority for staff local governor elections to Headteachers.

It is the responsibility of the Headteacher to organise elections for staff local governors and act as returning officer. The process should commence as soon as reasonably possible after receiving a resignation or, where a term of office is due to expire, on a basis which ensures that a new local governor is able to take up office when his/her predecessor's term ends. It is particularly helpful to engage in succession planning when terms of office are due to expire, so that the new local governor can have time to develop a proper understanding of the role prior to his/her term beginning. If no candidates are forthcoming, the position on the local governing body remains vacant and an election should be held as soon as an eligible candidate is identified.

1.0 Eligibility

Teaching and support staff who, at the time of election, are employed by either the local governing body or the South York MAT to work at the school under a contract of employment, are eligible to be staff local governors.

Staff local governors are elected by all staff at the school and any candidates for election must be members of staff at the time of the election. The period of office is four years, however, on ceasing to be employed at the school a staff local governor shall cease to hold office at that school and shall give written notice to the clerk of the local governing body.

The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**. Should any staff member enquire about the details of these Regulations he/she should be shown the Regulations or referred to the Governance Service. Clear expectations of role and conduct should be communicated and agreed upfront.

2.0 CONDUCT OF ELECTIONS

- 2.1 The headteacher shall appoint sufficient other members of staff of the school, and in any case at least one, to act as teller(s)/scrutineer(s).
- 2.2 Only those people employed to work at the school as full-time or part-time permanent members of staff may take part in the election.

- 2.3 Peripatetic, relief and other temporary members of staff are not eligible to hold office or to take part in the voting. The staff of a separate nursery school may not take part in the election.
- 2.4 The arrangements shall be such that all staff who are eligible to stand as candidates for election or to vote shall be afforded a reasonable opportunity to do so.
- 2.5 A dated letter announcing the election (see sample TLG1) and incorporating the nomination form (see sample TLG2) shall be sent to every eligible member of staff at the school address or, if the member of staff is not at school, at the home address.
- 2.6 A candidate must be proposed by a member of the electorate (other than the candidate) and seconded by another member of the electorate (other than the candidate or proposer).
- 2.7 To be valid a completed nomination paper shall reach the Returning Officer personally by the time shown on the form.
- 2.8 In the event that more valid nominations are received than there are vacancies, the Returning Officer shall inform each candidate of the names of all those nominated and an election will be held.
- 2.9 Where a ballot is to take place, the ballot papers (see sample TLG3) shall be issued to staff eligible to vote, in person and votes cast in the place(s) designated by the Returning Officer as polling stations. Polling shall take place over such a period or periods as allows all members of the electorate a reasonable opportunity to vote.
- 2.10 Proxy votes shall not be valid, although postal/email votes may be accepted at the discretion of the headteacher by specific arrangement (for example if a member of voting staff is on sick leave)
- 2.11 Candidates may attend the count personally if they wish. The Returning Officer should give the candidate reasonable notice of the count to allow them to make arrangements to attend.
- 2.12 The candidate with the highest number of votes shall be declared elected.
- 2.13 A tie, if verified by the recount of votes cast, shall be resolved immediately at the count by the tied candidates (or in their absence their representative) through the drawing of lots. If any candidate or representative is not present the Returning Officer or Scrutineer shall act on his/her behalf in the drawing of lots.

- 2.14 The Returning Officer shall publish the result of the election (see sample TLG4) to the staff, the candidates, the Clerk to the local governing body and the Governance Support & Development Service.
- 2.15 The published information shall include the numbers of votes cast for each candidate, the number of papers deemed valid, the name of the candidate elected and the start and finish dates of the staff governor term of office.

3.0 REGULATIONS

- 3.1 Any enquiry or dispute about the election shall be referred to the Returning Officer in the first instance. If s/he is unable to resolve the matter the final decision rests, with the South York MAT Board of Trustees. For advice the Returning Officer should contact the Governance Support and Development Service in the first instance.
- 3.2 The term of office of a staff local governor starts:
- on the day of the election, where there is a current vacancy
 - or, the first day following that of the completion of the term of office of the current local governor.
- 3.3 A staff local governor shall, on ceasing to be employed at the school, cease to hold office as a local governor.
- 3.4 The period of office is for four years. However, a staff local governor may resign office at any time and should send notice of resignation in writing to the Clerk to the local governing body. The resignation shall take effect when the Clerk to the local governing body receives written notice.
- 3.5 Failure on the part of a member of staff to receive a nomination paper or a ballot paper shall not invalidate the election.
- 3.6 A copy of these regulations shall be on display to staff at the time of the election.

Dear Colleague

Date

ELECTION OF A STAFF LOCAL GOVERNOR ON THE (NAME OF SCHOOL) LOCAL GOVERNING BODY

I am the Returning Officer for the election of a staff local governor from amongst the teaching and support staff. For the purposes of the election a member of staff means a full-time or a part-time permanent member of staff of (name) school at the date of the election. Peripatetic, relief and other temporary staff are not eligible to hold office or take part in the voting.

What do Local Governors Do?

School Local Governors are responsible for strategic leadership and accountability within schools.

In practise, this means that local governing bodies are responsible for such things as setting a range of school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Local Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

Fundamentally, your role as a staff local governor is no different to that of the other local governors. You have equal rights and status with all other local governors and you are not restricted in your role to matters of staff interest. Being a staff local governor involves achieving a delicate balance of roles. Although elected by fellow staff members, staff local governors are not obliged to express any views apart from their own.

I now propose to hold an election of one staff local governor to serve for a period of four years starting on (insert date). The reverse side of this letter is a nomination form and gives all the relevant details. Nominations should be received by me personally by (time) on (date). If more than one candidate is nominated a ballot will be held in (place) on (date). In the event of a contested election the result will be announced on (date).

The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**; in which there are a number of restrictions which apply to a person holding office as a local governor. If you wish to have access to these Regulations, or require further advice or information about becoming a staff governor, please contact the Governance Support and Development Service on 01904 554210.

Yours sincerely

(name)
Headteacher
Name of School

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS
STARTING ON _____

NOMINATION PAPER

This election is open to all members of teaching and support staff

NAME OF CANDIDATE.....

ADDRESS

.....

Telephone

DECLARATION BY THE CANDIDATE

I agree to stand in the above-named election and confirm that I am not disqualified from being a school local governor in line with the restrictions detailed in **The Constitution of Governing Bodies of Maintained Schools 2017** as adopted by the South York MAT.

Signed Date.....

Signature of Proposer

Signature of Secunder.....

To be valid the fully completed nomination form must reach the Returning Officer **personally** by the close of school on (date).

In this election the Returning Officer is (name)

The teller(s)/scrutineer(s) is/are (name)(s)

If there is to be a ballot a poll will be taken on (date)

The polling station(s) will be situated (details)

Voting will take place during the following hours:-

(time) to (time)

(time) to (time)

Date of Issue

The (name of school) Local Governing Body

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS
STARTING ON _____

BALLOT PAPER

Please mark your choice of candidate with a cross. You have one vote.

| Name of Candidate | Cross (X) |
|-----------------------------|-----------|
| Names in Alphabetical Order | |
| | |
| | |
| | |

In this election the Returning Officer is _____ (name)

The teller(s)/scrutineer(s) is/are _____ (name)(s)

Candidates or other representatives are entitled to attend the count.

The results of the election will be published to the candidates and to the staff by notice in the (location/s).

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS
STARTING ON _____

ELECTION RESULT NOTIFICATION

| Name of Candidate | No. of votes received |
|-------------------|-----------------------|
| Candidate A | |
| Candidate B | |
| Candidate C | |
| Candidate D | |

As Returning Officer in this election, I hereby declare that the following member of staff is elected to serve as a Staff Local Governor on the Local Governing Body of (your) School, with a term of office to run from (date).

Candidate Elected:

Signed
(Print name and sign)

Date

Witnessed
(Print name and sign)

Date