THE NORTHERN LIGHTS LEARNING TRUST

SCHEME OF DELEGATION

Version 1

February 2016

CONTENTS

1. INTRODUCTION

The Northern Lights Learning Trust is a company limited by guarantee and registered in England and Wales under company number 07909140. The Company is governed by a Board of Directors who are responsible for, and oversee, the management and administration of the Company, known as the Trust, and the Academies.

The Directors are accountable to external government agencies including the Charity Commission and the Department for Education for the quality of the education provided by the Trust in addition to having financial accountability. The Directors are required to have systems in place through which they can assure themselves of quality, safety and good practice. The Directors are also accountable to Durham Diocesan Board of Education, and to the Trustees, to ensure that the Academies and its business are conducted in accordance with the values and ethos of the Church of England and the Anglican faith or in the case of non CE schools within the Trust ensuring standards of conduct and values in accordance with the overall vision of the Trust and each schools own individual ethos

The Academy Council has been established by the Board of Directors to assist with the good governance of the Academies. The Directors may appoint people with appropriate skills and knowledge to serve on the Academy Council.

The Scheme explains the way in which the Directors fulfill their responsibilities for the leadership and management of the Academies;

a. The respective roles and responsibilities of the Directors and the Academy Council and committees of the Board.

and

b. the commitment and relationship between the different governance strands to ensure the success of the Academies.

The scheme has been put into place by the Directors from the effective date in accordance with the provisions of the Articles of Association and it shall be read in conjunction with those Articles of Association as well as with:

a. the Directors' strategic plans and policies for the Academies;

b. any budget set for the Academies;

and

c. any directions given or rules and regulations set by the Directors.

2. Directors' Powers and Responsibilities

The Directors have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishment and running of the Academies. This is achieved through strategic and business planning, setting of policy, monitoring of budgets, performance management, the setting of standards and targets and the implementation of quality management processes. The Directors have the power to direct change where required.

The Directors have a duty:

a. to comply with any lawful issues directed by the Trust

b. to act in the fulfillment of the Trust's objectives;

and

c. to have regard to the advice of the Durham Diocesan Board of Education.

The Directors will have regard to the interests of the Academies for which the Trust is responsible in deciding and implementing any policy or exercising any authority in respect of the Academies.

3. DELEGATION - GENERAL

Under the Articles of Association of Northern Lights Learning Trust, the directors may delegate to any member of the Academy Council, committee, the Executive Headteacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the directors may impose and may be revoked or altered.

Where any power or function of the **MAT Board** has been exercised by any committee, that person or committee shall report to the directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the **MAT Board** immediately following the taking of the action or the making of the decision.

The directors may establish any committee to exercise powers and functions of the **MAT Board**. The constitution, membership and proceedings of any committee of the directors shall be determined by the **MAT Board.** The establishment, terms of reference, constitution and membership of any committee of the directors shall be reviewed at least once in every twelve months. The membership of any committee of the directors may include persons who are not directors, provided that the chair of each committee is a director and is elected by the directors. The directors may determine that some or all of the members of a committee who are not directors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the directors unless a director is present.

The **MAT Board** is responsible for ensuring that high standards of corporate governance are maintained. It shall exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of each academy, addressing such matters as:

- to review and amend the aims and ethos of the Trust;
- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of each academy, and ensuring that senior management are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;

- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of each academy's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping each academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting each academy's standards of conduct and values in accordance with the Christian foundation of Church of England schools within the Trust. Or in the case of non CE schools within the Trust ensuring standards of conduct and values in accordance with the overall vision of the Trust and each schools own individual ethos
- setting each academy's standards of conduct and values in accordance with the British Values;
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

4. SCHEME OF DELEGATION

The **MAT Board** shall agree a formal schedule of matters reserved for their decision, i.e. those which shall not be delegated within the academy. These are listed below. Beyond this, the directors shall consider establishing separate committees to deal with specific areas of academy business, and shall determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency.

Where the **MAT Board** decides to delegate certain matters for consideration by committees, each committee shall be chaired by a director. The membership of the committee may include persons who are not directors provided that it is chaired by a director. All members of the committee, including those not directors, are entitled to vote at committee meetings. The **MAT Board** shall ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the **MAT Board** of its overall responsibility to manage the finances of the academy.

Any delegated powers within this scheme of delegation is subject to the provisions of:

The Companies Act 2006
The Articles of Association
The strategic plan and policies of the Directors of the Trust
Any budget set by the Directors of Trust
Any directions given and rules and regulations set by the Directors of the Trust

Executive Headteacher/Heads of School

The directors shall appoint the Executive Headteacher (if applicable) and Heads of School, in consultation with each Local Academy Council. By signing this document the directors delegate such powers and functions as they consider are required by the Executive Headteacher and Heads of School for the internal organisation, management and control of each Academy (including the implementation of all policies approved of by the directors) and for the direction of the teaching and curriculum at each Academy.

5. BOARD OF DIRECTORS' MEETINGS

It is a requirement of all academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Directors must appoint a clerk to the Board of Directors, who must be someone other than a director or the Executive Headteacher/Head of School of the academy.

Each termly meeting of the **MAT Board** shall consider:

- a report of the financial position of the academy, including its income and expenditure and financial commitments;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;
- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the academy's assets e.g. computers, whiteboards etc;

Matters that shall be considered by Board of Directors at least once a year are:

- the academy's goals and how they are being met;
- review of the management structure to ensure it is operating effectively;
- review of the performance of external providers e.g. bankers, services provided under SLAs;
- review and approval of the academy's annual accounts and report of the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the academy's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions shall be taken arising from their recommendations;

- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks.

The board may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual members or committees of the board under delegated powers shall be recorded in written minutes available to the board as a whole.

6. ACADEMY COUNCILS

Members of the Academy Council are appointed by the Directors and reference is made to the Governor Selection Policy to ensure fair selection and appointment.

Each Academy Council shall have up to 12 members total comprising the following:

a. Up to 3 Directors

b. 1 elected staff member of the respective Academy

c. 2 elected parents/guardians of registered pupils in the academy

d. Head of School/Principal

e. Up to an additional 5 Academy Council members who have the skills, expertise and experience to contribute to the work of the Academy Council in achieving and sustaining the Academy's objectives.

The term of office for any person serving on the Academy Council shall be 4 years.

A person serving on the Academy Council shall cease to hold office if he is removed by the Directors.

If a staff Academy Council member leaves the Academy Council where he/she is serving he/she will be deemed to have retired and therefore cease to be a member of that Academy Council.

The chairperson of the Academy Council will be appointed by the Directors and the Vice-chairperson by the Academy Council.

The chairperson of the Academy Council must inform the Directors of all appointments and resignations relating to the membership of the Academy Council.

Resignation, disqualification and removal of members of the Academy Council is dealt with within article 80 of the articles of association of the Trust

Directors of the Trust have the right to attend Academy Council meetings when necessary.

7. ACADEMY COUNCIL MEETINGS (See Appendix 1)

The specific duties of members of The Academy Council shall be to:

- receive, monitor and challenge the Head of Schools' termly report

- receive, monitor and challenge the following Academy Council's working group reports from the appointed members at least once a term:

  - Quality of Teaching, Learning, Assessment and Curriculum Standards working group

  - Personal Development, Behaviour and Welfare working group

    - Behaviour and Attendance

    - Safeguarding

    - Premises

    - Health and Safety

  - Christian Character in the case of CE schools and Ethos working group for those non CE schools

    - SIAMS and British Values

- monitor pupils' attainment and quality of learning;

- ensure the curriculum offer is relevant and appropriate for pupils;

- ensure that a broad and balanced curriculum is in place that helps protect pupils against extremism and promotes community cohesion

- advise the **MAT Board** on curriculum statutory obligations;

- contribute towards the review, revision and monitoring of the Academy Development Plan;

- agree members to be involved in appointments and fulfil other personnel functions as requested by the Finance, Audit and Resource Management Committee

- advise the **MAT Board** via the F & GP on the budgetary needs of the academy;

- review the policy and provision for collective worship and religious education and make recommendations to the **MAT Board;**

- review the policy on charging for curriculum activities and make recommendations to the **MAT Board;**

- review the policy and provision for Sex and Relationship Education and make recommendations to the **MAT Board;**

- review other policies at the discretion of the Directors and make recommendations to the **MAT Board**;

- ensure that all safeguarding and child protection policies are in place and acted upon, receiving regular safeguarding reports;

- ensure that there is an appropriate reporting and referral process in place for the Prevent agenda and that referrals are being managed effectively
- monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions;
- establish a behaviour and attendance working group to monitor attendance against targets, including persistent absentees and to determine necessary action;
- assist with the building of strong community links;
- collaborate with relevant parties and contribute to regular reports on the development and impact of the individual Ethos of the Academy whether Church of England or not and contribute to the SIAMS toolkit where applicable.
- promote community cohesion within the Academy and wider;
- monitor the diversity of activities and equity of access to the curriculum and enrichment opportunities through Pupil Voice and surveys
- monitor the quality of teaching, learning and assessment, and taking note of any reports from the Outcomes section
- monitor and challenge pupils' achievement across EYFS to Year 6
- ensure all premises are fit for purpose and advise the **MAT Board** on strategic issues (Premises)
- ensure all premises are safe, comply with H & S regulations and advise the **MAT Board** on strategic issues (Health and Safety)
- the appointed F&GP representative to work alongside the Executive Headteacher, Head of School and (Executive) Business Manager to advise the **MAT Board** via the F&GP on the budgetary needs of the academy
- consider any other matters where requested to do so by the **MAT Board**; and
- report at least once a year to the **MAT Board** on the discharge of the above duties.

8. FINANCE, AUDIT AND RESOURCE MANAGEMENT COMMITTEE

The **MAT Board** hereby resolves to establish a committee of the governing body to be known as the Finance, Audit and Resource Management Committee and will cover Finance, Personnel and Premises.

The chair, members and secretary of the Finance, Audit and Resource Management Committee shall be non-executive members and shall be appointed by the **MAT Board.** The chair shall be a non-executive member of the **MAT Board** other than its chair.

The Finance, Audit and Resource Management Committee shall consist of least 5 members, at least three Directors and 1 member appointed from each Academy Council. The quorum shall be three directors must always be in the majority at any meeting.

Directors who are not members of the Finance, Audit and Resource Management Committee shall have the right of attendance, but no voting rights. The secretary will circulate minutes of meetings of the Finance, Audit and Resource Management Committee to all members of the **MAT Board.**

The Principal/Executive Headteacher in their role as the Accounting Officer and the (Executive) Business Manager will attend meetings of the Committee.

The **MAT Board** shall determine how often the Committee shall meet at least once per term. The external auditor may request a meeting if he or she considers one necessary.

a. Authority

The Finance, Audit and Resource Management Committee is authorised by the **MAT Board** to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries, external audit, internal audit or other assurance provider.

The Finance, Audit and Resource Management Committee is authorised to obtain independent professional advice if it considers this necessary.

The Finance, Audit and Resource Management Committee is authorised to obtain outside legal or independent professional advice it considers necessary. However, it may not incur expenditure in excess of £20,000 without the prior approval of the **MAT Board**.

The role of the Finance, Audit and Resource Management Committee is to maintain an oversight of the Academy Trust's governance, risk management, internal control and value for money framework. It will report its findings termly to the **MAT Board**.

The Finance, Audit and Resource Management Committee has no executive powers or operational responsibilities/duties.

b. Duties

To make appropriate comments and recommendations on such matters to the Trust Board on a regular basis on four key areas

- Finance: to ensure sound financial management of the Trust's finances and resources, including proper planning, monitoring and probity in line with the EFA guidelines and the Funding Agreement.

- Staffing: to review, plan and manage staffing with due regard to financial aspects and in line with the Pay Policy.

- Premises: to ensure sound management of the Trust's premises including maintenance, development and health and safety.

- Pay: to determine all matters/take all decisions relating to pay and related performance of staff to establish and approve a Trust Pay Policy and to monitor the Policy as necessary.

- Audit: To Advise the **MAT Board** and Accounting Officer on the adequacy and effectiveness of the MAT's governance, risk management, internal control and value for money systems and frameworks.

The specific duties of the Finance, Audit and Resource Management Committee shall be to:

c. Finance

- review the Annual Budget in detail and to make recommendations to the Board;
- review the Academy's internal and external financial statements and reports to ensure that they reflect best practice, including compliance with the DfE Academies Financial Handbook and the Charity Commissions Guidance to charities and Charity trustees;
- to monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Trust Board;
- consider all relevant reports by the (Executive) Business Manager or the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters;
- contribute to the formulation of the Trust's improvement plans, through the consideration of financial priorities and proposals, in consultation with the Principal/Executive Headteacher, and within the stated and agreed aims and objectives of the Trust;
- monitor future pupil rolls, provision requirements and income levels;
- appoint bankers and approve banking arrangements including authorised signatories;
- to manage tendering processes and the awarding of contracts in accordance with the Finance Policy.

d. Staffing

- review new and existing policies relating to the employment and conditions of staff at the Academy and make recommendations to the **MAT Board;**
- determine the staffing complement for the Trust in line with the Academy Improvement Plans and oversee any staffing reduction or appointment procedures as necessary including consultation with teacher associations and trade unions as appropriate;

- conduct agreed arrangements for recruitment and selection of all Trust staff except where delegated to the Executive Headteacher or Heads of School;

- set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred;

- consider secondment and early retirement requests (with the exception of the Executive Headteacher or Heads of School);

- approve leave of absence (where not delegated to the Executive Headteacher or Heads of School);

- consider work/life balance, working conditions and well-being, including the monitoring of absence levels;

- agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues, drawing on the membership of the Board and the Academy Council;

- investigate irregularities (other than where the Executive Headteacher is suspected), conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures (except where delegated to the Executive Headteacher or Heads of School, or if the dismissal relates to the Executive Headteacher or Heads of School), drawing on the membership of the Board and the Academy Council.

e. Premises

- ensure the premises and grounds are maintained to a high standard, and to review the building maintenance plan in order to prepare a list of priorities for maintenance and development and ensure that adequate resources are available;
- consider the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation;
- recommend to the Trust a plan for capital expenditure and to implement the plan after approval by the Trust and to monitor expenditure against the plan;
- consider any recommendations for disposal of Trust property and make recommendations to the Board and establishing whether the approval of the Secretary of State is required, in line with Academies Financial Handbook requirements;
- agree any capital bids for work that is outside the Trust's annual revenue budget;
- review, adopt and monitor a health and safety policy.
- ensure that health & safety, building inspections and risk assessments are carried out in the prescribed manner and timing and that the risk register is maintained.

f. Pay

- ensure that the whole school Pay Policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.

- to annually review staff salaries and consider pay discretions and applications for re-grading, including the recommendations of the Executive Headteacher and Head of School as to salaries particularly any discretionary awards;
- to review the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Board of Directors as appropriate;
- to ensure that the Policy is applied equitably and consistently for all staff;
- to ensure that pay decisions are fair and equitable, link with the Appraisal procedures and take account of the recommendations of the Executive Headteacher and where appropriate other members of the Leadership Team;
- in accordance with the Pay Policy, determine appropriate pay ranges for all staff employed within the Trust, including allowances and temporary recruitment and retention payments where appropriate.;
- to review on an annual basis the Trust's staffing structure specifically in respect to pay relativities of posts in the structure and maintain an up to date staffing structure as an appendix to the Pay Policy;
- to approve, within the budget, pay progression;
- to ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Executive Headteacher;
- to ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary;
- to ensure annual pay statements are issued to all staff in accordance with the school pay policy;

g. Audit

- Advise the **MAT Board** on the appointment, re-appointment, dismissal and remuneration of the external and regularity auditor.

- Advise the **MAT Board** on the need for, and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of, an internal auditor or other assurance provider to enable the Board to sign the corporate governance statement in the annual accounts

- Advise the **MAT Board** on an appropriate programme of work to be delivered by independent assurance providers (external auditors and responsible officer). This programme of work to be derived from the Audit Committee's regard of the key risks faced by the MAT, the assurance framework in place and its duty to report to the **MAT Board.**

- Review the external auditor's annual planning document and approve the planned audit approach.

- Receive reports (annual reports, management letters etc) from the external auditor and other bodies, for example the EFA, and consider any issues raised, the associated management response and action plans. Where deemed
- appropriate, reports shall be referred to the Board or other committee for information and action.

- Regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.

- Ensure that all allegations of fraud or irregularity are managed and investigated appropriately.

- Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.

- Ensure appropriate cooperation and coordination of the work of the external auditor and responsible officer.

- Meet with the external auditor and Internal Assurance service, without management present, at least annually.

The Finance, Audit and Resource Management Committee will also:

- review and recommend ratification for all finance related policies
- review and recommend ratification for all HR related policies
- review and recommend ratification for all premises related policies
- review the operation of the Academy's code of practice for Directors and Academy Council members and code of conduct for staff
- assume the duties of the Audit Committee (as detailed in section 9)

The **MAT Board** must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks);

- performance appraisal and review;

- equal opportunities;

- disciplinary (including absence policies);

- grievance;

- staff expenses;

- consider any other matters where requested to do so by the **MAT Board**; and

- report at least once a year to the **MAT Board** on the discharge of the above duties.

The **MAT Board** shall also ensure that procedures are in place to ensure that employees of the academy are paid for work done in accordance with their contracts of employment with the academy.

In addition, the **MAT Board** must ensure the academy has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

h. Delegation to Other Committees

The MAT Board recognises that it may need to delegate duties to a committee other than the Finance, Audit and Resource Management Committee in due course, and shall need to amend this document accordingly.

i. Accounting Officer

The Funding Agreement requires each academy to identify the Principal/Executive Headteacher as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the **MAT Board** for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the (Executive) Business Manager. Within the framework of the academy development plan as approved by the **MAT Board** the Principal/Executive Headteacher has overall executive responsibility for the academy's activities including financial activities. Much of the financial responsibility has been delegated to the (Executive) Business Manager but the Executive Headteacher still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which shall be approved by the **MAT Board**;
- authorising contracts between £1,000 and £10,000 in conjunction with the (Executive) Business Manager; contracts above £10,000 will need to be approved by the **MAT Board.**
- Making payments of up to £5,000 in conjunction with the (Executive) Business Manager or other authorised signatory. Two signatories are required on all cheques, however most payments will be made by BACS. This is with the exception of payroll invoices which will be checked and authorised by the (Executive) Business Manager and Principal/Executive Headteacher.

j. (Executive) Business Manager

The main responsibilities of the (Executive) Business Manager are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the academy financial position at a strategic and operational level within the framework for financial control determined by the **MAT Board**;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- the preparation of monthly management accounts;
- authorising orders up to £5000 in conjunction with budget holders
- signing cheques up to £20,000 in conjunction with the Principal/Executive Headteacher or other authorised signatory and
- ensuring forms and returns are sent to the DfE/EFA in line with the timetable in the DfE/EFA guidance. Signing such forms as necessary.

k. Internal Assurance service

The **MAT Board** will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of the academy. To assist in this they will appoint an organisation who will have specific responsibility for overseeing the financial arrangements on their behalf. The appointment of this Internal Assurance service must be notified to the DfE/EFA.

The Internal Assurance service is intended to provide an independent oversight of the academy's financial affairs. The main duties of the Internal Assurance service are to provide the **MAT Board** with on-going independent assurance that:

- the financial responsibilities of the **MAT Board** are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

By order of the Trust, we approve the Northern Lights Learning Trust's Scheme of Delegation

Chair of Trust:	Print name: ____________________________
	Sign: ____________________________
	Date: ____________________________
Principal/Executive Headteacher:	Print name: ____________________________
	Sign: ____________________________
	Date: ____________________________
(Executive) Business Manager:	Print name: ____________________________
	Sign: ____________________________
	Date: ____________________________

Appendix 1

Summary of Scheme of Delegation for the Academy Council: Proposed Duties

The specific duties of the members of the Academy Council shall be to:

1. **Leadership and Management (as a full Academy Council)**: Chair and HOS/Principal to lead
   - receive, monitor and challenge the Head of Schools'/Principals' termly report
   - receive, monitor and challenge the following Academy Council's working party reports from the appointed members at least once a term:
     - Quality of Teaching, Learning, Assessment and Curriculum Standards working group

- Personal Development, Behaviour and Welfare working group
    - Behaviour and Attendance
    - Safeguarding
    - Premises
    - Health and Safety
- Christian Character/Ethos working group
    - SIAMS and British Values

- contribute towards the review, revision and monitoring of the Academy Development Plan;

- agree members to be involved in appointments and fulfil other personnel functions as requested by the Finance, Audit and Resource Management Committee

- review other policies at the discretion of the Directors and make recommendations to the **MAT Board**;

2. Quality of Teaching, Learning, Assessment and Curriculum Standards working group

- ensure the curriculum offer is relevant and appropriate for pupils;
- ensure that a broad and balanced curriculum is in place that helps protect pupils against extremism and promotes community cohesion

- advise the **MAT Board** on curriculum statutory obligations;

- review the policy on charging for curriculum activities and make recommendations to the **MAT Board;**

- review the policy and provision for Sex and Relationship Education and make recommendations to the **MAT Board**;

- monitor the diversity of activities and equity of access to the curriculum and enrichment opportunities through Pupil Voice and surveys

- monitor the quality of teaching, learning and assessment, and taking note of any reports on standards

- monitor and challenge pupils' achievement across EYFS to Year 6;

3. Personal Development, Behaviour and Welfare working group

- Behaviour and Attendance
    - monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions;
    - establish a behaviour and attendance working group to monitor attendance against targets, including persistent absentees and to determine necessary action;
- Safeguarding
    - ensure that all safeguarding and child protection policies are in place and acted upon, receiving regular safeguarding reports;

    - ensure that there is an appropriate reporting and referral process in place for the Prevent agenda and that referrals are being managed effectively
- <u>Premises, including Health and Safety</u>
    - ensure all premises are fit for purpose and advise the **MAT Board** on strategic issues (Premises)
    - ensure all premises are safe, comply with H&S regulations and advise the **MAT Board** on strategic issues (Health and Safety)

4. <u>Christian Character/Ethos working group</u>:

- <u>SIAMS and British Values</u>
    - review the policy and provision for collective worship and religious education and make recommendations to the **MAT Board**;
    - assist with the building of strong community links;
    - collaborate with relevant parties and contribute to regular reports on the development and impact of the Christian ethos of the Academy and contribute to the SIAMS toolkit;
    - promote community cohesion and British values within the Academy and wider;

5. <u>Finance:</u>

- The appointed Finance, Audit and Resource Management Committee representative to work alongside the Principal/Heads of school, Executive Headteacher and (Executive) Business Manager to advise the **MAT Board** via the Finance, Audit and Resource Management Committee on the budgetary needs of the academy;

6. <u>In addition:</u>

- consider any other matters where requested to do so by the **MAT Board**; and
- report at least once a year to the M**AT Board** on the discharge of the above duties.