

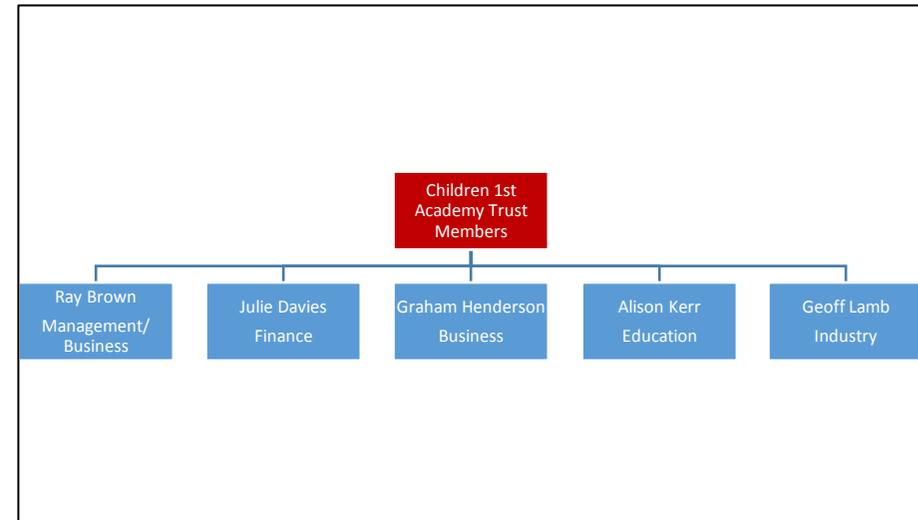
Members of the Company

The Members of an Academy Trust are guarantors of the Company. They do not have the rights of ownership in the Company and do not receive dividends or other remuneration. Each Member agrees to contribute £10 towards any outstanding liabilities of the Company if the Company is dissolved.

Our Members are also welcome to attend any of our Trust Board meetings in order to maintain an overview of what is happening within the Academy Trust.

Responsibilities of the members of the MAT include;

- Meet at least annually
- Oversee key objectives of the Company
- Oversee performance of Directors, Company accounts and annual reports, governance arrangements
- Appoint Trustees
- Exercise Company law powers reserved to members such as amending Articles and removing Directors/Trustees
- Attend any Trust Board as necessary
- Agree the AoA (Articles of Association) and sign MoA (Memorandum of Association)

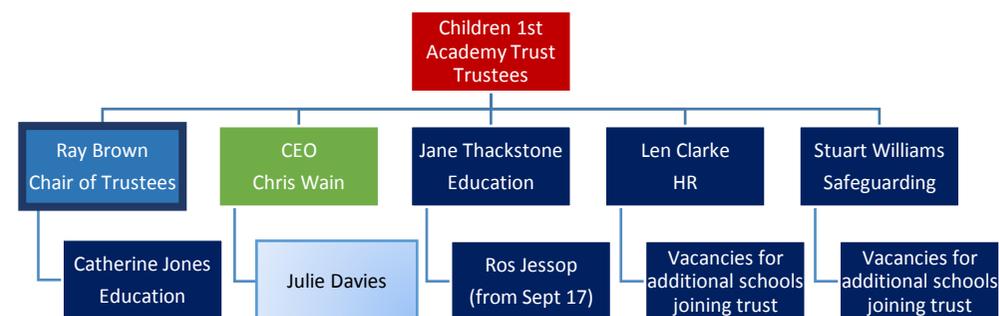


Directors/ Trustees of the Company

The Trustees of an Academy Trust are responsible under the Articles for controlling Trust's management and administration. Responsible for directing its affairs, and ensuring it is solvent and well-run; and delivering the trust's charitable outcomes for the benefit of our children.

Responsibilities of the Trustees of the MAT include;

- Set aims and objectives in accordance with charitable objects set out in Articles
- Monitor and evaluate performance against aims and objectives
- Ensure Articles are fit for purpose and propose changes where necessary
- Appoint/remove Governors of LGBs
- Responsibility for proper stewardship of funds and ensuring the efficiency and effectiveness of their use and in accordance with law and Academies Financial handbook
- Creating a vision for the MAT
- Reviewing and monitoring Scheme of Delegation, performance, standards, attainment, finance of MAT
- Appoint leadership roles within the MAT
- Set policy, budget
- Follow duties and responsibilities as set out in the Scheme of Delegation
- Attend Trust Board meetings
- Promote the success of the Company
- Exercise independent judgment
- Exercise reasonable care, skill and diligence in all MAT related matters
- Avoid conflicts of interest
- Refuse benefits from third parties; and declare interest in proposed transactions or arrangements
- To make up appeals panel for; complaints/grievance



Executive Head/Accounting Officer of the Company (CEO)

MAT must appoint an Executive Head (CEO) who takes responsibility for ensuring the highest possible educational standards across the whole of the Academy Trust and also assuring the Trust Board there is compliance with the Academies Financial handbook, Academy Accounts Direction, Independent School Standards of Education Act 2012, and all relevant aspects of Company and Charitable law.

The CEO for Our Children 1st MAT is **Christine Wain**.

Responsibilities of CEO;

- Overall leadership responsibility for Our Children 1st MAT, communicating the Trust's vision to Academy staff and setting strategic direction to ensure educational and financial success
- Recruiting, managing and supporting the MAT Academy Heads and securing delivery of excellent teaching and learning throughout the Trust
- Strategic planning and operational work at Trust Board level including:
 - Development of sponsorship arrangements with under-performing schools
 - Supporting schools wishing to convert to Academy status under the Trust
- Creating and Managing high level external relationships with DfE, local authorities, National College, Ofsted etc.
- Develop the commercial interests of the Trust and generate income
- Be a member of the Local Governing Body of the founding school and maintain communication between the Trustees, LGB and Heads of Academy
- Chairing the Academy Trust Head Teacher's Board
- The CEO is the Trust's Accounting Officer

Head Teacher Board

The Academies in the Academy Trust will meet with the CEO of Our Children 1st MAT in order to share progress and updates on performance. This will also be an opportunity for Heads of the Academies and the CEO to discuss future direction and key objectives that have been identified by the Trust Board. Representatives on the Trust Board may also be present in order for a clear picture to be gained of how Academies are developing.

Governors of each Academy on their Local Governing Board (LGB)

Each Academy in the Academy Trust will have its own LGB.

Responsibilities of the Governors of the Academy may include;

- School improvement/Staffing relating to their academy
- Monitor and evaluate pupil performance, attendance, safeguarding arrangements
- Management of delegated Budget
- Recruitment and retention of staff, staffing structure
- Oversee implementation of policies
- Implementing the MATs admission policy
- To deal with complaints in their initial stages as agreed in the complaints and grievance policies
- To take a lead role in specific areas of provision ie SEND, EYFS, Safeguarding
- Complete Governor visit reports to LGB meetings relating to key areas that individual Governors have been assigned

Our Children 1st Multi Academy Trust Committee Delegation

Key:
 ✓ action to be undertaken at this level
 A provide advice and support to those accountable for decision making
 < > direction of advice and support

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head
Governance framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓				
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/specific roles/committee members: agree		✓	<A		
	Parent trustee/committee member: elected		✓		✓	
	Committee chairs: appoint and remove		✓	<A		
	LGB chairs: appoint and remove		✓	<A	✓	
	Clerk to board: appoint and remove		✓			
	Clerk to LGB: appoint and remove		✓		✓	
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	Terms of reference for trust committees (including audit if required, and scheme for school committees): agree annually		✓	<A		

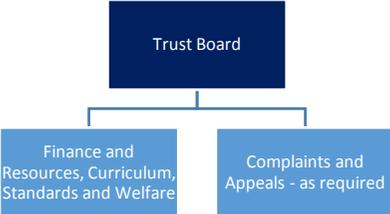
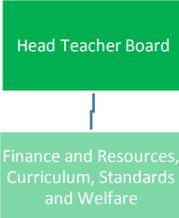
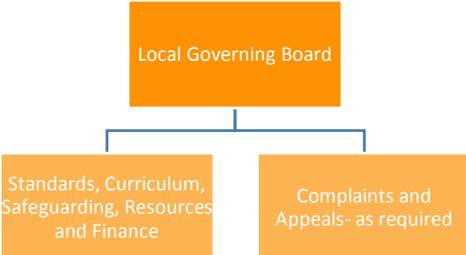
Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head
Systems and structures	Terms of reference for LGB/local committees: agree and review annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓	<A>	✓	A
	Annual self review of trust board and committee performance: complete annually		✓			
	Annual self review of LGB performance: complete annually				✓	
	Chair's performance: carry out 360 review periodically		✓		✓	
	Trustee / committee member contribution: review annually		✓		✓	
	Succession: plan		✓	<A>	✓	A
	Annual schedule of business for trust board: agree		✓	<A		
	Annual schedule of business for LGB: agree			A>	✓	A
Reporting						
Reporting	Trust governance details on trust and academies' websites: ensure		✓	<A		
	Academy governance details on academy website: ensure		✓	<A		
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓	<A		
	Annual report on performance of the trust: submit to members and publish		✓	<A		

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	Annual report work of LGC: submit to trust and publish				✓	A
Being Strategic						
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve			A>	A	✓
	Central spend / top slice: agree		✓	<A		
	Management of risk: establish register, review and monitor		✓	<A>	✓	A
	Engagement with stakeholders	✓	✓	✓✓	✓	✓

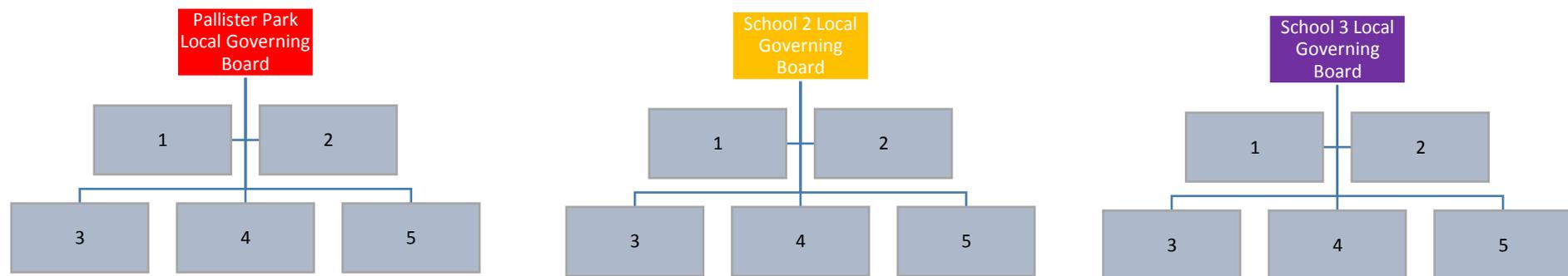
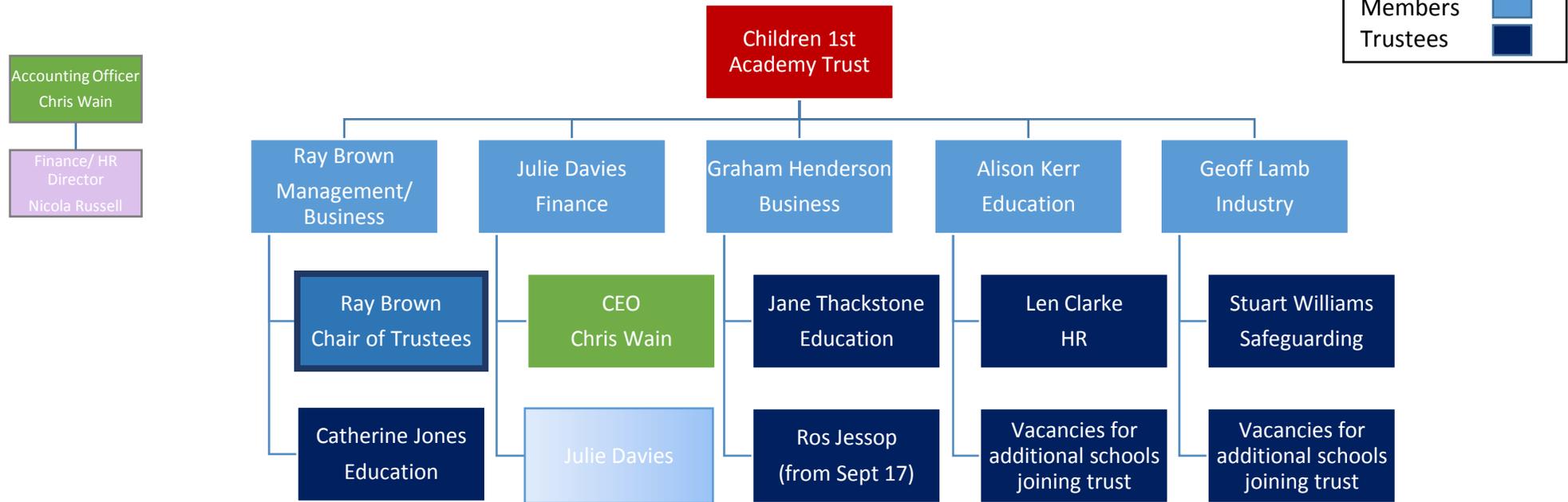
Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head
Being Strategic	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	A	✓
	Chief executive officer: Appoint and dismiss		✓			
	Academy Heads : Appoint and dismiss		✓	<A	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A	<A	
	Budget plan to support delivery of school key priorities: agree			A>	A	✓
	Trust's staffing structure: agree		✓	<A		
	School staffing structure: agree			A>	A	✓
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A>	✓	A
	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	A
	Performance management of the Chief Executive Officer: undertake		✓			
	Performance management of academy Head: undertake		✓	<A	<A	
	Trustee monitoring: agree arrangements		✓	<A		

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head
	LGC member monitoring: agree arrangements				✓	A
Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A		
	Trust's scheme of financial delegation: establish and review		✓	<A		
	School's scheme of financial delegation: establish and review		✓	<A	<A	
	External auditors' report: receive and respond		✓	<A	✓	A
	CEO pay award: agree		✓			
	Academy Heads pay award: agree			✓	A	
	Staff appraisal procedure and pay progression: monitor and agree		✓	A>	A	✓
	Benchmarking and trust wide value for money: ensure robustness		✓	<A		
	Benchmarking and academy value for money: ensure robustness				✓	A
	Develop trust wide procurement strategies and efficiency savings programme			✓		

Outline of remit of Boards

<p>Trust Board meet termly</p>	 <pre> graph TD TB[Trust Board] --> FR[Finance and Resources, Curriculum, Standards and Welfare] TB --> CA[Complaints and Appeals - as required] </pre>
<p>Head Teacher Board meet termly</p> <p>*To be held when additional Academies are in the MAT</p>	 <pre> graph TD HTB[Head Teacher Board] --> FR[Finance and Resources, Curriculum, Standards and Welfare] </pre>
<p>Local Governing Board meet termly</p>	 <pre> graph TD LGB[Local Governing Board] --> SC[Standards, Curriculum, Safeguarding, Resources and Finance] LGB --> CA[Complaints and Appeals - as required] </pre>

Our Children 1st MAT Governance Structure



Local Governing Board Members to be made up of school's current Governors and some may be recruited final numbers to be confirmed.

