

## Board Remits

*Effective date: April 2017*

### Introduction to Trust and Local Accountability

The Our Children 1<sup>st</sup> Multi Academy Trust is the statutory body for all the schools in the MAT. The Secretary of State for Education has entered into an agreement with the Our Children 1<sup>st</sup> MAT to run the schools in the Trust and therefore the Multi Academy Trust Board is responsible for the standards and operation of all schools in the Trust.

The Multi Academy Trust Board may delegate the authority to make certain decisions to a Local Governing Body (LGB) or other committee, and must approve the membership and proceedings of any LGB or committee, with due regard to the requirements of the Articles of Association of Our Children 1<sup>st</sup> Multi Academy Trust. Only the Trust Board can take decisions on the delegation of powers, including the establishment of LGBs or committees, the approval of terms of reference, the appointment of trustees and governors. The Trust Board must also review the terms of reference, constitution and membership of any local governing body, committee or sub-committee annually.

The Trust Board will establish a LGB in each school, with agreed delegation arrangements. The committee structure of the LGBs may include sub-committees. The LGB must also review the establishment, terms of reference, constitution and membership of any committee or sub-committee annually. The membership of any local governing body committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a chair, who is either appointed by the local governing body or elected by the committee. The Academy Trust Board may remove the chair of a committee from office at any time.

### Appointment of Local Governing Bodies and Committees

The delegation arrangements should be kept under constant review, and should be approved each year with regard to each member academy, (e.g. the first Trust Board meeting in the autumn term). Good practice requires the Trust Board to consider the delegation arrangements at least annually.

The Academy Trust Board or LGB may appoint non-directors and non-governors to any of the committees providing that, on committees of the Trust Board, trustees form the majoring of voting members of the committee, or in the case of local governing bodies,

governors -(a) form the majority of the members of the committee (b) are in the majority at any meeting of the committee (c) take the chairmanship of the committee.

In addition, the LGB may, if it wishes, enable any of the non-governors to be *voting* members of the committee.

Neither the Trust Board nor any committee with delegated powers of governance may contain more than one third members who are employed by the Trust.

### Retention of Powers

Some key decisions cannot be delegated and must be taken by the Trust Board. In these cases the Trust Board may still ask a person or a working group to consider issues and make *recommendations* to them, as long as the full Trust Board takes the decision. This is also true for the LGB, where some key decisions cannot be further delegated and must be taken by the LGB. Again, the LGB may ask a person or a working group to consider issues and make *recommendations* to them, so long as the LGB takes the decision. The Trust Board and LGBs should take care to distinguish between committees which have delegated powers and working groups/parties or informal groups which do not.

The Trust Board is the employer of all staff and therefore is the final appeal body in matters of pay and staff discipline. Decisions relating to staff dismissal and appeals must be referred to the staff discipline committee and staff appeal committee.

The Trust Board is the admissions authority for all schools in the Trust. (See Admissions policy )

The Trust Board will agree the final budget for each school.

The Trust Board may delegate such authority as it deems appropriate to a Local Governing Body but the Trust Board remains collectively and personally responsible for every decision made by the LGB.

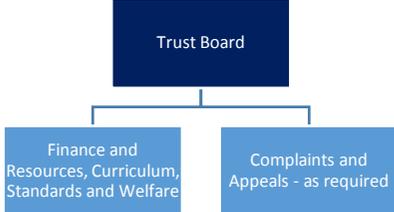
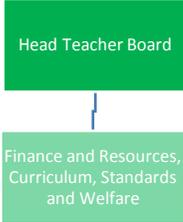
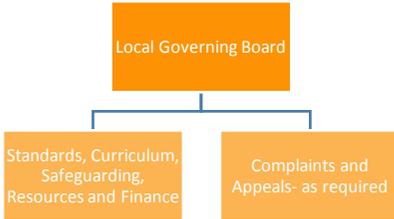
Consequently the Trust will not:

(a) fetter or restrict its own ability to withdraw such delegation at any time, with or without notice; or

(b) delegate authority to a Local Governing Body to:

- set a budget without the approval of the Trust Board
- appoint or remove a Head Teacher (though the Local Governing Body will be consulted)
- appoint or remove a Chair or Vice Chair of a Local Governing Body
- suspend or remove a Local Governing Body Member
- act in a way inconsistent with any of the Trust's published policies and procedures

## Outline of remit of Boards

Trust Board	 <pre> graph TD     TB[Trust Board] --&gt; FR[Finance and Resources, Curriculum, Standards and Welfare]     TB --&gt; CA[Complaints and Appeals - as required]         </pre>
Head Teacher Board	 <pre> graph TD     HTB[Head Teacher Board] --&gt; FR[Finance and Resources, Curriculum, Standards and Welfare]         </pre>
Local Governing Board	 <pre> graph TD     LGB[Local Governing Board] --&gt; SCRF[Standards, Curriculum, Safeguarding, Resources and Finance]     LGB --&gt; CA[Complaints and Appeals - as required]         </pre>

## Working Party Remits

Finance and Resources		
Trust Board		
Trust Board will consider the MAT's indicative funding, notified annually by the EFA and assess implications for the academy in advance of the financial year, drawing any matters of significance or concern to the attention of the local governing bodies.		
Determine the level of any contingency fund or balances to be held by the Trust and its academies, ensuring the compatibility of all such proposals with the development priorities set out in the Trust Development Plan.		
Trust Board will receive and scrutinise the annual budgets and forecasts ensuring that they are: <ul style="list-style-type: none"> <li>• in accordance with the funding agreement, the Trust's memorandum and articles of association and EFA financial handbook</li> <li>• Consistent with the Trust's Development Plan.</li> </ul> If necessary it will refer back to the local governing bodies for review. Approval/non-approval of the academy's budget will be determined by the Trust Board. In the event of non-compliance or failure of the local governing body to demonstrate effective performance, the Board may withdraw or vary the delegated powers.		
It will consider and monitor regularly the MAT's short term and long term revenue and capital budget and financial planning to ensure the MAT's long term sustainability		
It will monitor and review income and expenditure against budgets on a regular basis and ensure compliance with the overall financial plan for each academy, and with the Trust's financial regulations, drawing any matters of concern to the attention of the Trust Board.		
It will contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals.		
It will review and approve any requirements and other transactions in accordance with the Trust's Financial Regulations and Scheme of Delegation.		
It will oversee tendering (where required) and the signing of contracts		
It will be responsible for the amendment of Trust and academy staffing establishments.		
Annually it will review and update all financial policies in accordance with the policy review schedule. These will include <ul style="list-style-type: none"> <li>• the Trust's scheme of delegation</li> <li>• fees and charges for school services, including but not limited to school meals, music tuition and the hire of school premises and facilities</li> </ul>		

<ul style="list-style-type: none"> <li>• individual academy financial contributions to the management and governance costs of the Trust</li> <li>• cross charging and transfer arrangements between academies</li> <li>• service charges to the academies and other parts of the Trust for centralised functions</li> <li>• lettings</li> <li>• gifts and hospitality</li> <li>• donations</li> </ul>		
To ensure the preparation of the Trustees' report and financial statements to form part of the annual report and financial statements of the Trust for filing in accordance with Companies Act and Charity Commission requirements.		
To explore and agree income generation for the schools in the Trust, including lettings income, grants, fund raising and sponsorship opportunities and support the work of local PTAs/Parents Associations/Friends in their fundraising activities.		
Preparation of a disaster recovery/business continuity plan for the Trust and ensuring local plans exist in each academy in the Trust.		
To make and review recommendations for the future premises provision and develop an Estate Strategy		
To ensure the development and maintenance of an asset management plan to ensure the development, maintenance and replacement of all physical assets, equipment and facilities of all schools in the Trust, including premises, equipment, land and depreciating assets are in line with the Vision Statement and School Improvement Plan, having regard to the Asset Register maintained by the school.		
To oversee the appointment of architects, builders, grounds maintenance teams, surveyors etc. and monitor all aspects of their work via appointed employees		
To ensure support for local site teams		
The approval of academy staffing structures within the academy's budget, including approval of any restructuring		
The <i>organisation of procedures</i> for the appointment of senior staff at the schools, including middle leaders		
The appointment of principals/headteachers		
To determine the Pay Policy for the Trust		
To advise each Local Governing Body on current and future pay levels;		
To ratify appropriate salary ranges and starting salaries for lead practitioners, and members of the leadership group;		
To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made by the local governing body and the HR (staff pay and performance management) committee, in accordance with the approved pay policy.		
To approve applications to be paid on the Upper Pay Range		
To approve annual pay progression for the Executive Head (by 31 December at the latest), taking account of the recommendation made by the Performance Review Panel, following the annual review.		
To determine the application of national inflationary increases as required;		

To monitor and distribute to the Local Governing Body on the pay review policy eg. annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.		
To oversee the work of the Staff Disciplinary/Dismissal Committee and the Staff Appeals Committee (including pay appeals)		
To monitor and review the performance and pay of all Headteachers in the Trust.		
To oversee the recruitment, induction, training, CPD, wellbeing and other HR processes for all staff within the Trust at a strategic level.		
To ratify all HR policies for the Trust		
Review and consider the auditor's management letter in order to ensure it is based on a good understanding of the schools' business and to establish whether any recommendations have been acted upon		
Review the findings of the external auditors and recommend to the Trust Board any action plan arising		
Ensure that the audited accounts are filed with Companies House		
Ensure that suitable accounting records are maintained and to provide publicly accessible accounts in line with the Statement of Recommended Practice (SORP) for Charities		
Ensure that the MAT's accounts are published on the web site and are available to anyone that requests a copy		
Provide minutes of all audit meetings for review at meetings of the Trust Board		
Identify the risks to internal financial control across the Trust and agree a programme of work that will address these risks, inform the statement of internal control and, so far as is possible, provide assurance to the external auditors.		
Ensure there is a continuous and sufficient review of the Risk Register. It must agree a programme of work that will appropriately address the risks identified.		
Drive the process for independent checking of financial controls, systems, transactions and contracts. It should ensure that arrangements for protecting the Trust's assets are in place and recommend the appointment, re-appointment or removal of Auditors.		
Advise the Board on the minimum and optimum level of internal and external audit arrangements		
Ensure regular audits cover the following areas: legal, risk, financial (including statutory annual audits, VAT, PAYE), health and safety, investments and insurance and to contribute to these reviews		
Monitor responsible officer/internal audit reviews and to advise the board of directors accordingly. To investigate on behalf of the board any financial or administrative matter which may put the Trust at risk		
Examine reports on special investigations and to advise the board of directors accordingly		
Consider the appropriateness of executive action following responsible officer/internal audit reviews and to advise senior management on any additional or alternative steps to be taken		
Ensure there is coordination between responsible officer, internal audit, external audit and any other review bodies that have been set up		
Encourage a culture within the Trust whereby each individual feels that he or she has a part to play in guarding the probity of the Trust, and is able to take any		

concerns or worries to an appropriate member of the management team or in exceptional circumstances directly to the chair		
To ensure that arrangements for Performance Management/Threshold Payments are implemented.		
To consider and report to the Governing Body on aspects of building and premises, including monitoring the (DDA) Disability Discrimination Action Plan.		
<b>Head Teacher Board</b>		
To discuss actions raised by Trust Board and implement within each Academy.		
To share actions raised by LGB in each Academy and discuss any implications with CEO		
<b>Local Governing Body</b>		
To consider the budget allocation from the EFA and approve budget for the financial year.		
Spending Limits in line with school financial procedures <b>To the Head Teacher:</b> Delegated powers up to a ceiling of £10,000 on any single item purchased, without reference to the Trust Board (unless these purchases have already been agreed by governors within the reported School/Premises or ICT Development Plans). Any emergency expenditure of more than £5,000 on maintenance of the site will be reported to the committee. <b>Committee Level:</b> expenditure up to £15,000. Any expenditure over that will be submitted for approval to the Trust Board.		
To monitor spending and examine outturn figures during the financial year.		
To follow the LA's guidelines when entering into contractual agreements.		
To determine charges for lettings		
To liaise with the Raising Achievement members and the full Governing Body over matters relating to School Development Plans.		
To determine the staffing levels and annual teaching staff establishment and recruit in line with Safer Recruitment Guidelines.		
Ensure up to date and relevant training regarding safeguarding procedures are in place and monitor the effectiveness of policies and practices;		
To determine the grades for non-teaching staff in accordance with LA Job Evaluation.		
Implement Trust policies and review as agreed.		
To review the Health and Safety Policy on an annual basis.		
To review Health and Safety Training Needs		
To consider and prioritise future developments relating to the building/premises		
To produce an annual report of building related issues for Governors/staff/parents.		

<b>Curriculum, Standards and Welfare</b>		
<b>Trust Board</b>		
To ensure compatibility and integration of computer systems across all schools in the Trust to facilitate maximum efficiency and cohesiveness.		
To develop an ICT strategy for the Trust that maximises the use of technology in both administrative and academic settings		
<b>Head Teacher Board</b>		
To discuss actions raised by Trust Board and implement within each Academy.		
To share actions raised by LGB in each Academy and discuss any implications with CEO		

<b>Raising Achievement</b>		
<b>Trust Board</b>		
<b>Local Governing Board</b>		
To monitor/evaluate progress against the OFSTED Action Plan (where applicable) or the LA CAT Plan		
To advise the Governing Body in establishing a curriculum policy statement.		
In liaison with the Head Teacher, to agree statutory and non-statutory targets aimed at raising standards of pupil performance;		
To approve policies for sex education, religious education, collective worship SEN, Inclusion and other as deemed necessary and advise the Governing Body accordingly.		
To monitor and evaluate pupil performance including targeted groups: i.e Ability Groups and Vulnerable groups eg Looked After Children, Ethnic Minority/English as an Additional Language, SEN, Travellers, Refugees/Asylum Seekers, excluded pupils termly using comparative data from the RAISEonline, PIVATS and school pupil tracking systems.		
To advise the Governing Body on curriculum organisation.		
To liaise with the Head Teacher over the preparation, monitoring and evaluation of School Improvement Plans.		
To contribute, monitor and evaluate the School Self Evaluation Form.		
Monitor the effects of pupil attendance, fixed term and permanent exclusions on pupil attainment through the Head Teacher's report.		
Monitor the effectiveness of the way school promotes Community Cohesion/Extended Schools.		
To consider any requests from the school for residential educational visits and journeys relating to the curriculum. The named governor for Health and Safety to monitor risk assessment and report annually to the full governing body.		

<b>Performance Management</b>		
<b>Trust Board</b>		
To agree objectives with the Head Teacher and external Adviser in respect of performance management.		
To monitor objectives with the External Adviser half yearly.		
<b>Local Governing Board</b>		

<b>Admissions</b>		
<b>Trust Board</b>		
The Trust Board is the admissions authority for all schools in the Trust.		
To set the admissions criteria for each school in the Trust on an annual basis, which will be consulted on and published annually		
<b>Local Governing Board</b>		




## Authorisation Limits

These limits are set in the Academies Financial Handbook