



NINESTILES ACADEMY TRUST

Governance Arrangements 2017 - 18

Version 7th December 2017





NINESTILES ACADEMY TRUST

Ninestiles Academy Trust Mission Statement

Strength Through Diversity
Ambition Through Challenge
Excellence Through Curiosity

Our Governance

Our Governance Structure

Our Governance structure is made up of the **Members** who founded the trust and the **Board of Trustees** who are the accountable body for the trust.

There are two sub committees:

- **Finance & Resources Committee**
- **Financial Audit Committee**

There are four Academy Councils, providing local governance for the schools and the Trust.

There are three operational groups:

- The **Academy Principals** group which meets monthly with the Chief Executive Officer.
- the **Operations Group** which meets monthly
- the **Ninestiles Teaching School Alliance Strategic Group**

There are four Progress and Standards Panels. These are chaired by the CEP (2017-18), and attended by the Director of School Improvement (SID), and the chair of the relevant Academy Council, Principals and Vice Principals of relevant schools.

Our Members

Our members Karen Crowston, Sir Dexter Hutt, Alan Price and Rona Miller (one vacancy) are the founding group of the Multi Academy Trust. Members have a similar role to the shareholders in a company limited by shares. Most notably they:

- Are signatories to the articles of association which includes definition of the trusts' charitable object and governance structure (where they are founding Members);
- May, by special resolution, amend the articles of association, subject to any restrictions created by the trust's funding agreement or charity law;
- May, by special resolution (which requires 75% rather than a simple majority of Members to agree) appoint new Members or remove existing Members other than, where there is one, the foundation/ sponsor body and any Members it has appointed;
- 15 Companies Act 2006, s 168 45;
- Have power to appoint Trustees as set out in the trust's articles of association, and have power under the Companies Act to remove any or all serving Trustees;
- May by special resolution issue direction to the Trustees to take a specific action;
- Appoint the trust's auditors and receive the trust's annual audited accounts; and
- Have power to change the name of the charitable company and ultimately, wind up the academy trust.

Any obligation on Members to meet (e.g. for an Annual General Meeting) will be set out in the trusts articles of association. However, under the current model articles of association, Members may instruct the Trustees to convene a general meeting at any point, at which Trustees may speak but not vote.

Our Trustees

Our Trustees are the accountable body for the Trust. They are responsible for:

- Determining the mission, ethos and key strategic priorities for the Trust;
- Setting targets for pupil and student achievement prepared and proposed by each academy;
- Agreeing the budgets prepared and proposed by each academy;
- Agreeing a curriculum statement for the trust and supplementary statements for each academy should they be required;
- Appointing all staff on the leadership scale and support staff on grade 6 or above;
- Reviewing the performance and pay of the Chief Executive Officer (CEO) and Principals in conjunction with the chairs of the academy councils.

The Board is made up of the Trustees and includes the CEO. The board meets four times each academic year and otherwise as required. Any additional meetings require at least 7 days' notice. The quorum is half of the board rounded down and meetings are minuted by the clerk. The Trustees elect a chair and vice chair annually at their first meeting in the school year. The chair is responsible for drawing up the agenda with the CEO and sending it

out to board members with all associated papers at least 7 days in advance. Should the chair or vice chair not be present at the meeting, a temporary chair should be elected for the meeting.

The Board will identify individual Trustees with a specific remit and oversight for Safeguarding and the progress of Disadvantaged pupils across the trust; two key priorities for 2017-2018.

The term of office for any shall be four years, save that this time limit shall not apply to the Chief Executive Officer, any post which is held ex officio. Subject to remaining eligible to be a particular type of Trustee, any Trustee may be re-appointed by Members at an Annual General Meeting.

Committees and Terms of Reference

Finance and Resources Committee

Our Finance and Resources Committee is drawn from members of the Board of Trustees and representatives from each Academy Council. The committee shall have such co-opted non-voting members as the Board of Trustees shall appoint. The committee may make recommendations for these appointments. The CEO, Principals and representatives from the Business/Finance managers are expected to attend.

They are responsible for:

- Considering the Trusts' indicative funding, notified annually by the DfE, and assessing implications for each of the academies.
- Drawing any matters of significance or concern to the attention of the Board of Trustees.
- Considering and recommending acceptance/non-acceptance of the Trust budget, and that of individual academies at the start of each financial year.
- Receiving and make recommendations on the broad budget headings and areas for expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- Monitoring and reviewing expenditure on a regular basis and ensure compliance with the overall financial plan for the academies, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Board of Trustees.
- monitoring and reviewing procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- Overseeing all matters relating to Health and Safety ensuring that the appropriate policies and practice are in place to meet statutory responsibilities.
- Overseeing all matters relating to staffing and personnel ensuring that the appropriate policies and practices are in place to meet statutory responsibilities
- Oversee the development and management of the business information systems, the IT infrastructure and the physical assets of the Trust in accordance with the authorities and responsibilities set out in the financial regulations
- Monitor significant value (both internally resourced and/or capital resources) projects with serious financial implications

The Board of Trustees appoint a chair annually and the committee appoints a vice chair. The committee meet three times each academic year and otherwise as required. Any additional meetings require at least 7 days' notice

The chair will be responsible for drawing up the agenda and getting it sent out to committee members at least 7 days in advance. Should the chair or vice chair not be present at the meeting, a temporary chair should be elected for the meeting. The quorum is half of the committee rounded down. The minutes will be taken by the clerk to the Academy Trust.

Financial Audit Committee

Our Financial Audit Committee is responsible for:

- Assisting the Board of Trustees in fulfilling its oversight of financial responsibilities;
- Making appropriate comments and recommendations on such matters, to the Board of Trustees on a regular basis;
- Referring major issues to the Board of Trustees for ratification.

The Committee is appointed by the Board of Trustees and shall consist of not less than three members. Finance and General Purposes Committee will delegate the appointment of the Chair to the Audit Committee. At least one member of the Audit Committee should have significant, recent and relevant financial experience. The Chair of the Board of Trustees and the Chair of the Finance and General Purposes Committee shall not be members of the audit committee nor can employees be a member of the committee. The Audit Committee may recommend to the Board the appointment of one person as a member of the Committee who is not a member of the Trust (i.e. does not have the right to attend or vote at meetings of the Board of Trustees). Such person shall not be eligible to chair the Audit Committee. A quorum shall be 2 voting members

The Chair of the Board of Trustees, Chair of the Finance Committee, Finance Director, Director of Operations, representatives of the external auditors, or other persons e.g. Trustees or Business Managers, as appropriate, may attend meetings at the invitation of the Committee.

There should be at least one meeting a year, or part thereof, where the Audit Committee meets the auditors without the Chair of the Finance Committee and executives present. Meetings shall be held not less than twice a year (to coincide with key dates in the Academy's financial reporting cycle).

External auditors may request a meeting if they consider that one is necessary. Any additional meetings will be called as necessary; at least 7 days' notice must be given when calling a committee meeting. Where decisions within the remit of the committee are required between formal meetings, they will be agreed by email between members.

The Chair of the Audit Committee, the CEO and the Director of Operations will be responsible for drawing up the agenda and organising for it to be sent out to the Committee members at least 7 days in advance. The Trust administrator will take the minutes. The minutes will be sent to the members of the Finance and General Purposes Committee

Central Appointments and Remuneration Committee

Our Executive Appointments and remuneration committee is responsible for:

- Overseeing the remuneration of Executive staff including making recommendations to the Board as a result of Performance review.
- Managing and approving the appointment of any vacancies arising within the Executive Management Team.

The members of the Committee will be appointed by the Board and will consist of six trustees. These will be the Chair of the Board, the Vice Chair of the Board, the Chair of the Finance and General Purposes committee and three other appointed trustees. The Chair of the Committee shall be appointed by the Board and will be a Trust Board member. A quorum shall be three members. Members will be appointed on an annual basis. The Trust's Chief Executive will normally be in attendance, except when the discussions relate to their own salary and conditions. The Committee will meet twice a year but additional meetings may be called as required. The Committee retains the right to co-opt additional members to the panel where specialist knowledge is required to make appointments or assess remuneration. This could be an additional trustee or an external consultant.

Please see Reviewer Structure table below.

POST	PM REVIEWER	SALARY AUTHORISER
Chief Executive Officer	External assessor Chair of the Trustees	Remuneration and Appointments committee
Director of School Improvement Primary	External assessor Chief Executive Officer	Remuneration and Appointments committee
Director of School Improvement Secondary & 6 th Form	External assessor Chief Executive Officer	Remuneration and Appointments committee
Principals / Associate Principals	External assessor Chief Executive Officer	Remuneration and Appointments committee
Director of the Teaching School	Chief Executive Officer	Remuneration and Appointments committee
Course director (Secondary)	Director of Teaching School	Chief Executive Officer
Course director (Primary)	Director of Teaching School	Chief Executive Officer
Vice Principals (Primary)	Principal	Chief Executive Officer
Vice Principals (Secondary & 6 th form)	Principal	Chief Executive Officer
Finance Director	Chief Executive Officer	Remuneration and Appointments committee
Estates Manager	Chief Executive Officer	Remuneration and Appointments committee
Executive Assistant to CEO	Chief Executive Officer	Chief Executive Officer
HR Manager	Chief Executive Officer	Chief Executive Officer
Clerk to Governing Body, Company Secretary	Chief Executive Officer Chair of Board of Trustees	Chief Executive Officer

Academy Council Delegated responsibilities and terms of reference 2017-18

Our Academy Councils 2017-18

For 2017 – 18 there are 4 Academy Council groups; all chaired by a Trustee.

Erdington Hall and Pegasus Primary Council

Membership: Trustee Appointed Chair, CEO/SID, 2 parent representatives per school, 1 staff representative per school, 1 student advocate per school, trustee appointments as decided by the board, and the Primary Principals.

The Oaklands and Yarnfield Primary Council

Membership: Trustee Appointed Chair, CEO/SID, 2 parent representatives per school, 1 staff representative per school, 1 student advocate per school, trustee appointments as decided by the board, and the Primary Principals.

Cockshut Hill School and Lyndon School Council

Membership: Trustee Appointed Chair, CEO/SID, 2 parent representatives per school, 1 staff representative per school, 1 student advocate per school, trustee appointments as decided by the board, and the Secondary Principals.

The 6th Form College and Ninestiles Council

Membership: Trustee Appointed Chair, CEO/SID, 2 parent representatives, 1 staff representative per establishment, 2 student representatives from the college and a Student Advocate from Ninestiles, trustee appointments as decided by the board, and the 6th Form and Ninestiles Principals.

Purpose

Our Academy councils play an important role in supporting the Board of Trustees and providing key elements of local governance for schools.

They are responsible for:

- Ensuring the academy is operating within the mission and ethos of the trust and contributing to the trust's key strategic priorities
- Monitoring the quality of teaching and learning, attendance, behaviour and safety, within the academy and progress against the academy improvement plan
- Holding school leaders to account for improvement of standards in the school
- Engaging with wider academy activities as a means of monitoring overall quality
- Ensuring compliance with the Trusts policy for Safeguarding and that the Academy maintains a 'culture of vigilance in respect of all safeguarding matters.
- Appointing all staff except Principals, teaching staff on Leadership Scale and Support Staff on Grade 6 or above.

Each council will identify lead Councillors with a specific remit and oversight for Safeguarding, the progress of Disadvantaged pupils and the provision of students with SEND.

A member of the Academy Council (usually the Chair) is nominated to be responsible for working closely with the School Improvement Director and CEO in liaising with the local authority and other partner agencies in the event of allegations of abuse being made against the Principal.

The Academy Councils meet four times each academic year and otherwise as required. Any additional meetings require at least 7 days' notice. **Academy Councillors should also attend 'events' and visit the school between meetings which enable them to develop a clear picture of the quality of provision across the schools in their council group.**

The quorum is half of the board rounded down and meetings are minuted by the clerk. The council will elect a vice chair on an annual basis.

The Trustees will be responsible for drawing up the agenda and getting it sent out to Academy Councillors at least 7 days in advance. Should the chair or vice chair not be present at the meeting, a temporary chair should be elected for the meeting.

The Chair of the Academy Council provides an important link between the Trust and individual Councils and schools. S/he is responsible for:

- Chairing Academy Council meetings, ensuring all councillors have a voice and are able to contribute to the meetings.
- Ensuring the Academy Council is meeting its duties under the trust Scheme of Delegation, holding senior school leaders to account.
- Reporting back the views of the academy to the Board of Trustees, including the recommendation of any training needs of the academy council.
- Contributing to the performance management of the principal.
- Developing an effective working relationship with the principal and senior staff through regular communication between meetings.
- Liaising with CEO/SID on matters of importance between meetings e.g. pupil exclusion or staff competency issues.
- Being proactive in the self-review of the Academy Council
- Attending the Standards and Improvement Panels for the schools, and reporting back to AC and to the Board

The term of office for any Councillor shall be four years, subject to remaining eligible to be a particular type of councillor, any Trustee appointed councillor may be re-appointed by Trustees at a Board Meeting. Parent and staff representative vacancies will be filled by process of election.

Key Responsibilities/Delegated powers

These are indicated in the attached table.

The most important remit of the Academy Council is to monitor and review school performance and standards. The AC will:

- At each meeting, review the school Self-Evaluation Form (SEFs) in light of information about published outcomes and in-school pupil progress and achievement, to check that it is a sharp and accurate view of standards
- Check that the annually written School Improvement Plan (SIP) is robust and focused on relevant actions that will have a swift and significant impact on raising standards
- At each meeting, refer to the SIP actions to monitor how well they are being completed and what impact they have had
- Visit the school, with agreed focuses, to triangulate evidence of improvement with the senior leaders

In addition, the Academy Council is accountable for the school curriculum and the teaching and learning statements. There are common Trust aspects to both of these areas. For example, all secondary schools adhere to the Trust KS3 curriculum and assessment system.

The Academy Council must also ensure that the school has a sex education policy and an RE policy.

Councillors should check that the school website

- Is compliant with statutory requirements
- Has all relevant information about the school
- Is easily accessible and relevant to parents and the wider community
- Is up to date and celebrates all the positive news and events about the school

Community Forums

Our Community Forums are school/college based groups led by Principals with a consultative focus. They are open to all parents, staff, community representatives and students. They meet bi-annually. They provide an opportunity for stakeholders to provide feedback, make suggestions, or raise issues in regard of the quality of provision at the individual academy and its contribution to the local community.

Operational Groups

The Ninestiles Teaching School Alliance Strategic Group

Our Teaching School Alliance Group is responsible for:

- Devising NTSA's strategic plan and national KPIS
- Monitoring the demand of alliance schools and others who seek the Alliance's services
- Monitoring recent activity e.g. deployment of SLEs
- Reviewing of the Alliance's activity within mission and ethos of the trust

- Discussions on future developments and preparing to support future not just current learning

The membership includes The Director of the Teaching School, the CEO, the School Improvement Directors, The Trustees for ITT, and nominated Alliance school representatives. The group shall meet once during term time and a quorum shall be 5 members. The group elects a Chair and Vice- Chair annually to Chair the meetings. A note of actions arising from the meeting will be taken and circulated to all members. The impact of the Alliance is reported to Trustees through the CEO's update to the Board.

The Principals' Group

Our Academy Principals' Group is responsible for:

- promoting the Trust within the education sphere and profession
- advising Trustees on strategy for schools within the local and national context
- Identifying effective strategies for school improvement to improve outcomes for pupils
- sharing good practice across all areas of the group's remit
- ensuring that policies and procedures are adhered to consistently across the trust
- Challenging and supporting each other in the delivery of the Trust Mission

The membership includes the CEO, School Improvement Directors, the Academy Principals and the Director of Teaching School. The group meet monthly during term time. The quorum shall be 5 members. The meetings will be chaired by the CEO. A note of actions arising from the meeting will be taken and circulated to all members.

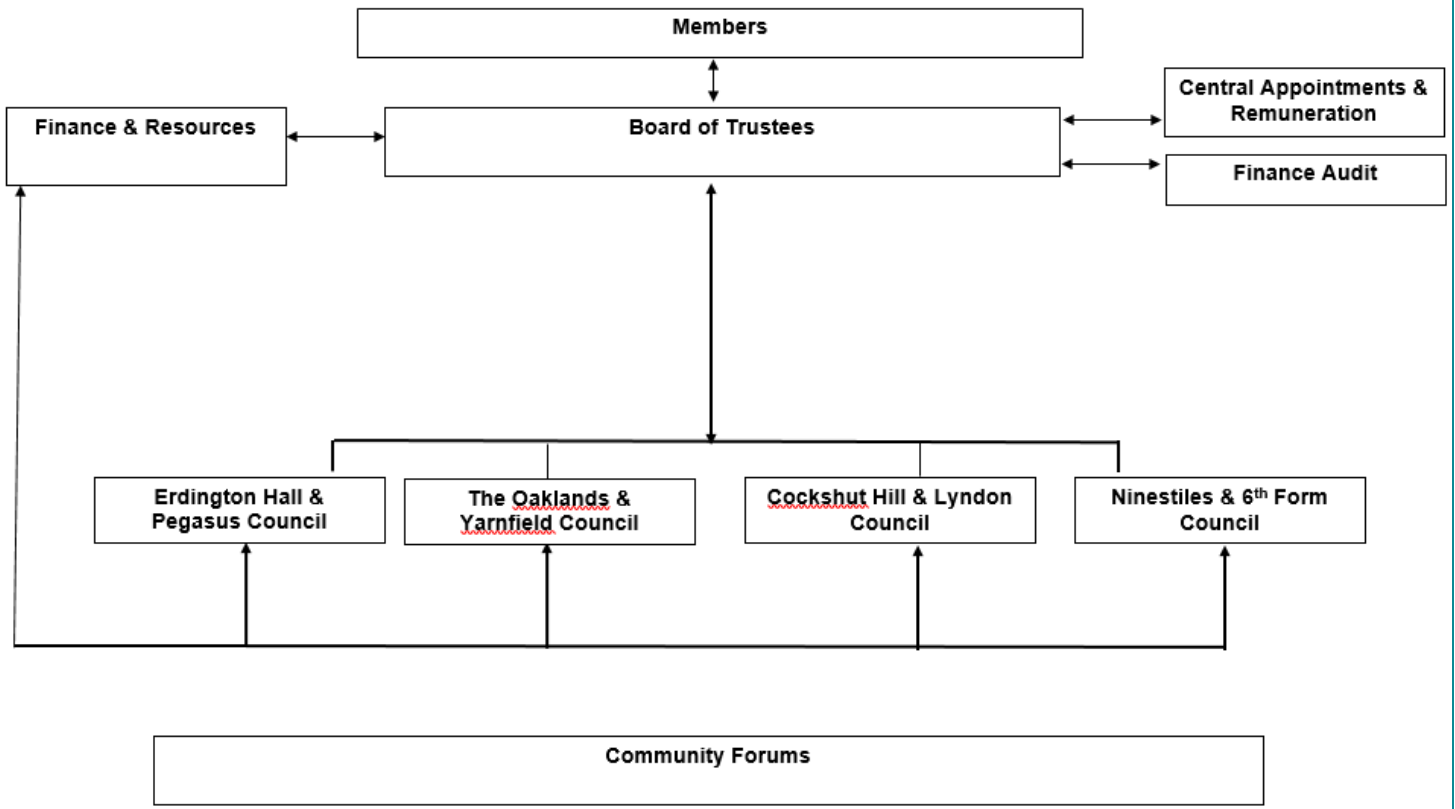
The Operations Group

Our Operations Group is responsible for:

- ensuring that policies and procedures are adhered to consistently across the trust
- sharing good practice across all areas of the group's remit, e.g. Health and Safety
- ensuring value for money is achieved by working together to procure goods and services as a group where possible and appropriate
- ensuring the group offer the capacity to cover for absence, sickness, vacancies etc.
- complying with the accountabilities demanded by the Terms of Reference of the Finance and General Purposes committee and the Finance Audit Committee

The membership includes the Finance Directors and Business Managers from all of the Trust schools. The committee shall meet monthly during term time. The quorum shall be 5 members. A note of actions arising from the meeting will be taken and circulated to all members.

Ninestiles Academy Trust Governance Structure



Ninestiles Academy Trust Governance Membership List

MEMBERS

Sir Dexter Hutt	<i>Chair of Members</i>
Karen Crowston	
Alan Price	
Rona Miller	
Vacancy	

BOARD OF TRUSTEES

Catherine Anwar	<i>CEO</i>	David Werry	
Alan Price	<i>Chair</i>	Ateef Azam	
Karen Crowston	<i>Vice Chair</i>	Fiona Dennis-Stephens	
Neal Clements		Shilpa Unarkat	
Jonathan Bridges		Mary Le Breully	
Vrigu Dey		Richard Beamish	

FINANCE & RESOURCES

Neal Clements	<i>Chaired by a Trustee</i>
Catherine Anwar	<i>CEO</i>
Karen Crowston	<i>Trustee</i>
Richard Beamish	<i>Trustee</i>
	<i>Co-optee</i>
	<i>EH & PG AC rep</i>
	<i>OAK & YARN AC rep</i>
	<i>CH & LYND AC rep</i>
	<i>NINE & SSFC AC rep</i>
Steve Ralph	<i>Finance Director</i>

CENTRAL APPOINTMENTS & REMUNERATION

Alan Price	<i>Chair Board of Trustees</i>
Karen Crowston	<i>Vice Chair Board of Trustees</i>
Neal Clements	<i>Chair of Finance & Resources</i>
Catherine Anwar	<i>CEO</i>
Ateef Azam	<i>Trustee</i>
Karen Crowston	<i>Trustee</i>
Neal Clements	<i>Trustee</i>

FINANCE AUDIT

Jonathan Bridges	<i>Chaired by a Trustee</i>
Ateef Azam	<i>Trustee</i>
Fiona Dennis-Stephens	<i>Trustee</i>
Steve Ralph	<i>Finance Director</i>

Erdington Hall & Pegasus Council		The Oaklands & Yarnfield Council	
David Werry	<i>Chair</i>	Ateef Azam	<i>Chair</i>
Richard Simcox	<i>EH Principal</i>	Dominic Davis	<i>Oak Principal</i>
David Shakeshaft	<i>Peg Principal</i>	Carol Phillips (interim)	<i>Yarn Principal</i>
Martyn Collin	<i>School Improvement Director</i>	Martyn Collin	<i>School Improvement Director</i>
Ruby Shaheen	<i>EH Parent</i>	Ben Coley	<i>Oak Parent</i>
Neelam Ranee	<i>EH Parent</i>	Yazmeen Basheer	<i>Oak Parent</i>
Sue Coyne	<i>Peg Parent</i>	Rahat Jabeen	<i>Yarn Parent</i>
	<i>Peg Parent</i>	Akram Din	<i>Yarn Parent</i>
Kulvinder Panesar	<i>EH Staff</i>	Sue Edgington	<i>Oak Staff</i>
Paul Charlton	<i>Peg Staff</i>	Adrian Thompson	<i>Yarn Staff</i>
Amanda Lees	<i>EH Student Advocate</i>	Natalie O'Brien	<i>Oak Student Advocate</i>
Shona Leach	<i>Peg Student Advocate</i>	Dawn Harvey	<i>Yarn Student Advocate</i>
Judith Tulloch	<i>Trustee Appointee</i>	Ian Carnell	<i>Trustee Appointee</i>
Lyndsay Jones	<i>Trustee Appointee</i>	Heather Day	<i>Trustee Appointee</i>
Jason Halstead	<i>Trustee Appointee</i>	Rob Osborne	<i>Trustee Appointee</i>
		Amelia Turnbull	<i>Trustee Appointee</i>
Cockshut Hill & Lyndon Council		Ninestiles & Sixth Form Council	
Richard Beamish	<i>Chair</i>	Vrigu Dey	<i>Chair</i>
Jason Bridges	<i>CH Principal</i>	James Power	<i>Nine Principal</i>
Abid Butt	<i>Lyn Principal</i>	Martin Sullivan	<i>6th Form Principal</i>
Gaetano Ferrante	<i>School Improvement Director</i>	Gaetano Ferrante	<i>School Improvement Director</i>
Robert Furnell	<i>CH Parent</i>	Jazz Edwards	<i>6th Form Parent</i>
Elizabeth Saunders	<i>CH Parent</i>	Sajad Akram	<i>6th Form Parent</i>
Javid Iqbal	<i>Lyn Parent</i>	Khalida Qureshi	<i>Nine Parent</i>
Tamera Robinson	<i>Lyn Parent</i>	Ian Welsh	<i>Nine Parent</i>
Karen Sloan	<i>CH Staff</i>	Adrian Jones	<i>6th Form Staff</i>
Ranjit Samrai	<i>Lyn Staff</i>	Lesley Long	<i>Nine Staff</i>
Steven Moore	<i>CH Student Advocate</i>	Isbaa Akhtar	<i>6th form Student</i>
Carol Martin	<i>Lyn Student Advocate</i>	Amaan Ali	<i>6th form Student</i>
Caroline Hick	<i>Trustee Appointee</i>	Jade Beetison	<i>Nine Student Advocate</i>
Russell Hardy	<i>Trustee Appointee</i>	Luke Banks	<i>Trustee Appointee</i>
	<i>Trustee Appointee</i>	Sheila Huckfield- Powell	<i>Trustee Appointee</i>
		Karamat Iqbal	<i>Trustee Appointee</i>
		Nadeen Proverbs	<i>Trustee Appointee</i>
		Adil Hadi	<i>Trustee Appointee</i>
		Luke Millard	<i>Trustee Appointee</i>

Meeting Planner 2017 – 18

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
BOARD OF TRUSTEES: 18.00-20.00											
AC Chairs				Tues 19.12.17 5.15pm		Tues 06.02.18 5.15pm			Tues 08.05.18 5.15pm		Tues 17.07.18 5.15pm
Board of Trustees	Tues 19.09.17			Tues 19.12.17		Tues 06.02.18			Tues 08.05.18		Tues 17.07.18
SUB COMMITTEES: 18.00-20.00											
Finance & Resources		16.10.17		Mon 04.12.17			12.03.18			11.06.18	
Finance Audit/Risk									14.05.18		
ACADEMY COUNCILS: 18.00 – 20.00											
Erdington Hall & Pegasus			Mon 13.11.17		Monday 22.01.18			Tues 17.04.18			Mon 09.07.18
The Oaklands & Yarnfield			Weds 1.11.17		Thursday 18.01.18			Thurs 19.04.18			Thurs 12.07.18
Cockshut Hill & Lyndon		Tues 31.10.17			Weds 17.01.18			Weds 18.04.18			Weds 11.07.18
Ninestiles & 6 th Form			Thurs 2.11.17	Tues 05.12.17 15.00 SAR update meeting	Tuesday 16.01.18			Mon 16.04.18			Tues 10.07.18
PROGRESS AND STANDARDS PANELS (AC Chairs/VCs only): 14.00-16.00											
Erdington Hall & Pegasus		09.10.17					Mon 26.03.18			Monday 25.06.18	
The Oaklands & Yarnfield		10.10.17					Thurs 22.03.18			Thursday 28.06.18	
Cockshut Hill & Lyndon		11.10.17					Tues 20.03.18			Weds 27.06.18	
Ninestiles & 6 th Form		12.10.17					Weds 21.03.18			Tuesday 26.06.18	

COMMUNITY FORUMS											
Erdington Hall Primary											
Pegasus Primary											
The Oaklands Primary											
Yarnfield Primary											
Cockshut Hill School											
Lyndon School											
Ninestiles, An Academy											
6 th Form College Solihull											

Dates to be confirmed

TEMPLATE FOR BOARD OF TRUSTEES MEETING

AGENDA

1. Welcome and Apologies
2. Minutes and Matters Arising from previous meeting
3. Declarations of Business Interests
4. Chairs Actions
5. CEO Report including
 - i. School/College Performance Update
 - ii. School/College information Sheet
 - iii. Trust Improvement plan Update
6. Feedback from Academy Councils (A/C Chairs to lead)
7. Risk Register
8. Reports from Committees
9. Policy renewal, updates and/or approval
10. AOB
11. Date of next meeting

TEMPLATE FOR ACADEMY COUNCIL MEETING

AGENDA

Each Academy Council Meeting will be preceded by a short Training input.

1. Welcome and Apologies
2. Minutes and Matters Arising
3. Declarations of Business Interest
4. Principals Report including
 - i. School/College Profile Update
 - ii. SEF Updates
 - iii. School/College Improvement Plan Updates
 - iv. Update on Attainment and Progress Outcomes
5. Chairs Actions
6. Academy Councillors Actions (including feedback from visits)
 - i. SEN lead Councillor
 - ii. Safeguarding lead Councillor
 - iii. Other actions
7. Feedback to Trustees
8. Reports from Committees (minutes attached)
9. Policy Updates and/or Approval
10. Pupil Advocacy
11. The Rights Respecting Schools Award
12. AOB
13. Date of next meeting

FOCUS FOR ACADEMY COUNCIL MEETINGS AND IN SCHOOL/COLLEGE ENGAGEMENTS

Academy Councillors are expected to attend four meetings over the course of the academic year and at least one in-school/college engagement per term

OCTOBER MEETING AGENDA	IN SCHOOL/COLLEGE ENGAGEMENTS	DECEMBER/ JANUARY MEETING AGENDA	IN SCHOOL/COLLEGE ENGAGEMENTS	APRIL MEETING AGENDA	IN SCHOOL/COLLEGE ENGAGEMENTS	JULY MEETING AGENDA
<ul style="list-style-type: none"> - Profile - SIP Launch - Data outcomes – panel reviews - Named SEN, Safeguarding and Data councillors - DSL & SEND reports - SEF/SAR 	<ul style="list-style-type: none"> - Assemblies - Learning Walks - Pupil Progress Meetings - Student Councils - Lunchtime Provision - Theme or Subject Visits - Return to School Meetings - SEN update - Safeguarding update - Chairs meetings - Parents' evenings 	<ul style="list-style-type: none"> - Profile - SEF Update - SIP by exception - Pupil Advocacy - Teaching & Learning - Raise on Line report - Pupil Premium Impact - Sports Premium Impact - DSL & SEND reports 	<ul style="list-style-type: none"> - Assemblies - Learning Walks - Pupil Progress Meetings - Student Councils - Lunchtime Provision - Theme or Subject Visits - Return to School Meetings - SEN update - Safeguarding update - Chairs meetings - Parents' evenings 	<ul style="list-style-type: none"> - Review SIP - Attendance Data - Teaching & Learning - Questionnaires <ul style="list-style-type: none"> • Parents • Staff • Pupil - Pupil Advocacy - DSL & SEND reports - YR 7 Catch up funding 	<ul style="list-style-type: none"> - Assemblies - Learning Walks - Pupil Progress Meetings - Student Councils - Lunchtime Provision - Theme or Subject Visits - Return to School Meetings - SEN update - Safeguarding update - Chairs meetings - Parents' evenings 	<ul style="list-style-type: none"> - Profile - SEF Update - SIP Priorities for 2017/18 - Pupil Advocacy - DSL & SEND reports

TEMPLATE FOR FINANCE AND RESOURCES COMMITTEE

AGENDA

1. Welcome and Apologies
2. Actions arising from the last meeting
3. Declarations of Business Interests
4. Management accounts for the current year
5. Financial Audit committee Update
6. HR Update
7. Estates, IT and Major Capital Projects Update
8. Health and Safety update
9. Minutes of last meetings
10. Any other business

TEMPLATE FOR FINANCE AUDIT COMMITTEE

AGENDA

1. Welcome
2. Attendance and apologies
3. Declaration of Business Interests
4. Consideration of Internal Audit
5. Focus for next Internal Audit
6. Any Other Business

CODE OF PRACTICE FOR THE BOARD OF TRUSTEES, COMMITTEES AND ACADEMY COUNCILS OF NINESTILES ACADEMY TRUST

The role of Trustees, Committee Members and Academy Councillors

The Board of Trustees is a corporate body and the Academy Council is a sub- committee of the Board of Trustees, which means:

- no director or academy councillor can act on her/his own without proper authority from the board of Trustees;
- although appointed through different routes (i.e. parents, staff, board of Trustees), the overriding concern of all Trustees and academy councillors has to be the welfare of the schools and all the pupils and students who attend them.

Code of Conduct for Trustees, Committee Members and Academy Councillors

- We understand the purpose of the Trustees, Committee Members and Academy Councillors
- We are aware of and accept the Nolan seven principles of public life: see appendix
- We accept that we have no legal authority to act individually, except when the Board of Trustees has given us delegated authority to do so, and therefore we will only speak on behalf of the Board of Trustees, Committee Members or Academy Council when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the Board of Trustees, Committee Members and Academy Council. This means that we will not speak against majority decisions outside the Trustees, Committee Members or Academy Council meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the schools and the local community will reflect this.
- In making or responding to criticism or complaints affecting the schools we will follow the procedures established by the board of Trustees.

Commitment

- We acknowledge that accepting office as a director, Committee Member and or an academy councillor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the board of Trustees, Committees and or academy council, and accept our fair share of responsibilities, including service on strategic groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the Principal and staff and undertaken within the framework established by the academy and agreed with the principal.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the principal.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Trustees, Committee Members and or academy councillors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Trustees and academy councillors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the principal, staff and parents, and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a board of Trustees, committee meetings or academy council meetings.
- We will not reveal the details of any board of director, committee or Academy Council vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the Trust's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Trustees should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

SEVEN PRINCIPLES OF PUBLIC LIFE

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 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.

Note

Where the CEO proposes a policy it goes to Board of Trustees for approval and then it is for the Principal to adjust Trust Policy if required to meet local need and recommend the policy to their Academy Council for approval.

AFH =Academies Financial Handbook

OJEU = Official Journal of the European Union

(Previously called OJEC – the Official Journal of the European Community)

SCHEME OF DELEGATION

KEY: A Approve R Recommend P Propose C Consulted I Implement

#	Task	Notes	CEO	BoT	Finance Committee	Academy Council AC	Progress and Standards Panels	Principal	School Improvement Directors
1	Governance								
1.1	Approve Trust Articles of Association	Members Only		R/A					
1.2	Approve Trust Board Terms of Reference			R/S					
1.3	Approve Trust Scheme of Delegation		C	R/A	I	I	I	I	
1.4	Approve new academies joining the Trust		R	A	C	I	C	I	
1.5	Approve Academy Council Terms of Reference		R	A		C		C/I	
1.6	Appoint Chair of Trust Board	As per Articles	C	A					
1.7	Appoint (and remove) Chair of AC	As per Articles	C	A				C	
1.8	Appoint (and remove) Vice Chair of AC	As per AC ToRs	C	A		R		C	
1.9	Appoint Audit Committee		C	R/A	C	I	I	I	
1.10	Appoint (and remove) Clerk to Trust Board		C	R/A	I	I	I	I	
1.11	Appoint (and remove) Clerk to AC			A					
1.12	Approve Trust Improvement plan		C/R	A	C	I	I	C	
1.13	Organise self-review	CEO & Chair	R/A	R	I	C	C	I	
1.14	Organise calendar of Trust Board and AC Meetings		C	R/A					
1.15	Organise annual skills audit		C	R/A	I	I	I	I	
1.16	Approve Directors Expenses Policy		C	A	R	I	I	I	
2	Academy Performance, Curriculum and Teaching								
2.1	Set Academy Performance Targets		C	A		R	C	C	R
2.2	Academy Performance Monitoring and Review e.g. SEF			I		A	C	C	R
2.3	Agree Academy improvement plans		C	I		A	C	C	A
2.4	Monitor Academy improvement plans		C	I		A	I	C	A
2.5	Curriculum Policy		C	A		A	I	C	R
2.6	Teaching & Learning Policy		C	A		A		R	R

#	Task	Notes	CEO	BoT	Finance Committee	Academy Council AC	Progress and Standards Panels	Principal	School Improvement Directors
2.7	Sex Education Policy		R	A		A		R	
2.8	Religious Education Policy		C	A		A		R	
3	Staff Policies and Pay								
3.1	Pay & Remuneration Policy		R	A			I	C	I
3.2	Job Role Salary & Grading Salary		R	A			I	I	C
3.3	Changes to Employee Terms & Conditions or Collective Agreements		R	A				C	
3.4	Teachers Annual Pay Award		R	A	I	C	I	C	I
3.5	Principal Annual Pay Award		R	A	I	C	I	C	C
3.6	Support Staff Annual Pay Award		R	A	I	I	I	C	I
3.7	Performance Management & Appraisal Review Policy		R	A				C	C
3.8	Disciplinary Policy		R	A				C	C
3.9	Grievance Policy		R	A				C	C
3.10	Capability Policy		R	A				C	C
3.11	Whistleblowing Policy		R	A				C	C
3.12	Re-structuring & Redundancy Policy		R	A				C	C
3.13	Employee Health & Safety Policy		R	A				C	C
4	Staff Management								
4.1	Central Office pay structure		R	A	I				C
4.2	Individual staff pay point		R	A	I				
4.3	Staffing structures for Trust/Academies		R	A	C			C	C
4.4	Principal appointment		R	A	I	C			C
4.5	Vice Principal Appointment		C	I	I	C		R	A
4.6	Senior Leadership Appointments		C	I	I	C		R	A
4.7	Teaching & Support Staff appointments		I	I	I	R		A	C
4.8	Suspension of Principal		A/R	C		C			C/R
4.9	Return of Principal after suspension		A/R	C		C			C/R
4.10	Dismissal of Principal		R	A	I	C			C/R
4.11	Appeal of Principal against dismissal	External		A					
4.12	Suspension of Vice Principal		C	C				R	A
4.13	Return of Vice Principal after suspension		C					A	
4.14	Suspension of teaching and support staff							A	
4.15	Return of teaching and support staff after suspension							A	

#	Task	Notes	CEO	BoT	Finance Committee	Academy Council AC	Progress and Standards Panels	Principal	Improvement Directors
4.16	Dismissal of Vice Principal or teaching and support staff							A	
4.17	Appeal of staff other than Principal against dismissal					I			
5	Financial Government & Management								
5.1	Trust & Academy Financial Regulations (including key policies)		C	A	R	I		C	I
5.2	Trust & Academy Financial Procedures		A	A	R			C/R	C
5.3	Trust Procurement Policy		C	A	R			C	C
5.4	Trust and academy Budgets		A	A	R	I	I	R	C
5.5	Trust Consolidated Budget Updates		C	A	R	I		I	I
5.6	Trust Consolidated Financial Statements		A	A	R			I	I
5.7	Trustees Report		C	A	R				I
5.8	Response to Auditor's Management Letter		C	A	R				I
5.9	Academy Accounts Return to EFA		C	A	R				I
6	Financial Authorisation								
6.1	Expenditure or contracts up to £10,000 Scheme of Delegation		I	I	C	I		A	I
6.2	Expenditure or contracts between £10,001 - £50,000 Scheme of Delegation	*Reported to Finance Committee	A	R	I			I	I
6.3	Expenditure or contracts over £50,001	See Financial procedures manual	C	A	R				I
6.5	Disposal or write off of stock, assets or debts up to £1000		C	C	A			R	I
6.6	Disposals or write off of stock, assets or debts from £1000-£5000				A			R	I
6.7	Disposals or write off of stock, assets or debts from GB limit up to AFH limit (+£50,000)		R	A	C				I
6.8	Settlements/Compensation payments up to £50,000 (AFH limit)		R	A	C				I

#	Task	Notes	CEO	BoT	Finance Committee	Academy Council AC	Progress and Standards Panels	Principal	Progress and Standards Panels
6.9	Settlements/Compensation payments over £50,000	Secretary of State							
7	Academy Policies and Procedures								
7.1	Academy times, terms and holidays		R	A		C	C	C	C
7.2	Expansion of Academy (PAN)		R	A	C	C	C	C	C
7.3	Change of age range		R	A	C	C	C	C	C
7.4	Extension of Academy Provision (Nursery)		I	A	C	R	C	R	C
7.5	Child Welfare & Safeguarding Policy		R	A		C	C	C	C
7.6	Attendance Policy		R	A		C	C	C	C
7.7	Pupil Behaviour & Exclusions Policy		C	I		A	I	R	
7.8	Fixed term Exclusion		I	I			I	A	C
7.9	Permanent Exclusions		C	I		A	I	R	C
7.10	Appeals against Permanent Exclusion	Independent	R	A		I	I	C	C
7.11	Complaints Policy		R	A		C	I	C	C
7.12	Complaints Appeals		R	A		C	I	C	C
7.13	Admissions Policy		R	A	I	C	I	C	C
7.14	Allocation of places against Admissions Policy		C		I	A	I	R	C
7.15	Admissions Appeals	Independent	R	A			I	C	C
7.16	Academy Prospectus		C	I		A	I	R	C
7.17	Academy website		C	I		A	I	R	C
7.18	Academy logo & branding		A	I		C	I	R	C
7.19	Academy Uniform		C	I		R	C	A	
7.20	Academy Trips Policy		I	I	C	A	C	R	
7.21	Pupil Premium – Report and Action Plan		C		I	R	C	A	R
7.22	Charging & Remissions Policy		C	A	I		R		C
7.23	Data protection Policy		R	A	I		I		C
7.24	Freedom of Information		R	A	I		I		C
7.25	Trust Risk Register		R	A	I	C	I		C
8	Premises & Assets								
8.1	Asset Management Policy and Plan		R	A	C	I	I	C	C
8.2	Health and Safety Policy		R	A	C	I	I	C	C
8.3	Estates Management Strategy		R	A	C	I	I	C	C
8.4	IT Strategy		R	A	C	I	I	C	C

