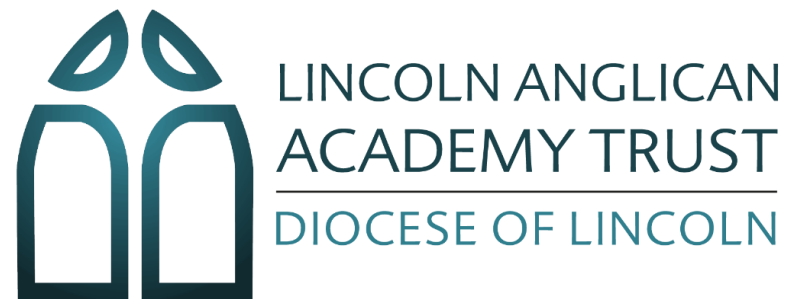


# **Scheme of Delegation to Member Academies**



**September 2022**

**Schools serving their communities through excellence, exploration and encouragement within the love of God.**

Our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

## Introduction

The Directors of Lincoln Anglican Academy trust have established local bodies for each Academy under Articles 100-106 of its Articles of Association. Under these articles Local Governance Bodies are legally committees of the Board. To reflect its legal status each Local Governance Board will be called an Academy Committee and their members Governors.

The Academy Committees are supporter and advisory bodies.

## Function of the Academy Committee

1. To help the Board of Directors fulfil its core functions by:
  - ❖ Helping shape a vision for each school appropriate to its foundation (Anglican, Methodist, or Community)
  - ❖ Promoting the Academies place in its community
  - ❖ Helping the Board of Directors have the understanding it needs to improve outcomes for all pupils
  - ❖ Helping the Board of Directors have the understanding it needs to hold the CEO to account
2. Helps the CEO and school leader fulfil their roles by:
  - ❖ Supporting and challenging the school's senior leader to improve certain aspects of the academy (see list of responsibilities)
  - ❖ Providing external input to processes (complaints, governor panels, recruitment, etc)
  - ❖ Helping the School's senior leader to understand the local community, including commerce and industry
  - ❖ Building links with the wider local community including parents
3. Looks at the school through the lens of the child:
  - ❖ Seeking to answer on behalf of the board and executive: "what is it like to attend this School?"

## **Support and challenge v holding to account**

*The Academy Committee supports and challenges the senior school leaders in the areas outlined above.*

*The CEO and their team hold the senior school leaders to account.*

*Holding to account = requiring someone to accept responsibility and give an account of their actions and decisions*

*Support and challenge = encouraging someone to achieve. This may involve questioning to help increase skills or test determination to achieve.*

*The schools' leaders report to the CEO or their team and give an account of their actions and decisions*

*The Academy committee walks beside the schools' senior leaders encouraging them to succeed. The Academy Committee does not ask school leaders to explain their actions.*

### Responsibilities of the Academy Committee

1. **Culture, vision, and ethos** – formulate with the schools' senior leaders a culture, vision, and ethos for the school in keeping with the Trusts and the school's foundation (Anglican, Methodist, or community) and support/challenge the schools' senior leaders to translate these into everyday experience.
2. **Personal development and welfare of pupils and staff** – support/challenge the school leaders to ensure all activity effectively contributes to the personal development and wellbeing of pupils and staff
3. **Behaviour and Attendance**- support/challenge the school leaders to ensure behaviour is effective in encouraging learning, inclusion, and wellbeing
4. **Extra-Curricular provision** – support/challenge the school leaders to ensure extra-curricular provision is appropriate and of good quality
5. **Safeguarding** – monitor that the school is carrying out its statutory duties and support/challenge the school leaders to do so effectively in line with KCSIE, LAAT Safeguarding Policy and training)
6. **Engagement and promotion within the local community** – promote and champion the school in the local community and help to build productive links between school and community including parents.
  - 6a. For schools with a Church of England foundation - to also promote links and especially with the local church and the diocese
  - 6b. For schools with a Methodist foundation – to also promote links and especially with the local church and MAST
7. **Staffing, behaviour and complaints panels, and senior management recruitment and Growth and Development (line management remains with the CEO and their team)** -
8. **Supporting the school leaders with school-based policies – contributing** their understanding of the school and the experiences of all children within the school to the development of these policies and ratifying them on an appropriate cycle

Decisions about the operation of the school are made by the **school's senior leaders**

The school's senior leaders are held to account by the **CEO and their team**

The improvement of educational outcomes is driven by the **school's senior leaders** with the support and challenge of the **CEO and their team**

The school's budget is set, managed, and monitored by the **schools' SLT and the central finance Team** and is approved by **The Trust Board**

The risk register is the responsibility of the **School's Senior Leader and central teams** the **Academy Committee** will be asked to contribute by the principal to ensure the viewpoint of the child's experience and welfare are included.

The appointment of senior school leaders is the responsibility of the **Trust Board**, delegated to the **CEO and their team** who will select an appointment panel. This will include the **Chair of the Local Committee** and other appropriately **experienced governors**.

The appointment of other staff is the responsibility of the Senior **school leaders** who will invite **governors** to support with interviews

The appointment of the Academy Committees chair is the responsibility of the **Trust Board**

The appointment of the vice chair and the specific governor roles is the responsibility of the **Academy Committee**

### **Safeguarding**

A strong Safeguarding culture operates across all strata of the trust's governance structure.

All governors must:

- ❖ Provide documentation to the school to support the application for an enhanced DBS (Disclosure and Barring Service) prior to appointment.
- ❖ Complete Flick training modules as designated to governors each year
- ❖ Read LAATs safeguarding policy each year
- ❖ Read and stay up to date with KCSIE (Keeping Children Safe in Education) and put into practice the role of governors set out in that document
- ❖ Renew annually commitment to the Trust's code of conduct and other policies as allocated via the Trust E Learning Portal.
- ❖ Sign a declaration of business interests and related parties each year
- ❖ Review the School SCR, in line with the governor guidance documents, at least termly.

The Local Committee must have a nominated safeguarding governor see below.

### **How the Local committee fulfils its responsibilities**

- ❖ Each local committee should decide how best to carry out their support and challenge and monitoring of functions

- ❖ Activities may include school visits; talking to children; surveys; talking to local employers; talking to parents; talking to the community including the church
- ❖ The local committee should explore questions of equity, inclusion, and diversity, looking at the experience of attending the school through the lens of all children and asking whether they all feel they belong. This may include looking at particular groups such as SEND, pupil premium, or those from particular backgrounds taking note of documents such as the SEND Code of Practice, Trust Pupil Premium strategy templates etc
- ❖ The local Committee should focus on the areas of responsibility which are relevant to that years School development Plan
- ❖ The Local Committee should also monitor the school website using the Trust website and audit checklist, to ensure it is in line with vision and values, is up to date, is compliant.
- ❖ By undertaking the training assigned to them
- ❖ Some governors take on roles with specific responsibilities (see below)

The work of the Local Committee should support the school leaders in their work and avoid adding to their workload.

The Local Committee should meet at least 4 times a year.

Meetings should consider the wellbeing of staff and governors and should not last longer than 2 hours nor go on beyond 8pm.

#### **Documents the Local Committee will see**

Heads report (including accounts)

SEAs (Schools Effectiveness Adviser) reports from QA visits

Annual DBE report

Any reviews (external or internal) such as pupil Premium review, SEND review, etc

Statutory Policies

Safer Recruitment Reviews

#### **Role of the Local Committee chair**

- ❖ Supports the senior school leader through an open and trusting relationship
- ❖ Co-ordinates and leads the work of the Local Committee
- ❖ Oversees the local committees reporting to the Trust Board
- ❖ Oversees the recruitment and induction of and training of new governors (with the support of the trust Governance and Compliance Lead
- ❖ Attends the school's senior leader's growth and Development meetings

The school leaders are not accountable to the chair.

### Communication

Communication should contribute to all staff and volunteers feeling part of one Trust. They should be open and trusting and should engender the belief that every contribution is valid and valued in line with the trust values.

The governance and Compliance Lead is responsible for overseeing effective communication between Directors and governors.

The Academy Committee will provide the following for the Trust Board:

- ❖ Term ½ the Committee's plan for the coming year to include their areas for focus and activities.
- ❖ Term 6 a summary of their activities, their understanding of where the school is in relation to their areas of responsibility and how they have gained this understanding.
- ❖ Throughout the year Local committee meeting agendas and minutes including safeguarding and Health and Safety reports

The Academy Committee will:

- ❖ Send attendees to the Trust governor briefings
- ❖ Welcome directors to their meetings from time to time

The trust Board will provide the following for the Academy Committee:

- ❖ Term 2 – a summary of the trust priorities for the year
- ❖ An annual summary of Trust achievements via the Annual Report
- ❖ Minutes of Board and Committee minutes
- ❖ Updates of policies

- ❖ Opportunities for governors to join working parties

The trust Board will:

- ❖ Have representatives at governor briefings
- ❖ Attend Local Committee meetings from time to time

### **School Visits**

Governors visit the school to undertake duties as set out in Function and responsibility sections.

Visits must:

- ❖ Be aligned to the local Committees annual plan and/or the school development plan
- ❖ Be arranged in advance
- ❖ Have an explicit purpose known by all parties involved
- ❖ Be well prepared

### **Specific governor roles**

#### **Safeguarding Governor**

- ❖ Promote, develop, and maintain a robust culture of Safeguarding that has at its heart the welfare and needs of all children and staff
- ❖ Adopt Trust-wide Safeguarding and Child Protection policy
- ❖ Ensure Trust-wide Safeguarding and Child Protection policy is being followed and school-based recording systems and processes are robust and compliant
- ❖ Ensure Single Central Record is maintained in line with Trust expectations and requirements
- ❖ Ensure Safeguarding audits are conducted annually, and any actions identified are addressed

#### **Health and Safety Governor**

- ❖ Monitor and support the implementation of the Trust-wide Health & Safety policy
- ❖ Conduct site inspections to review any Health & Safety issues, and the security of premises and equipment share these reports with the school SLT/Trust's Business and Operations Manager/Health and Safety Committee

Local Committees are free to appoint their own portfolio holders according to skills and need. For instance:

**Vision and Values** – in the case of a Church school this could include development of Christian Distinctiveness throughout all areas of school life, relationship with church community (Anglican and/or Methodist), support and monitor of Collective Worship, encouragement of CW pupil committee

**Community links** – this could include links with local businesses, parents, potential parents, parish councils, local sports clubs

The Chair of the Local Committee or their representative may attend school meetings with the SEA and budget setting meetings with the central finance team for the purpose of support and challenge

#### **Governor Panels**

Disciplinary panels may be convened to:

- ❖ Hear parents' representations about an exclusion
- ❖ Hear complaints
- ❖ Hear grievances

These will all be in line with the Trusts exclusion, complaints, grievance, and whistle blowing policies. Governors can be taken, if needed from any of the schools in the Trust.

#### **Schools needing Support**

In certain circumstances, as decided by the Trust Board, a school will be deemed to need extra support. The Local Committee may be supported or temporarily replaced by an Interim Local Board whose role will be to support school leaders and central staff to turn around a school to more rapidly be able to meet the needs of all pupils.



✓ Action/Decision to be undertaken at this level Decision made in consultation with those accountable for final decision making	Directors	CEO and their Team	Academy Committees	Senior School Leader
Appoint and remove Academy Committee (AC) Chairs	✓	C	C	
Appoint and remove AC Clerk		✓	C	
Skills audit: complete and recruit to fill gaps			✓	
Annual self-review of AC performance: complete annually			✓	
Annual AC Plan			✓	
Academy governance details on academy website			✓	✓
Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish	✓		✓	
Annual AC Summary of activities to Board – complete and submit			✓	
Determine Academy level policies which reflect the Trust ethos and values			✓	✓
Engagement with stakeholders	✓	✓	✓	✓
Headteacher/Executive Headteacher: appoint and dismiss		✓	C	
To be champions for the school within the local Church and community			✓	✓
Ensure SDP meets the needs of the latest SIAMS framework			✓	✓

✓ Action/Decision to be undertaken at this level Decision made in consultation with those accountable for final decision making	Directors	CEO and their Team	Academy Committees	Senior School Leader
Ensure Collective Worship is delivered in accordance with Trust Deed and statutory requirements			✓	✓
Ensure Church School Distinctiveness is evident throughout, with a mind to the latest SIAMS framework			✓	✓
Growth & Development of the Chief Executive Officer: undertake	✓			
Growth & Development of Headteacher/Executive Headteacher: undertake		✓	C	
Appointment of Headteacher/Executive Headteacher		✓	C	
Appointment of Senior Leaders other than the Headteacher/Executive Headteacher, within agreed budget allocation		✓	C	✓
Appointment of other school staff, within agreed budget allocation			C	✓
Ensuring compliance with Equality and Diversity legislation and policies, including the requirement to publish and keep under review Equality Objectives		C	✓	C
Monitor welfare and wellbeing of staff, including senior leaders		C	✓	✓
Promote, develop and maintain a robust culture of Safeguarding that has at its heart the welfare and needs of all children and staff	✓	✓	✓	✓
Adopt Trust-wide Safeguarding and Child Protection policy	✓	✓	✓	✓

✓ Action/Decision to be undertaken at this level Decision made in consultation with those accountable for final decision making	Directors	CEO and their Team	Academy Committees	Senior School Leader
Ensure Trust-wide Safeguarding and Child Protection policy is being followed and school-based recording systems and processes are robust and compliant	✓	✓	✓	✓
Ensure Single Central Record is maintained in line with Trust expectations and requirements		✓	✓	✓
Ensure Safeguarding audits are conducted annually, and any actions identified are addressed		C	✓	✓
Monitor and support the implementation of the Trust-wide Health & Safety policy	✓	✓	✓	✓
Conduct site inspections to review any Health & Safety issues, and the security of premises and equipment, share these reports with the school SLT/Trust's Business and Operations Manager/Health and Safety Committee			✓	✓
To approve and review a Charging and Remissions policy for curriculum activities			✓	✓
Supporting school leaders with school-specific policies ensuring that they reflect the school's own and Trust-wide ethos and values			✓	✓
To review and approve an Admissions Policy		C	✓	C
Responsibility for admissions application and appeal decisions		C	✓	C
To appeal against LA directions to admit pupils		C	✓	C
To exclude a pupil for a fixed term (less than 45 days in total per year) or permanently				✓

✓ Action/Decision to be undertaken at this level Decision made in consultation with those accountable for final decision making	Directors	CEO and their Team	Academy Committees	Senior School Leader
To consider certain exclusions, any representations and appeals in line with the <i>Exclusion from Maintained Schools, Academies and Pupil Referral Units in England</i> guidance			✓	
To consider and review any parental complaints in line with the LAAT Complaints policy			✓	✓