



**GOVERNANCE STRUCTURE AND LINES OF ACCOUNTABILITY**

The academy trust board of trustees/directors delegate responsibility for the day to day running of the academy to the Headteacher. The trust board will hold the head to account for the performance of the academy. The head holds other members of the senior leadership team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The head reports to the board on the performance of the academy, although this will be supplemented by the monitoring of trust board committees and individual trustees with any delegated responsibilities (lead directors).

The head's performance is managed by the trust board.

**ROLES AND RESPONSIBILITIES**

**Members**

The members of the trust have a different status to trustees. Originally they will have been the signatories to the Memorandum of Association and will have agreed the trust's first Articles of Association. The current Members are the Provincial Superior of the Society of the Divine Saviour, the Chair of the Salvatorian College Academy Trust Board, and two further members elected from the Society of the Divine Saviour. The articles of association describe how members are

recruited and replaced, and how many of the trustees the members can appoint to the trust board. The members appoint trustees to ensure that the trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. Members are also responsible for approving any amendments made to the trust's Articles of Association.

### **Trustees/Directors/Governors**

The academy trust is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably. In line with historic parlance, the term 'governors' may also be used to refer to the 'trustees' and 'directors'. The directors are responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the Memorandum and Articles of Association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the executive to account for the educational performance of the trust and their pupils, and the performance management of staff
3. Oversee the financial performance of the trust and make sure its money is well spent

The Board of Directors has the right to review and adapt its governance structure at any time which includes removing delegation.

### **Academy trust board committees**

The trustees/directors may establish committees to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the trust board. The membership and responsibilities of board committees are set out in the committee's terms of reference.

### **Headteacher (the academy principal in a single academy trust)**

The head has delegated responsibility for the operation of the trust.

The head is the Accounting Officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The head leads the senior management team (SMT) of the academy trust. The head will delegate management functions to the SMT and is accountable to the trust board for the performance of the SMT.

### **The following table summarises the Scheme of Delegation**

✓ - Decision takes place at this level

A – Advice may be given to those who take decisions

<> - Direction of advice given

A greyed box indicates that decisions may not be taken at this level

AREA	DECISION	DELEGATION				
		MEMBERS	TRUST BOARD	COMMITTEE	TRUSTEE/ DIRECTOR	HEAD TEACHER
<b>GOVERNANCE FRAMEWORK</b>						
People	<b>Members (number)</b> Appoint/Remove	✓				
	<b>Trustees/Directors</b> Appoint/Remove	✓	✓			
	<b>Role descriptions for Members:</b> Agree	✓				
	<b>Role descriptions for trustees/directors/chair/specific roles/committee members:</b> Agree		✓	<A		
	<b>Parent trustee:</b> Elect/Appoint		✓			
	<b>Committee chairs:</b> Appoint/Remove			✓		
	<b>Clerk to the Board:</b> Appoint/Remove		✓			
Systems & Structures	<b>Articles of Association:</b> Agree/Review	✓	<A	<A		
	<b>Governance structure (committees) for the trust:</b> Establish/Review		✓	<A		
	<b>Terms of reference for trust committees:</b> Agree		✓	<A		
	<b>Skills audit:</b> Complete/Fill Gaps		✓			
	<b>Annual review of trust board and committee performance:</b>		✓	<A		

AREA	DECISION	DELEGATION				
		MEMBERS	TRUST BOARD	COMMITTEE	TRUSTEE/ DIRECTOR	HEAD TEACHER
	Complete					
	<b>Chair's performance:</b> Review		✓			
	<b>Trustee contribution:</b> Review		✓			
	<b>Succession:</b> Plan		✓	<A		
	<b>Annual schedule for business of trust board:</b> Agree		✓	<A		<A
<b>GOVERNANCE FRAMEWORK</b>						
	<b>Trust governance details on trust website:</b> Ensure		✓	<A	<A	<A
	<b>Register of all interests, business, pecuniary, loyalty for members/trustees:</b> Complete & Publish		✓	<A		
	<b>Annual report on performance of the trust:</b> Submit to Members & Publish		✓	<A		
	<b>Annual report and accounts, including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money:</b> Complete & Submit		✓	<A		
	<b>Determination to publish a home school agreement:</b> Approve/Publish					✓
	<b>Statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are</b>		✓	<A	<A	<A

AREA	DECISION	DELEGATION				
		MEMBERS	TRUST BOARD	COMMITTEE	TRUSTEE/ DIRECTOR	HEAD TEACHER
	<b>met:</b> Ensure					
	<b>Annual SEN information report:</b> Update & Publish		✓	✓	<A	✓
<b>STRATEGY</b>						
	<b>Trust policies which reflect the trust's ethos and values:</b> Approve		✓	<A		<A
	<b>Trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance:</b> Approve		✓	<A		<A
	<b>Trust policy for complaints, health and safety, accessibility, premises management, data protection and freedom of information:</b> Approve		✓	<A		<A
	<b>Trust policy for relationship and sex education, careers guidance:</b> Approve		✓	<A		
	<b>Trust policy for behaviour and discipline that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave:</b> Approve		✓	<A		<A
	<b>Content of school behaviour policy and publicise it to staff, students and parents:</b> Draft					✓
	<b>Determination of admissions arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in</b>		✓	<A		

AREA	DECISION	DELEGATION				
		MEMBERS	TRUST BOARD	COMMITTEE	TRUSTEE/ DIRECTOR	HEAD TEACHER
	the last seven years.					
	<b>A broad and balanced curriculum:</b> Ensure		✓	<A		<A
	<b>Set the times of school sessions and the dates of school terms and holidays:</b> Approve		✓	<A		
	<b>Embed agreed curriculum and enrichment offer within the day to day operation of the academy trust</b>					✓
	<b>Pay policy:</b> Establish & agree		✓	✓		
	<b>Risk register:</b> Establish/Monitor		✓	<A	✓	<A
	<b>Engage with stakeholders</b>	✓	✓	✓	✓	✓
	<b>Trust vision and strategy, improvement priorities, KPIs:</b> Determine/Monitor		✓	<A		<A
	<b>Join or form at multi-academy trust:</b> Determine/Approve		✓			
	<b>Budget plan to support delivery of key priorities:</b> Approve		✓	<A		
	<b>Academy staffing structure</b> Agree		✓	<A		<A
	<b>Appoint teaching staff</b>		A>			✓
	<b>Appoint non-teaching staff</b>					✓

ACCOUNTABILITY

AREA	DECISION	DELEGATION				
		MEMBERS	TRUST BOARD	COMMITTEE	TRUSTEE/ DIRECTOR	HEAD TEACHER
	<b>Auditing and reporting arrangements for matters of compliance (eg. safeguarding, H&amp;S, employment):</b> Agree		✓	<A	<A	<A
	<b>To produce and maintain a central record of recruitment and vetting checks</b>					✓
	<b>To have due regard to the need to prevent people from being draw into terrorism and to oversee the incorporation of necessary procedures and practices outlined in the Prevent duty into the child protection policy</b>		✓	<A	<A	<A
	<b>Reporting arrangements for progress on key priorities:</b> Agree		✓	✓		<A
	<b>Performance management of the Headteacher:</b> Undertake			✓		
	<b>Performance management of staff:</b> Undertake					✓
	<b>Establish and review procedures for addressing staff discipline, conduct and grievance</b>		✓	✓		
	<b>Trustee monitoring:</b> Agree		✓	<A		
	<b>To review all permanent exclusions and fixed term exclusions where the pupil is either: excluded for more than 15 days in a term or; would lose the opportunity to set a public examination</b>			✓		
	<b>To ensure that Health and Safety regulations are followed</b>					✓
	<b>To ensure that school dinner nutritional standards are met</b>				A>	✓
	<b>Maintain a register of pupil attendance</b>					✓

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		MEMBERS	TRUST BOARD	COMMITTEE	TRUSTEE/ DIRECTOR	HEAD TEACHER
	To ensure provision of free meals to those pupils meeting the criteria					✓
<b>FINANCIAL PROBITY</b>						
	<b>Chief Financial Officer for delivery of trusts detailed accounting processes:</b> Appoint		✓	<A		
	<b>Trust's scheme of financial delegation:</b> Establish and Review		✓	<A	<A	<A
	<b>External auditors' report:</b> Receive and Respond		✓	✓		<A
	<b>Principal pay award:</b> Agree		✓	✓		
	<b>Staff appraisal procedure and pay progression:</b> Agree and Monitor		✓	✓		<A
	<b>Benchmarking and academy trust value for money:</b> Ensure robustness		✓	✓		
	<b>Procurement strategies and efficiency savings:</b> Develop and Implement			✓		
	<b>Set a formal budget for financial year:</b> Approve		✓	<A		
	<b>Annual action plans for how premium funding is spent (eg. pupil premium):</b> Agree		✓	✓	<A	
	<b>To ensure a charging and remissions policy is in place:</b> Establish and Agree		✓	✓		
	<b>Buildings insurance and personal liability:</b> Ensure		✓			



