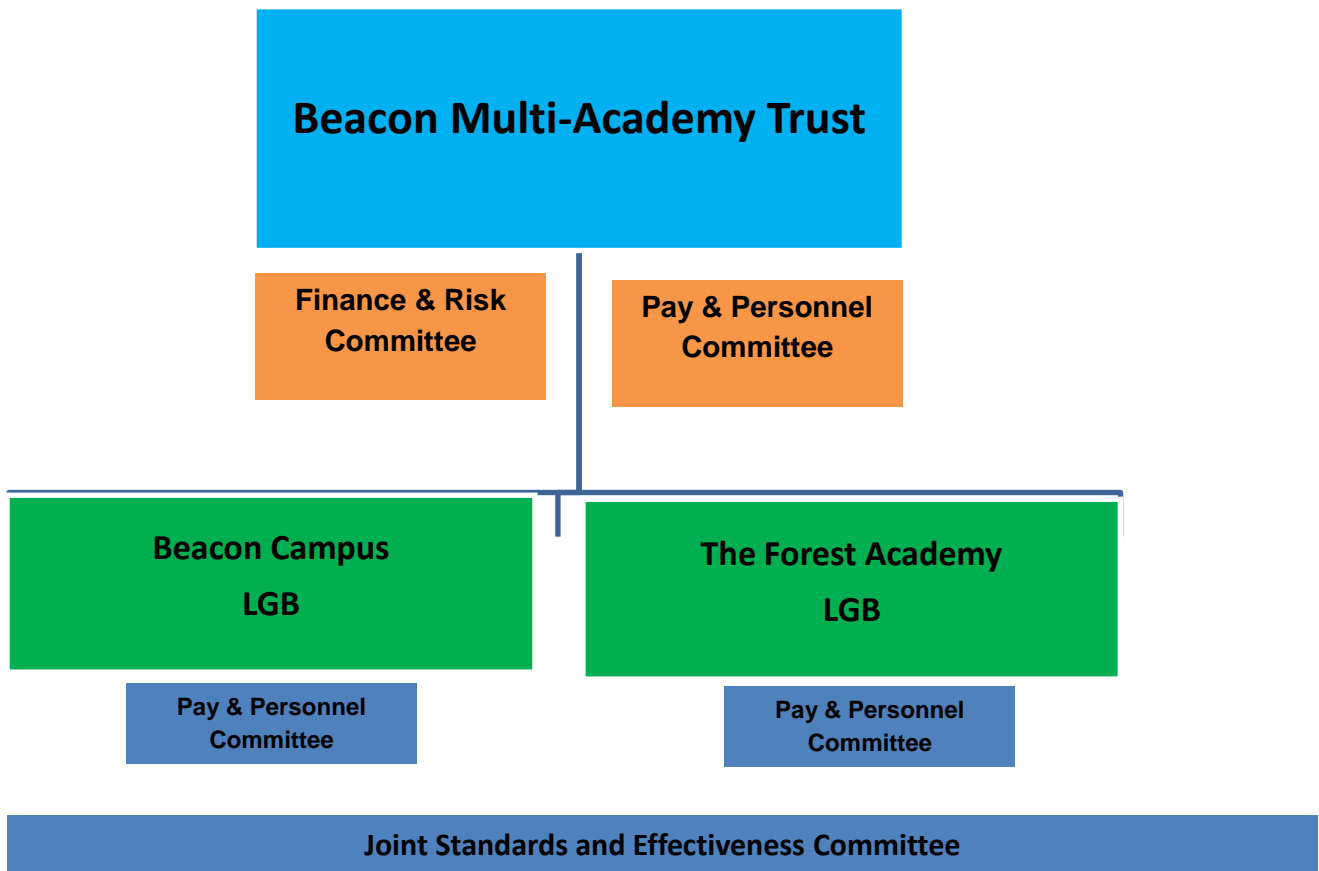
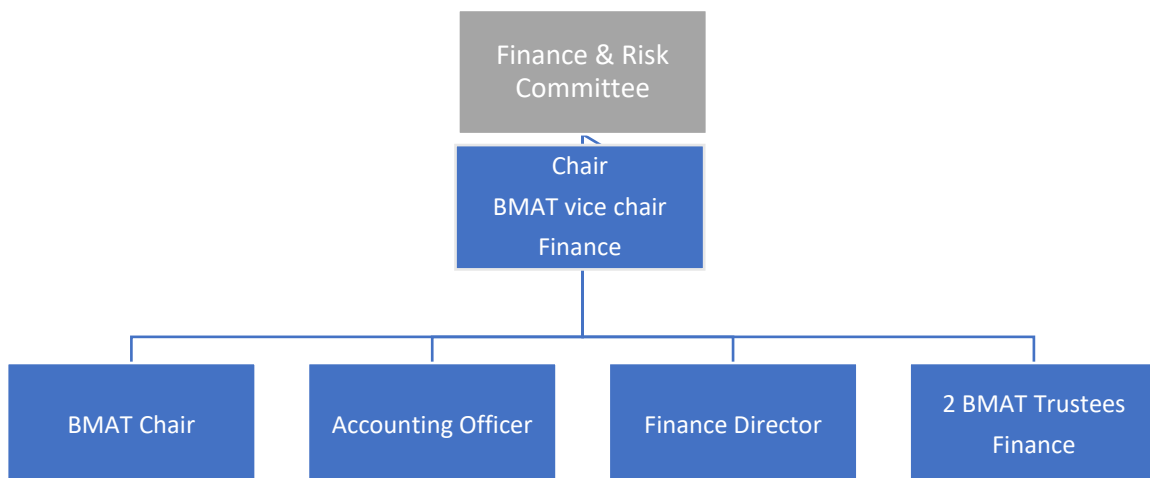


BEACON MULTI-ACADEMY TRUST

1 BMAT Structure



2 Finance and Risk Committee



BEACON MULTI-ACADEMY TRUST

Membership: Four Trustees, Chief Executive Officer/Accounting Officer and Finance Director

Quorum: Three members

Scheme of Delegation:

1. In general terms, the Finance & Risk Committee is an advisory body without executive powers.
2. The Committee has authority to investigate any activity that it deems relevant to its inquiries and to seek any information from staff that it requires.
3. The Committee has authority to investigate any activity that it deems relevant to its inquiries and to seek any information from staff that it requires.
4. The Committee will work with the Responsible Officer and the Auditor, ensure they are accorded full co-operation and receive and consider their reports.
5. The Committee will seek to promote a climate of financial discipline and control to help ensure the highest standards of probity and efficiency.
6. The Committee shall report on its deliberations to the BMAT Trust Board at each subsequent Trust meeting

The Committee will:

7. review the School's internal and external financial statements and reports to ensure that they reflect best practice;
8. discuss with the external auditor the nature and scope of each forthcoming audit and the findings of the audit once completed;
9. consider all relevant reports by the 'Responsible Officer', any internal auditors or the appointed external auditor, including reports on the School's accounts, achievement of value for money and the response to any management letters;
10. monitor the implementation of action to address adverse control findings by the Responsible Officer, any internal auditors or the appointed external auditor;
11. review the effectiveness of the schools' internal control systems established to ensure that the aims, objectives and key performance targets of the organisations are achieved in the most economic, effective and environmentally preferable manner;
12. consider and advise the Trust on the schools' annual and long-term audit programmes, ensuring that the schools' internal controls are subject to appropriate independent scrutiny at least in accordance with Government standards;
13. consider any other matters where requested to do so by the Trust.
14. the Audit and Risk Committee is authorised to obtain independent professional advice if it considers this necessary.

3 Local Governing Bodies Constitution

Membership of the LGBs will be agreed on an annual basis; this will include a skills audit of each governing body. The BMAT CEO or a nominee from BMAT will be an ex-officio member of each LGB

BEACON CAMPUS

- Chair of LGB
- The BMAT- CEO
- 2 community governors
- 2 staff governors
- One co-opted governor
- Minimum of 1 parent governor (maximum of 2)
- Ex-officio – Headteacher/Principal
- 1 co-opted SEND governor

BEACON MULTI-ACADEMY TRUST

- A nominated Trustee to deliver support and challenge

TFA

- Chair of LGB
- The BMAT- CEO
- 2 community governors
- 2 staff governors
- One co-opted governor
- Minimum of 1 parent governor (maximum of 2)
- Ex-officio – Headteacher/Principal
- A nominated Trustee to deliver support and challenge

Quorum: 3 members.

Scheme of Delegation

The Local Governing Bodies will have delegated power to monitor the role of their Academy at an operational day to day level and review:

- the management and organisation of the Academy;
- the implementation of the policies and agreed practices of the Trust and the BMAT CEO;
- performance in relation to targets and standards approved by the Trust;
- The LGBs will report to the Trust on decisions and will also provide advice and make recommendations to the Trust on issues.
- Consider and make recommendations to the Trust on all financial and budgetary matters not delegated either to the Principal or to the Audit & Risk Committee, including:
 - (a) the preparation of the annual budget for the School and of any periodic review of budget monitoring reports;
 - (b) policy update;
 - (c) receipt and consideration of reports from Trust Executive staff on all matters relating to:
 - (i) the care of the buildings, including insurance, energy, services, health and
 - (ii) Health and Safety policy, fire risk assessments and the Accessibility Plan;
 - (iii) the arrangements for all premises related contracts, including catering;
 - (iv) cleaning and grounds maintenance.
- All finance policies:
 - (d) To exercise the following delegated functions on behalf of the Trust:
 - (e) approval of procedures for competitive tendering decisions on expenditure items between £5,001 and £50,000;
 - (f) authorising contracts between £5,001 and £50,000;
 - (g) acceptance of tenders for goods, services or works above the value of £50,000;
 - (h) approval of arrangements to secure compliance with financial regulations.
- Approving the Lettings Charging Guidelines prepared by the BMAT Finance Director; with the assistance of the BMAT Executive keep the Risk Register up to date.
- To consider and make recommendations regarding the Trust's long-term plan for building development and refurbishment.

BEACON MULTI-ACADEMY TRUST

- Every meeting of the LGBs will monitor standards and effectiveness, school improvement, student welfare, site issues and extended school issues as standing agenda items
- Finance issues which require further detailed consideration will be referred by the LGBs to the Finance Director who will consult with the BMAT CEO.
- It is not proposed that the LGBs will have any standing separate sub-committees. However it may be necessary from time to time by agreement with the Chairman to establish a single purpose working party of the Governing Body in order to deal with an issue that cannot be dealt with adequately by the Governing Body in one of its scheduled meetings. Any such working party will be disbanded as soon as its work is complete
- The termly schedule of meetings will commence with the Academy Trust, be followed by the Joint Standards and Effectiveness Committee in the first half-term, followed by the LGBs in the second half of the term and a further Trust meeting.
- The audit and risk committee will meet twice a year.
- This will allow monitoring and action made by a Governing Body or Committee to be reported to the Trust as required by the Articles of Association.
- The joint committees will report directly to the Trust, but will support the work of the LGBs

Local Governing Body - Statutory Responsibilities

The Curriculum

- Every learner receives the full statutory curriculum that the Academy must provide.
- The Academy provides teaching of religious education for all learners in accordance with the agreed syllabus or otherwise and has told parents/cares of the right to withdraw their children.
- The LGB has agreed the content and organisation of its programme of sex and relationships education and has informed parents/carers about it and the right to withdraw their children (see Trust Policy)

Equality and diversity

- The LGB does not discriminate unlawfully against learners or staff on the grounds of sexual orientation, race, disability, gender, religion and belief, or age (see Trust Policy).
- The LGB has agreed a written policy on race, disability and gender equality, arrangements to monitor its implementation and assess its impact on staff, learners and parents/carers, and communicates the results of monitoring and assessments of impact to parents/carers and the LGB.
- The LGB complies with its general duties under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended) and Disability Discrimination Act 1995 (as amended) and specific duties in subordinate legislation made under those Acts and the requirements of the statutory codes of practice made under those Acts (see Trust Policy).

Learners with Learning Difficulties and/or Disabilities

- The Academy meets its requirements in Part IV of the Education Act 1996 and has regard to the Special Educational Needs Code of Practice when meeting learners' special educational needs, makes its policy known to parents/carers and reports annually on the success of its policy.
- The Academy meets the requirements Part 4 of the Disability Discrimination Act 1995 (DDA) and any subsequent requirements and has regard to the (DRC) code of practice for Academies

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(2002).

- The Academy informs parents/carers of its accessibility plan and disability equality scheme and reports annually on progress made on these.

Learners' Care and Well-Being

- The LGB has procedures to ensure the provider meets all relevant health and safety legislation.
- The Academy has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, (and the policy is made available to parents/carers on request).
- Where the LGB provides Academy lunches and/or other Academy food, they ensure that they meet current DfE standards.
- The LGB fulfils the requirements to promote the well-being of pupils at the Academy.
- The LGB has a statutory duty to ensure that Behaviour and Attendance (B&A) Partnership arrangements are put into place

Informing Parents/Guardians

- The LGB ensures that all statutory assessments are conducted and results are forwarded to parents/carers and appropriate bodies.
- The LGB ensures that each year a report on each learner's educational achievements is forwarded to their parents/carers.
- The Academy keeps parents/carers and prospective parents/carers informed by publishing an Academy prospectus and by publishing an Academy profile in accordance with Regulations.

Leadership and Management

- The LGB monitors the Academy budget provided by the Trust.
- The LGB applies the Trust's Performance Management Policy ensuring that all teachers are appraised in accordance with statutory requirements.
- The Headteacher/Principal will be assessed in accordance with statutory requirements as set out in the Trust's Performance Management Policy.
- The LGB applies the Trust's complaints and appeals procedures, consistent with the DfE Guide to the Law for School Governors.
- The LGB promotes community cohesion, consistent with the Trust's Community Cohesion Policy.
- The LGB meets the current Government requirements regarding safeguarding children and safer recruitment.
- To consider and make recommendations regarding all significant issues relating to school land, including leasing issues, drainage, rights of way of way and planning permission.
- To consider and make recommendations regarding all significant projects relating to land and buildings.

The staff and family committees will not sit on the LGBs, but will keep the LGBs informed via the staff and parent governors

BEACON MULTI-ACADEMY TRUST

4 LGB: Agenda template:

Recurring items:

- 1 Noting and recording any changes to the register of interests.
- 2 Receive the principal's report.
- 3 Review of pupil progress, projected grades and targets.
- 4 Health and Safety Report from H&S LGB member.
- 5 Beal MAT Report – Chair.
- 6 Safeguarding Report from Safeguarding LGB member.
- 7 Report on any serious disciplinary issues – nil response required.
- 8 Report on any serious complaints – nil response required.

Suggested annual items:

- 1 Academic Results.
- 2 Review of aims of the school and confirmation of strategic plan for the following academic year.
- 3 Review of progress against the school's 3 year strategic plan.
- 4 Draft School Development Plan for following year.
- 5 Review of quality of teaching.
- 6 Review of School Development Plan.
- 7 Review of marketing strategy and competitor analysis.
- 8 Review of the school's Complaints Policy.
- 9 Review of the school's Special Educational Needs and Disability Policy.
- 10 Review of the school's Child Protection Policy.
- 11 Review of the school's Equal Opportunities Policy.
- 12 Review of the school's Health and Safety Policy.
- 13 Review of draft budget for following year.
- 14 Dates of meetings for next 12 months.

5 CONSTITUTION OF BMAT STANDING COMMITTEES – Standards and Effectiveness, Audit, Pay and Personnel, and Appeals

- 1 The Committees set out below are established by the Trust with the membership, quorum and delegated powers indicated and subject to the following general provisions:
 - (a) references to the Chair shall include the Vice-Chair if the Chairman at the relevant time is disqualified or not available to serve as a member of the Committee;
 - (b) the term of office of each member of a Committee shall expire when he or she resigns, after one year, or if the Trust decides to reconstitute the Committees and LGBs; whichever event occurs first;
 - (c) all authority delegated to a Committee to incur either expenditure or a commitment to expenditure is subject to the condition that provision for that expenditure has been made in a budget approved by the Trust;
 - (d) each Committee shall comply with any general directions and policies approved by the Trust; and

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- (e) action taken under delegated powers shall be reported as soon as practicable to the Governors.
- 2 The Chair of each committee shall be the person so designated by the Trust in appointing the members. If the Trust should omit to make such a nomination, the Committee shall be empowered to appoint its Chair at the first meeting of the year.
- 3 The Chair of the Governors is authorised to discharge any function of the Governors if the delay in calling a meeting would be likely to be seriously detrimental to the School, to a pupil, to a parent or to an employee.
- 4 The Appeals Committee is reconstituted for each specific issue and occasion from amongst those Governors who are eligible and available to attend and who are not employees of the Academy Trust. More specific arrangements and requirements are indicated below for each committee.

6 BMAT TERMS OF REFERENCE

- 1 Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. Once ratified at the following meeting, the minutes will be submitted to the Trust/LGB as appropriate. This is to meet statutory requirements, to provide information to the Trust and LGBs and to seek ratification of recommendations. The chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the Trust and respective LGBs.
- 2 Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Trust staff who are not governors. Any governor may attend meetings of committees.

STANDARDS AND EFFECTIVENESS COMMITTEE

Purpose

- 1 To promote and share good practice across all BMAT schools and identify any professional development needs.
- 2 To consider and recommend curricular improvement and innovation to improve student outcomes.
- 3 To monitor and track curriculum innovation and improvement and their effective implementation in BMAT schools

Membership: The Chair and six other Governors – 2 from each LGB, together with the Headteachers/Principals and CEO.

Frequency of Meetings: Once each term.

Quorum: Three Governors.

BEACON MULTI-ACADEMY TRUST

Scheme of delegation:

- 1 To scrutinise and make recommendations to the Trust and LGB on all matters of School Improvement – policy and practice.
- 2 To contribute to the development of School Improvement Priorities
- 3 To approve School Improvement Plans
- 4 To ensure that a robust department and pastoral evaluation process is in place
- 5 To ensure that annual action plans are in place and that appropriate targets are set

- 6 To receive and scrutinise reports from the academies on SIP priorities and the key Ofsted areas – Achievement, Teaching and Learning, Behaviour and Safety, Leadership and Management
- 7 To identify the key risks with regard to the key areas and maintain a register to monitor improvement

PAY AND PERSONNEL SUB-COMMITTEES (LGB)

Purpose:

- 1 To consider and recommend to the governors the school's staffing establishment structure, salary policy and policy for the exercise of discretions relating to salary – excludes BMAT Principals and SLT.
- 2 To receive reports from the Principals on the implementation of the performance review process for all staff.
- 3 To monitor the operation and effectiveness of the Disciplinary, Capability, Harassment and Grievance Procedures.

Membership: The Principal will chair each committee with two other school LGB governors.

Frequency of Meetings: Once each term.

Quorum: A combination of any two Governors

BMAT PAY AND PERSONNEL SUB-COMMITTEE SCHEME OF DELEGATION

Purpose:

1. To consider and recommend to the trustees the Trust's pay policy and policy for the exercise of discretions relating to salary.
2. The formal power to appoint staff, including the Principal of each Academy, is vested in the Trust Board, who will delegate appointment decisions to the Chief Executive Officer, involving the relevant Principal for Academy staff or further delegating appointment decisions to the Principal where agreed. A member of the Trust Board will sit on all interviews for Principal, Vice Principal and Finance Director appointments
3. The appraisal and performance management of the Chief Executive Officer will be undertaken by the Trust Chair and one other Trustee
4. The Chief Executive Officer will undertake the appraisal and performance management of the Trust Executive.

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5. The appraisal and performance management of all other staff will be undertaken by the Principal, with the support of the Trust Executive and/or Chief Executive Officer as directed.

Membership: Committee with four trustees and CEO

Frequency of Meetings: Once each term.

Quorum: A combination of any two Trustees

APPEALS COMMITTEE

Membership: All Governors and Trustees not being either the Principals, Staff Governors, a member of the Committee whose decision is under appeal or any Governor concerned in the matter to be considered in a capacity other than that of a Governor, or, if a parent of a pupil at the School, than that of such parents generally.

Quorum: Three members.

Scheme of Delegation:

- 1 Hearing and determination of any appeal against a Trust/School decision under any approved staff procedure; and any decision consequential upon the appeal decision.
- 2 Hearing and determination of appeals relating to salaries of individual teaching and non-teaching staff under the management structure.