



Uffculme Academy Trust Scheme of Delegation to the Local Governing Body of Uffculme Secondary and Uffculme Primary Schools

Effective date: December 2016

1. Introduction

As a charity and Trust limited by guarantee, Uffculme Academy Trust (the “Trust”) is governed by a Board of Directors (the “Directors”) who are responsible for, and oversee, the management and administration of the Trust and the academies run by the Trust. The Directors are accountable to external government organisations, including the Charity Commission and the Department for Education (including any successor bodies), for the quality of the education provided and are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge these responsibilities, the Directors appoint people who are more locally based to serve on a board (the “Local Governing Body”) which has been established to ensure the good governance of Academies within the Trust. This Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Academies, the respective roles and responsibilities of the Directors and the members of the Local Governing Body and the commitments to each other to ensure the success of the Academies.

This Scheme of Delegation has been put in place by the Directors from the Effective Date in accordance with the provisions of the Trust’s Articles of Association (the

“Articles”) and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

2. Ethos and mission statement

The Trust’s mission is to provide outstanding educational experiences to all the children who are educated in the Academies within the Trust.

This mission is underpinned by a series of the core beliefs and values set out below:

- Every child has the right to a high quality education where excellence is the norm
- Teachers have the right to teach free from disruption and distractions
- Parents have the right to know that their children will be well-cared for, looked after and supported to achieve their best.

The Trust aims to create a partnership of exceptional Academies where:

- The school sits at the heart of its community
- High levels of collaboration and partnership working ensure that people at all levels can develop and improve
- Aspirations and expectations are set high for everyone
- Trust and mutual respect underpin all relationships across the partnership of schools
- Every child makes excellent progress and is enabled to achieve ambitious personal targets
- Enrichment is valued, planned for and resourced
- Pupil and parental engagement is high

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- Diversity is welcomed and celebrated
- Teachers enjoy teaching and children enjoy learning.

3. Directors' powers and responsibilities

a. The Directors have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of Academies. This is largely exercised through strategic planning and the setting of policy. The Trust is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Directors have the power to direct change where required.

b. The Directors have a duty to act in the fulfilment of the Trust's objects.

c. The Directors will have regard to the interests of the Academies for which the Trust is responsible in deciding and implementing any policy or exercising any authority in respect of the Academies covered in this scheme of delegation.

d. Article 100 provides for the appointment by the Directors of committees to whom the Directors may delegate certain of the functions of the Directors. Under Article 105, the Directors may delegate to a committee such powers or functions as they consider desirable to be exercised by it. Any such delegation shall be made subject to any conditions the Directors may impose and may be revoked or altered.

e. Where any power or function of the Directors has been exercised by any committee (including any Local Governing Body), any Director, the Executive Principal or any other holder of an executive office, that person or committee shall report to the Directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Directors immediately following the taking of the action or the making of the decision.

4. Constitution and membership of the Local Governing Body

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- a. Uffculme Secondary School and Uffculme Primary School (the “Academies”) are two of the Academies within the Trust. Owing to their proximity to each other they are covered by the one Local Governing Body.
- b. The constitution, membership and proceedings of the Local Governing Body are determined by Articles 102, 103 and 104 as well as by the Directors themselves. This Scheme of Delegation expresses such matters and acknowledges the authority delegated to the Local Governing Body in order to enable the Local Governing Body to run the Academies and fulfil the Trust’s mission.
- c. The Chairman of the Local Governing Body shall be appointed by the Directors each September from amongst the members of the Local Governing Body by notice in writing to the Clerk to the Directors for the Trust provided that the Directors shall appoint someone other than the Executive Principal or Principal of the relevant Academy(ies).
- d. The constitution of the Local Governing Body must provide that the membership includes at least two parents of a pupil at one of the Academies with which the Local Governing Body is associated at the time when s/he is appointed or elected, or, where it is not reasonably practical to do so, two persons who are parents of a child of compulsory school age.
- e. The functions and proceedings of the Local Governing Body shall be subject to regulations made by the Directors from time to time.
- f. Annex 1 sets out the terms of reference for the Local Governing Body. It is reviewed annually.

5. Annual review

This Scheme of Delegation shall operate from the Effective Date in respect of the Academies. In considering any material changes to this Scheme of Delegation, or any framework on which it is based, the Directors will have regard to, and give due consideration to, the views of the Local Governing Body.

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Annex 1: Terms of Reference for the Local Governing Body for Uffculme Secondary and Uffculme Primary Schools.

1. Purpose

The overall purpose of the Local Governing Body is:

1.1 To ensure all students within the Academies have access to a high quality education provision in line with the shared vision.

1.2 To monitor the implementation of the development/improvement plan of the individual Academies, ensuring that they are delivering against agreed strategic and local objectives; moving the Academies and the Trust as a whole towards achieving and sustaining a regulatory judgement of outstanding in all areas.

1.3 To ensure that the academic and wellbeing needs of students are being met effectively through the design and delivery of a broad and balanced curriculum which, through use of personalised, developmental support, helps to maximise each student's success and enjoyment.

1.4 To ensure all students are safeguarded.

1.5 To ensure the Trust's collective published admission number (PAN) is full.

2. Membership

2.1 Without compromising its capacity to ensure that the necessary skills, knowledge and experience exist amongst the Local Governing Body's membership, the Trust's policy aims are to have a Local Governing Body of between 6 and 12 members ("governors") for optimum effectiveness in debate and decision making.

2.2 In appointing the membership of the Local Governing Body, the Trust's Board will ensure the right balance of skills, knowledge and experience to enable the Local Governing Body to fulfil its remit.

2.3 Local Governing Body membership and appointments to positions of office are all subject to the approval of the Trust's Board. Members of the Local Governing Body may be appointed to one of the Trust's other committees, such appointments taking into account the skills, knowledge and experience required on the committees.

2.4 The Chair of the Local Governing Body will be appointed by the Trust's Board, taking into account the skills and competencies required for the position.

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2.5 The Local Governing Body may appoint a vice chair from within its membership at the first meeting after the Chair has been appointed. The Chair or Vice Chair will not be the Head teacher or Executive Head teacher of either Academy.

2.6 The Local Governing Body will be supported by Academy Head teacher(s) and the Trust's Executive Head teacher who will be in attendance as the lead members of staff unless otherwise directed by the Chair of the Trust's Board or the Trust's Executive Head teacher.

3. Frequency of meetings

3.1 There will be five meetings per academic year. Two in Autumn and Summer terms and one in Spring term.

3.2 Additional ad hoc meetings may be arranged to deal with identified significant issues or to cope with increased workload.

3.3 Time limited ad hoc working groups may be arranged to support the completion of the delegated work schedule and/or deal with identified significant issues. Such meetings will only be arranged with the agreement of the Executive Head teacher and clear, written terms of reference must be developed to clarify the purpose and reporting lines to the Local Governing Body.

4. Quorum and Voting

4.1 The quorum shall be four governors.

4.2 Every matter which requires a decision at a Local Governing Body meeting shall be determined by a majority of the votes of the governors present and voting on the question. Every governor present shall have one vote.

5. Core Functions

5.1 Compliance and Governance

5.1.1 Promoting high expectations for standards and student outcomes; driving continuous improvement and ensuring rigorous processes of personalised target setting.

5.1.2 Ensuring consistency, diversity and inclusion through implementation of the Trust's strategies, policies and procedures.

5.1.3 Ensuring that the Academies and the Trust comply with the requirement for every learner to receive any statutory curriculum content in accordance with government directives for Academy schools.

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5.1.4 Ensuring all statutory assessments, including the administration and invigilation of exams, are conducted effectively in line with the Trust's policy and adhere to examining body criteria/specifications, seeking assurances that all results have been forwarded in a timely manner to students, parent/carers and the appropriate bodies.

5.1.5 Liaising with the Trust's Board to consider and respond as appropriate to Ofsted's regulatory judgements and reporting.

5.1.6 Reviewing annually, and recommending for the consideration of the Board, any amendments to the agreed terms of reference for the Local Governing Body

5.2 Strategic Planning

5.2.1 Contributing to the delivery of the Trust's long term strategic plan; ensuring that the Academies are working towards the Trust's vision.

5.2.2 Overseeing the development, implementation and monitoring of the Academies' development/improvement plans; delivering against strategic objectives, targets and key performance indicators in relation to its remit.

5.2.3 Ensuring that the Local Governing Body's' agenda planning enables effective scrutiny of data and reporting which focuses activity upon the strategic and local priorities identified for the forthcoming year.

5.2.4 Recommending an annual attendance target for students for the approval of the Trust's Board; ensuring that proper procedures are in place for recording absence of students and the impact of any follow up action taken.

5.2.5 Recommending the annual student performance targets for the approval of the Trust's Main Board.

5.2.6 Liaising with the Trust's Board and its committees as required in considering any matters which are outside the strategy but which may contribute to the longer term sustainability and viability of the Trust.

5.3 Policy Application and Review

5.3.1 Ensuring the effective implementation of all Trust wide policies.

5.3.2 Reviewing relevant local policies in line with the Trust's policy review schedule and making appropriate recommendations for change, ensuring that policies reflect the vision and values of the Trust.

5.3.3 Monitoring the effectiveness of implementation and matching of policy and practice particularly in relation to:

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- the behaviour policy and all strategies relating to behaviour, social and emotional aspects of learning, sanctions and rewards; and
- diversity and inclusion, and robustly challenging any discrimination against learners on the grounds of gender (including gender reassignment), race disability, sexual orientation, religion and belief, marital / civil partnership status or age where applicable.

5.4 Performance Review

5.4.1 Conducting in-depth scrutiny of data and the reporting of standards, examination results, assessments and progress in order to ensure accountability.

5.4.2 Carrying out regular reviews of student progress and attainment data to ensure performance and outcomes are in line with agreed objectives, targets and indicators.

5.4.3 Tracking and monitoring of student progress and assessing the impact of interventions where progress is low.

5.4.4 Ensuring, measuring and benchmarking quality assurance and evaluation processes to drive continuous improvement and secure high levels of student attainment and achievement.

5.5 Education Provision and Service Delivery

5.5.1 Monitoring the implementation of the Trust's standards to ensure the delivery of a high quality of education provision and services for students of the Academies, and keeping them under review.

5.5.2 Ensuring the provision of a broad and well balanced curriculum, assessing its impact upon student learning and encouraging innovative teaching practice to achieve consistently good or outstanding teaching standards.

5.5.3 Where appropriate, ensuring a high quality of careers information, advice, guidance and support so that students' interests and abilities are matched to appropriate pathways in order for them to achieve the best possible outcomes.

5.5.4 Overseeing the quality of learning, progress and attainment for students with special educational needs and/or disabilities (SEND) and students within other identified vulnerable groups including: academically able, black and other minority ethnic communities, travellers, looked after children, those in receipt of free school meals.

5.6 Stakeholder Engagement

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5.6.1 Promoting the Trust's strategy for involving stakeholders and outward facing student activity.

5.6.2 Ensuring that the Academies sufficiently engage with a cross section of stakeholder groups to secure their full published admission numbers (PAN) and enable strategies, policies and standards to be set, and decisions to be made, which properly take into account the views of key stakeholder groups.

5.7 Finance

5.7.1 Receiving the budget for the Academies from the Trust's Business Manager.

5.7.2 Receiving information on the financial performance of the Academies against budget on a quarterly basis.

5.8 Human Resources

5.8.1 Supporting the Academies' Head teacher(s) in the recruitment of effective teaching and support staff within the agreed structure.

5.8.2 Ensuring that there is a robust appraisal process for all staff and that it is fairly executed in line with the Trust's appraisal policy.

5.8.3 Establishing ad hoc committees, as and when required, to deal with staff conduct and capability issues in line with the Trust wide policies.

5.9 Health and Safety

5.9.1 Ensuring that all the staff within the Academies are aware of and carry out their responsibilities to ensure a safe environment for themselves, their colleagues, students and visitors.

5.9.2 Reporting any issues of concern regarding health and safety to the Trust's Health and Safety Officer.

5.10 Assets and Facilities Management

5.10.1 Reviewing the condition of the assets of the Academies and making recommendations to the Trust's Business Manager.

5.10.2 Ensuring that all assets are labelled in accordance with the Trust's Asset Management procedures as detailed in its Finance Policy and Procedures Manual.

5.10.3 Ensuring that the site team maintain the physical assets of the Academies in a safe and clean condition at all times.

5.11 General

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5.11.1 Recommending for consideration and approval by the Trust's Board, any changes to policy and/or decision-making on any matter that might create significant financial or other risk to the Trust or either Academy or which raise material issues of principle.

5.11.2 Implementing the Trust's Complaints policy and designating a panel to hear formal complaints about areas falling under the remit of the Local Governing Body (such as: curriculum, teaching and learning, behaviour or wellbeing of students).

5.11.3 Designating a panel to hear any appeal to lift or change the statutory requirements for a child.

Approved by the Uffculme Academy Trust board, 2nd December 2016.