

Conyers Trust

Approved Remits and Roles within Conyers Trust

Conyers Board of Trustees Meetings

(Trustees, Chief Executive and Director of Finance and Operations once per half-term)

Quorum – 3 trustees

1. To determine the governance structure for the Trust and each Local Governing Body. To determine terms of reference for all Trust and LGB committees. To appoint and remove Committee and LGB Chairs.
2. To review the effectiveness of governance on an annual basis and develop effective succession plans for the trust. To agree arrangements for Trustee monitoring.
3. To develop the vision and strategy for the trust agreeing key priorities and key performance indicators against which progress can be measured.
4. To determine the annual staffing establishment and structure including teaching and support staff across the Trust.
5. To conduct a review of the staffing establishment in the Spring Term in conjunction with an audit of curriculum requirements in order to inform the annual budget-setting across all schools in the Trust.
6. To update on an annual basis the Pay Policy and Appraisal Policy for all Trust schools.
7. To undertake the annual salary review of teachers including those on the leadership spine in the context of the Pay Policy and statutory criteria.
8. To appoint 3 trustees to carry out the annual Appraisal of the Chief Executive (with the assistance of an external adviser). To agree the CEO pay award.
9. To consider such staffing issues as are highlighted by the Chief Executive
10. To determine and approve Trust wide policies which reflect the Trust's ethos and values including: admissions; complaints; health and safety; data protection and FOI; staffing policies including capability, discipline, conduct and grievance.
11. To consider such matters relating to Health & Safety, Premises, Asset Management, Go Sport as are highlighted by the Chief Executive or Governing Body.
12. To agree auditing and reporting arrangements for matters of compliance

Conyers Trust Finance Committee

(Trustees, Chief Executive and Director of Finance and Operations once per half-term)

Quorum – 3 trustees

1. To establish financial procedures policy statements and ensure that they are regularly reviewed and where necessary, updated.
2. To consider consultations under any applicable regulations and advise the trustees accordingly.
3. To ensure that the Trust operates within all Financial Regulations including the requirements of the EFA and Academies Handbook, Company's Act and Charity Commission guidance.
4. To appoint the Chief Financial Officer for the delivery of the Trust's accounting processes.
5. To establish and review the scheme of financial delegation for the Trust and each school within it.
6. To establish and maintain an up-to-date 3 year financial plan.
7. To develop a budget plan to support the delivery of Trust key priorities
8. To agree the central spend/top slice for each school within the Trust.

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9. To approve the formal budget plan of the financial year as presented by the DFO including Service Level Agreements.
10. To manage risk: to establish a register and review and monitor regularly.
11. To monitor financial statements for each school's budget expenditure each half-term, also incorporating Go Sport expenditure.
12. To monitor expenditure of all unrestricted funds kept on behalf of each school within the Trust.
13. To review annually charges and remissions and expenses policies.
14. To receive and respond to the external auditor's report.
15. To ensure robustness of benchmarking and trust wide value for money.
16. To consider any other matter requested by the trustees.

The day to day management of the budget of each school is delegated to the Headteacher in accordance with the school's Financial Handbook.

Expenditure over £50,000 (a contract or individual invoice) requires Trustee approval.

Conyers Trust Standards Committee

(Trustees, Chief Executive and + 2 staff, meeting in the second half of each term, 3 times per year)

1. To set performance targets for each school across the Trust.
2. To monitor progress towards targets.
3. To appoint School Improvement Advisers for each school within the trust and to receive and respond to their reports.
4. To support Headteacher and LGB in brokering intervention support as necessary to ensure outcome targets are met.
5. To determine and review the Pupil Premium Policy for each school within the trust.
6. To receive and respond to reports the impact of Pupil Premium spend.
7. To advise the Trust in establishing curriculum-related policy statements and ensure that they are regularly reviewed and, where necessary, updated.
8. Review the accommodation and resources, including ICT, in relation to curriculum-led needs across the Trust.
9. To review the Trust's links with the community including industry, commerce, Further and Higher Education.
10. To ensure each school's charging and remissions policy for curriculum-related activities is in line with Trust policy.

Senior Management Board

(Chief Executive, Director of Finance and Operations, Deputy Head Conyers School, Head Teacher Bader Primary, Heads of other Primary schools as they join the MAT)

To meet monthly/half termly

1. To advise the Trust on the strategic direction of the MAT
2. To ensure effective communication within the MAT (between staff, schools, parents and pupils)
3. To ensure coordination of activity at Trust level
4. To consider and review risk management for the Trust
5. To consider any implications arising from Trust wide policies which reflect the Trust's ethos and values including: admissions; complaints; data protection and FOI; staffing policies including capability, discipline, conduct and grievance.
6. To consider such matters relating to Health & Safety, Premises, Asset Management, Go Sport and Go Music as appropriate.

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Bader Primary School Governance Arrangements

Bader Primary school advisory council

The Trust board will establish a school advisory council and will appoint the chair. This will be operate instead of a local governing body, until the Trust is satisfied a local governing body can take back the running of the school.

The Bader school advisory council will meet at least termly and in line with the Articles of Association, will be made up as follows:

- Up to nine community governors appointed by the board of trustees
- A minimum of two and up to six elected parent governors
- Up to four staff governors elected by the workforce of the school (no more than a third of governing body can be staff)
- The Head Teacher
- The Chief Executive
- Up to two co-opted governors, appointed for a year by the school advisory council

Quorum is 50 per cent.

The council will:

- Seek to understand how the school is led and managed: the Head Teacher will report termly on how the school is fulfilling the trust's ethos, vision and strategy
- Act as the panel when reviewing the head's decisions on exclusions, and parents' complaints
- Be the consultative body for the school's stakeholders
- Represent the school's stakeholders
- Forge links with the community
- Act as an ambassador for the school
- Seek to build up the capacity of the school advisory council, with the intent of being able to demonstrate to the Trust, a conversion into a Local Governing Body is practical

It is the intent of the Trust to seek to promptly build up capacity and address any issues within an individual school, operating under an advisory school council, so as to enable that school to move to a local governing body, with delegated powers, over a period of time.

Bader Oversight Board (BOB)

Chief Executive Officer, Head Teacher, a Trustee, two persons from the School Advisory Council. The Trust may appoint additional (voting or observer) members to the BOB at any time and may remove existing members for reasons of incapacity or misbehaviour.

The BOB will meet at least once a term.

The BOB will fulfil on behalf of the Trust, all functions of a local governing body and will conduct the Academy in a way that ensures improvement and promotes high standards of educational achievement.

Quorum is three.

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The main function of the BOB will be to secure the good governance of the school, developing a sound basis for school improvement, and enable a full school governing body to be re-established:

- Setting and regularly reviewing school targets ensuring they are both achievable and sufficiently challenging to lead to sustainable improvement;
- Developing a clear understanding of the strengths and weaknesses of the school and ensuring an appropriate School Development Plan with explicit priorities and targets is in place and effectively implemented and monitored;
- Overseeing the conduct of the school leadership and management;
- Agreeing policies and plans drafted by the Head Teacher;
- Appointing senior managers and other key staff as determined by the BOB.

Holding the Head Teacher to account for the educational performance of the school and its pupils:

- Receiving regular information from the Head Teacher and senior leaders on the performance of all aspects of the school;
- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring performance against targets set by the BOB;
- Understand the school's performance data and have an accurate overview of how well students are achieving in relation to their potential and in relation to other schools, as well as how different groups of pupils within the school are performing;
- Monitoring the implementation of the policy framework set by the Trust and its impact on standards of achievement;
- Monitoring school self-evaluation and satisfying itself to the accuracy of this;
- Ensuring the school complies with statutory requirements;
- Providing high levels of professional challenge and support to the Head Teacher

Ensure the health, safety and well-being of staff, students and visitors and ensure that adequate resources are allocated to provide a safe environment