

Governance Overview Document

Our Governance Structure



Our LGB Model

Type of member	Number	Term of Office	How they are elected
CEO	1	Indefinite	N/A
Principal	1	Indefinite	N/A
Appointed Governors	9	4 years	By the Academy Trust Board. The Board will take into consideration any representation made in relation re-election by the Governing Body.
Teaching Staff Governor	1	2 years	Secret ballot
Support Staff Governor	1	2 years	Secret ballot
Parent Governor	2	4 years	Parent Election – secret ballot
Clerk to the Governing Body	1	Indefinite	Appointed by Governing Body

Summary of Key Delegated Responsibilities

Members	Trustees	Members of Local Governing Body
<ul style="list-style-type: none"> • determine constitution • oversee the Trustees • recognise any strategic partnerships • delegate governance and management responsibility to the Trustees (appointing and removing Trustees where necessary) 	<ul style="list-style-type: none"> • determine strategic vision and overarching strategic plan • provide strategic leadership and governance • provide challenge and support to senior leaders • develop and decide strategic and operational policies • facilitate collaboration • co-ordinate and oversee shared services and resources • develop and oversee the implementation of action plans • set performance benchmarks • determine curriculum priorities • set overall Trust budget and approve of Academy budgets • monitor expenditure in accordance with appropriate authorisations • develop and implement a risk management strategy • determine the Trust's reserves/contingency policy • ensure appropriate insurance or risk cover is put in place • undertake recruitment and performance management of head teachers and other senior leaders • develop staff training programmes and opportunities for professional development • support the development and building of leadership and governance capacity at Academy level • approve of site and asset management strategy • oversee any significant capital expenditure and building projects • approve of all funding applications • decision maker for all appeals 	<ul style="list-style-type: none"> • monitor implementation of strategic vision • support senior leadership team • oversee expenditure ensuring the Academy works within its budget and implements the Trust risk and financial management policies • support the senior leadership team in the development and review of an appropriate staffing structure • where appropriate, support the head teacher in the recruitment and performance management of strategic personnel • promote collaboration with other Academies in the Trust • contribute to the development and review of Academy policies (e.g. admissions, pupil behaviour, safeguarding) • provide advice and feedback to the Trustees, ensuring the Academy is meeting the needs of its community • support the senior leadership team in relation to curriculum and budgeting priorities • support the senior leadership team in monitoring pupil progress and analysing performance data • support the implementation of any Academy plan, focussing particularly on school performance targets • undertake all and any appropriate community consultation • provide a point of contact for parents, carers and other members of the local community • maintain effective links with the school community and the wider local community

**JOB DESCRIPTION AND PERSON SPECIFICATION INCORPORATING
A CODE OF CONDUCT AND ROLE RESPONSIBILITIES FOR MEMBERS
OF A LOCAL GOVERNING BODY**

Job title:	Member of a Local Governing Body for an Academy run by the Preston Hedges Academy Trust
Location:	Local Governing Body meetings to be held at the relevant Academy Site visits to other Academies operated by the Trust as necessary
Hours:	Up to four Local Governing Body meetings a year Remote involvement via email/telephone Regular review of reports and documentation
Salary range:	Voluntary
Term of office:	Four years

Job purpose: The Local Governing Body for an Academy plays an active part in supporting the Principal, liaising as appropriate with the Trust's Chief Executive Officer and the Trust Board more generally in relation to the oversight of the Academy and the Academy's senior leadership team.

Appointments to the Local Governing Body will be made by the Local Governing Body. Recommendations to appoint may be put forward by either the Principal or the Local Governing Body itself or the Trust Board.

Job Description

Mission

A Trust built and run by educational experts, working to improve the educational opportunities and standards for children in Northamptonshire. Establishing an outstanding provision, based on the ethos of 'fun, creativity and achievement'. 'Fun' to create happy confident learners; 'creativity', to provide pupils with the very best curriculum experiences and foster imaginative, inventive learners; and 'achievement' to fulfil each child's academic potential and ensure the highest outcomes for pupils. Achieved and underpinned by distinct schools serving their community, with rigorous systems, processes and a continuous learning approach.

Vision:

To progressively establish a highly effective mid-size Trust of 6-8 schools, through a combination of new and like minded schools. Each with their own unique vision and identity under the umbrella of ‘fun, creativity and achievement’, which enables the school to innovate their curriculum to reflect who they are and establish outstanding provision

“Our schools are founded on the Trust’s key principles of ‘Fun, Creativity and Achievement’. ‘Fun’ to create happy, confident learners; ‘Creativity’ to provide the very best curriculum experiences; and ‘Achievement’ to fulfil each child’s potential and ensure the highest academic outcomes.

With an innovative curriculum that has important principles and values embedded within, we produce happy, creative, high achieving pupils ready to fully embrace and contribute to life and society in Modern Britain.”

Governance Support and Local Accountability

The role of those serving on a Local Governing Body is an important one, ensuring there is local accountability for the performance of the Trust and the Academies and that the Academies serve their communities. Those serving on a Local Governing Body are accountable to the Trust Board and must ensure that at all times they act in good faith and in the best interests of the Academies and the Trust, exercising reasonable care and skill having particular regard to personal knowledge and experience.

Specific responsibilities of a Member of a Local Governing Body

The specific tasks and responsibilities of the members of the Local Governing Body are as follows, to:

- ensure implementation of the strategic vision of the Trust and the Academy in particular;
- support the Trust Board in developing and maintaining effective links within the Academy’s community, communicating openly and frequently as appropriate and ensuring that the Academy meets its responsibilities to the community and serves the community’s needs in relation to the safeguarding and education of its pupils;
- support the Academy’s senior leadership team;
- ensure the Academy works within its budget and implements the Trust’s risk and financial management policies;
- support the Academy’s senior leadership team in the development and review of an appropriate staffing structure;
- where appropriate, support the Principal in the recruitment and performance management of strategic personnel;
- promote collaboration with other Academies in the Trust, actively seeking opportunities for the Academies to work together either with the aim of improving economic

efficiencies within the Trust or identifying and implementing best practice across all Academies;

- develop and review delegated local Academy policies (e.g. admissions, pupil behaviour, safeguarding);
- provide advice and feedback to the Trustees and reporting on all matters, responsibility for which has been passed to the Local Governing Body;
- support the Academy's senior leadership team in relation to curriculum and budgeting priorities;
- support the Academy's senior leadership team in monitoring pupil progress and analysing performance data;
- support the implementation of any Academy plan, focussing particularly on school performance targets;
- undertake all and any appropriate community consultation;
- provide a point of contact for parents, carers and other members of the local community;
- maintain effective links with the school community and the wider local community.

Core Competencies

The following are the core competencies and skills expected of a member of the Local Governing Body:

- to work as a team;
- to attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- to be respectful of the views of others and to be open to new ideas and thoughts;
- to treat all confidential information confidentially;
- to act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Conflict of Interest policy
- to develop a deep understanding of the vision and ethos of the Trust and its Academies and the roles played by all individuals in fulfilment of the Trust's mission;
- understand the policies and procedures of the Trust and how these flow down to the Academies;
- to support the Trust in public and act as an ambassador of the Trust and the Academies;
- to commit to training and skills development
- to be ready to ask questions;
- to be focussed on problem solving and be ready to learn from past experiences;
- to act in accordance with any authority delegated to him or her, including complying with any regulation or requirement of those from whom delegated authority is received.

Person Specification

Personal qualities and values:

- A desire to create positive change for young people
- A commitment to the aims and objectives of the Trust
- A willingness to devote time and effort
- An ability to work effectively as a team while contributing an independent perspective
- An ability to build productive and supportive professional relationships
- A commitment to the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to equal opportunities and anti-discriminatory practice
- A commitment to Safeguarding young people
- Reliability and integrity

Education and training:

- A record of continuous professional development
- Educated to higher level in professional area of expertise

Experience:

- Experience of driving positive change
- Experience in leadership and management
- Professional experience in education / accountancy/ finance / business / HR / marketing/law

Knowledge:

- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- An understanding of the use of attainment and other data to assess the progress, strengths and weaknesses of a school
- An understanding of financial and workforce data

Skills:

- Strategic vision
- An ability to think creatively
- Good, independent judgement
- An ability to use financial and workforce data to inform decision-making

Legal Requirements:

Individuals who are not able to make the following declarations may not serve on the Local Governing Body:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as “spent”)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been disqualified from serving as a company director
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of a school
- I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children