



APPENDIX ONE
Minutes of the Academy Committee Board Meeting
held on Wednesday 23 September at 5pm
via Microsoft Teams

Item No	Item	Action/ by who/when
AC/01/2021	<p>Training – Scheme of Delegation by Alison Elway</p> <p>Mrs Elway projected the updated Scheme of Delegation(SoD) on the screen to the governors and explained that the document hasn't been reviewed for a long time and how there is no set procedure or template for a SoD so it is completely the Trusts decision as to how it is framed. The Diverse Academies SoD goes for what trustees, their committees and academy committee governors do, all the way to the CEO. Its then down to Dave Cotton, CEO, as to how he delegates those responsibilities downwards which is typically done through policies and within the policies it will state who does what.</p> <p>The governors were then highlighted to page 3 where the 4 main areas of governance have been listed. The first 3 have been used for a long time with the fourth being an addition within the last academic year. The new key area is; <i>Engage with stakeholders, parent/carers, staff and students and the wider community.</i></p> <p>Mrs Elway then referred to the implementation of governance and highlighted how the trust board has overall responsibility for setting strategy, keeping high standards of governance and that they hold the CEO to account. Academy committees hold the senior leaders to account in strategy and implementation and ensuring goals from the Academy Improvement Plans are achieved. It was then highlighted to governors the documents they could read, with the main focus on the DfE handbook, although an update is expected soon, and the Trust governance handbook and Terms of Reference.</p> <p>Members are akin to shareholders in a limited company and their role is to make sure the trustees are operating in accordance with the Articles of Association. Their role is completely hands-off and every year they have an AGM where the chair of trustees will report on how the trustees have upheld their responsibilities. Within Diverse Academies there are currently 3 members with the expected appointment of another in the coming weeks. The DfE preference is that the trust has 5 and that only 1 is linked in any way to the governance structure within the multi-academy trust.</p> <p>There are currently 7 trustees on the Diverse Academies board and their role is purely strategic, similar to the academy governors. The operational roles sit with the CEO and the staff who work for the trust. Within the Trust Board remit there are some items which they are unable to delegate from the Articles of Association or from a Companies House point of view.</p>	



The academy committee governors are there to uphold the trust vision. Within the SoD, all the remits of the academy committee have been split into the 4 key governance areas. The standard agendas which are provided, encapsulate all items over the year to make sure nothing is missed.

Another role for the trustees is that they make sure the Local Authority coordinated admission scheme is adhered too. Each academy has its own admissions policy and any in year applicants / admittance to reception will come to the governors to approve. If there are any changes to the admission policy, then it must go to the G&P committee for approval before the local authority is informed.

Where the financial performance is involved it was highlighted that the main role for the academy committee governors is to check on how the academy are dealing with the allocated budget and curriculum led financial planning. Within primaries there is also a need to review the pupil premium, SEND and sports premium funding to ensure the money the academy receive is having a direct impact on the outcome of the children that the money is received for. By doing so the governors can then highlight any cause for concern to the Trust board as well as looking at the impact and outcomes from the financial performance.

In the new Scheme of Delegation, there has been an update on the terms of office of which will come into effect from January. From then the maximum term of office is 2 x 4 year terms but when governors have completed this term they are able to transfer to another academy committee or apply to be a Trustee if there are any vacancies. If you are in the position of being the chair then you can serve an additional 4 year term of office. Vice-chairs and staff governors are also now optional and are at the discretion of the chair. The membership of a committee was also confirmed at a minimum of 5 governors with a maximum of 10. It was also re-emphasised that the governors must attend a meeting within a 6-month period and if there is no good reason for non-attendance the governors can be removed from the committee.

At the end of each academy committee meeting, the governors are asked to complete a report to the Governance & Partnership committee for anything that the trustees need to be made aware of. Mrs Elway did confirm it is fine should there be nothing to report. Governors were reminded that Trustees also have a strategic role so when completing the document, it needs be items the trustees can deal with. If there is anything operational that needs actioning, then the Executive Principal and Principal need to action via their routes.

Mrs Elway then updated the governors about the trust governor training plan. This year things are going to be done slightly different, so it is more direct training on a range of subjects across the trust. The training sessions will be offered the week before the academy committee meetings start.



	<p>Next term the training will be on SEND and the PP strategy, then in the academy committee meeting, the Principal will highlight how they are implementing this at a local level. By operating it this way it will mean that all governors have had the same training which will help should they want to move to another academy once their term of office is completed.</p> <p><i>Mrs Elway was thanked for her attendance and she left the meeting at 17.31.</i></p>	
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