

What is the remit and role of the Academy Committee?

The Academy Committee is effectively the eyes and ears of the Trust Board within the school that they serve. The Academy Committee is asked by the Trust Board to work essentially in three key areas. They are:

1. **Safeguarding.** Whilst the legal responsibility rests with the Trust Board, we ask the Academy Committee to help us by ensuring our safeguarding policies are followed and alerting us to any areas of concern
2. **Use of financial resources.** The budget for the Academy is set by the Central Office of the MAT working with the Headteachers. We ask for your help to monitor that the money allocated is being spent in the right way and with the best outcome
3. **Achievements and outcomes.** We measure our success not in money but in the success, achievements and outcomes for children. We need your help looking at the data for your Academy to make sure we are on track to achieve this. We need you help us monitor that pupil premium is spent appropriately to improve outcomes and that progress is being made across the entire Academy cohort.

Your Academy Committee will do this by acting as a critical friend, to question and evaluate, and:

Generally:

- 1) contributing to and monitor the progress of, the Academy Improvement Plan, and develop relative effective working practices
- 2) considering safeguarding and equalities implications when undertaking all committee functions
- 3) produce an annual report on the work of the Academy Committee for submission to the Trust and publication on the Academy website
- 4) to commission from the Academy, to review, approve and submit to the Trust Board any addendum required to the central Trust Policies relevant for a particular Academy over and above the central policy
- 5) to be aware of and to understand the structure of the MAT, roles and responsibilities, input and delegations
- 6) To deal with complaints about an Academy in accordance with the MAT Complaints Policy
- 7) To deal with ratification of the recommendation from the Headteacher to impose a temporary or permanent exclusion
- 8) To deal with appeals against disciplinary sanctions imposed upon a pupil, other than temporary or permanent exclusion

Safeguarding and health and safety

- 1) To appoint an Academy Committee governor for SEND to liaise with the member of the Trust Board appointed as safeguarding lead for the Trust. The role of this governor will be to monitor that the Trust policies around SEND are being implemented and to report any areas of concern to the Safeguarding Trustee.
- 2) To monitor and challenge implementation of statutory safeguarding obligations and policies in the Academy
- 3) To appoint an Academy Committee governor to liaise with Trustee Chair of the Resources Committee of the Trust Board in respect of Health and Safety for the Academy.
- 4) To supplement the Trust Health and Safety Policy by way of an addendum specific to the Academy, if consider relevant.
- 5) To regularly review and make recommendations about the Academy Accessibility Plan
- 6) To set and review annually the Academy Business Continuity Plans, including a Critical Incident Plan in co-operation with the COO
- 7) To review the risk element of Educational Visits; residential trips and dangerous or outdoor activities
- 8) To follow and implement Trust Policies

Use of financial resources

- 1) To make recommendations and observations to the Trust Board about staffing and budget
- 2) To monitor the Academy's progress in implementing changes as required by changing Data Protection laws and regulations (escalating any matters to Trust Board as required)
- 3) To review the Academy Risk Register termly
- 4) To monitor that the Academy is staffed sufficiently for the fulfilment of the academy development plan and the effective operation of the Academy
- 5) To oversee compliance with the Trust's Performance Management/Appraisal Policy within the Academy for all staff, including provision of advice from the Academy Chair in the Headteacher's Personal Management Review (PMR) together with the CEO
- 6) To be responsible for communicating pay decisions to staff once determination has been made by the Trust Board Personnel and Pay Committee, except for the Headteacher
- 7) To follow Trust Policy and procedure for advertising, recruitment and appointment of staff
- 8) To monitor that staffing procedures follow equalities legislation
- 9) To monitor that the Academy's staffing structure is commensurate with the needs of the Academy based on pupil numbers
- 10) To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- 11) To monitor the annual CPD budget for the based on the Academy's needs
- 12) To monitor and make decisions regarding catering related capital expenditure, referring any items above the delegated authorities to Trust Board

Achievements and outcomes

- 1) To monitor and challenge implementation of SEND policies and the performance of SEND pupils in the Academy
- 2) To monitor that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEND Academy Committee governor
- 3) To monitor anticipated achievement against data drop benchmarks

- 4) To view critically and challenge programmes or support put in place by the Academy to monitor effectiveness shown by outcomes improving
- 5) To view critically and challenge the curriculum pathways set by the professional teaching staff with a view to improving outcomes
- 6) To evaluate Academy effectiveness

Your Academy Committee will show best practice in undertaking these responsibilities by:

- 1) undertaking an annual governor skills audit to monitor that your Academy Committee governors have the skills needed to undertake their responsibilities
- 2) carry out a 360 review on the Academy Committee Chair's performance annually
- 3) monitor the Register of Business Interests is kept up to date
- 4) engage with stakeholders, including parents and members of the community.
- 5) produce an annual schedule of business for the Academy Committee.
- 6) complete an annual evaluation of impact of the Academy Committee
- 7) complete an annual Academy Committee governor contribution review
- 8) succession plan for the Academy Committee
- 9) produce and monitor CPD for the Academy Committee governors


Thank you for volunteering to be an Academy Committee governor! If you have questions or suggestions, there are a number of ways for you to raise them. You can raise them via:

- The Chair of the Academy Committee
- To the CEO
- To the COO
- To the Chair of the Trust Board
- To the Clerk to the Trust Board
- At any of the MAT Away Days

The Trust Board is keen to hear from you if you have an idea/suggestion that you think would be good for the MAT. Remember, your Academy Committee is essentially a subcommittee of the Trust Board.

Lastly, please do look around the websites for the MAT and each of the Academies in the MAT. The main MAT website has all of the central policies uploaded so they are easily accessible.

We also have social media accounts so please do follow:

 @S_E_C_A_T

 @SECAT