DDAT
Derby Diocesan Academy Trust

DDAT Governance Structure and Scheme of Delegation

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Please note that reference is made to Local Governing Bodies (LGBs) rather than Local Academy Committees (LACs) in the Terms Of Reference (TORs) for some committees. This terminology will be updated at the next review point of the TORs for those committees to bring them into line with the new Trust Scheme of Delegation

The Scheme of Delegation is effective from 1st September 2024.

Introduction to Governance

Governance within DDAT is the framework guiding decision-making, accountability and stewardship of public funds. It is based on shared values and roles outlined in the DDAT Scheme of Delegation (see here). Members, Trustees, and Committees work together to fulfil the DDAT's mission. Effective governance is supported by:

The Members: The guardians of governance. Members have a strategic 'eyes on, hands off' role. Members' key responsibilities include:

- Holding the Board of Trustees to account
- Appointing or removing Members and Trustees
- Amending the Articles of Association
- Appointing the Trust's auditors and receiving the audited annual accounts
- Ensuring that the religious character of church academies is preserved and developed.

The Board of Trustees: The Trustees, also known as Directors, who sit on the Board are primarily voluntary, non-executive Trustees selected for the knowledge, skills and expertise they can bring to benefit the Trust and they serve a 4-year term of office. Some Trustee roles are ex-officio, as defined in DDAT's Articles of Association, however the postholders are not obliged to accept a position on the Board.

The Board provides strategic leadership; accountability and assurance; and engagement. The Board is responsible for the strategic oversight and performance of the Trust and its academies. It holds legal accountability for all aspects of operational delivery and is required to have systems to assure itself of the quality, safety and good practice of the affairs of the Trust.

Board Committees: The Board has established committees under its delegated authority to facilitate review, scrutiny and discussion, and to ensure the Board has sufficient understanding and oversight of key areas. The Board Committees comprise:

- The DDAT Audit and Risk Committee
- The DDAT Finance and Resources Committee
- The DDAT Education and Standards Committee
- The DDAT Performance Management Panel

Detail of the committee roles are set out within the Terms of Reference for each committee.

Local Academy Committees (previously Local Governing Bodies): Work at local level to provide support, to monitor and to challenge educational experience and performance. They engage with key stakeholders, including the local community and the church, and support alignment with DDAT's strategy, approach, ethos and values.

Governance Structure

Members

Bishop of Derby, Diocesan Board of Education (DBE); Diocesan Director of Education; Diocesan Secretary; additional members with consent of DBE

Trustees (Directors)

Appointed by Members

- DDAT Audit and Risk Committee
- DDAT Finance and Resources Committee
- DDAT Education and Standards Committee
- DDAT Performance Management Panel
- Local Academy Committees (LACs)
- DDAT Leadership Team

Mechanisms of Governance

- Master Funding agreement between the Secretary of State and the Members
- Memorandum and Articles of Association between the Secretary of State and the Trust setting out the funding agreement
- Supplementary Funding Agreements between the Secretary of State and the Trust for each academy
- Scheme of Delegation setting out reporting and operating structures
- Terms of Reference detailing the roles, responsibilities and authority of each Committee

DDAT
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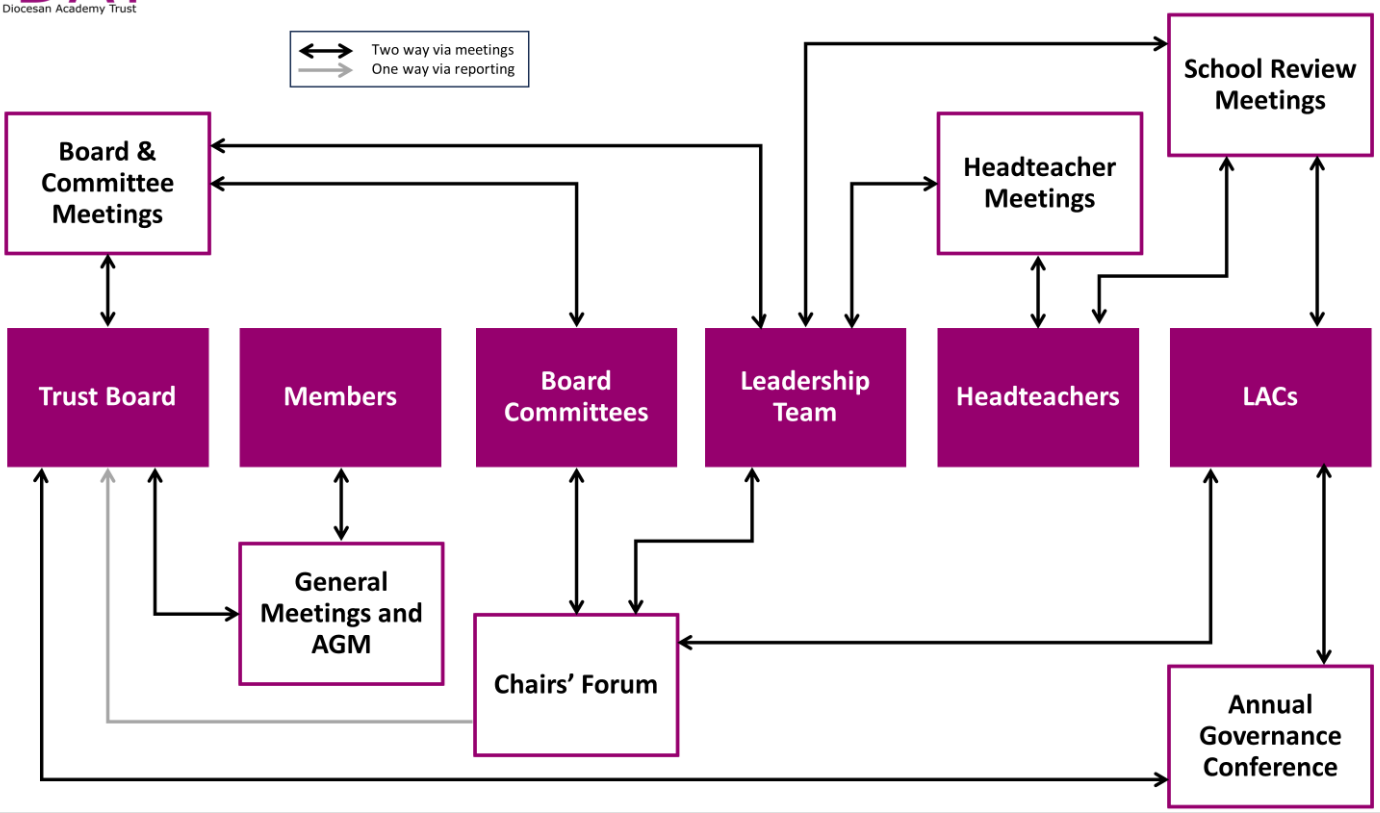
Governance Communication Channels



Introduction to the Scheme of Delegation

As a charitable company limited by guarantee, Derby Diocesan Academy Trust (the "Trust") is governed by a Board of Directors also referred to as Trustees (the "Trustees") who are responsible for, and oversee the strategic control, management and administration of the Trust and its academies. The Trustees are accountable to external government agencies including the Department for Education (DfE) and Charity Commission for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

This scheme of delegation (**Scheme**) explains the ways in which the Members and Trustees fulfil their responsibilities for the leadership and management of the Trust, their respective roles and responsibilities, and the roles of the executive and local academy committee, to ensure the success of the Trust and its academies. This Scheme therefore sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Members and Trustees under Article 105 of the Articles of Association of certain powers and/or functions as detailed below:

1. Confirms which powers and functions are reserved to the Board;
2. Should be read in conjunction with the Trust's Committee Terms of Reference;
3. May only be altered or revoked by the Board.

The Scheme operates in conjunction with relevant legislation, such as the Companies Act 2006, and the Trust's Articles. Whilst this Scheme includes a column for "Members" this does not form part of the delegation of powers and functions (because the Trustees have no power to delegate these powers and functions) but it is included for information purposes to assist users of the Scheme. The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Trust Handbook, is set out in the financial handbook and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme has been broken down into sections covering:

1. Governance
2. Vision & Strategy
3. Finance & Estates
4. Human Resources
5. Education

In this scheme the phrases used below have the following meanings:

1. For the avoidance of doubt where any extant DDAT policy conflicts with this Scheme of Delegation, then the Scheme shall take precedence. In all issues of interpretation, the decision of the Chief Executive, in conjunction with the Chair of the Board, is final. Where policies and procedures are not included in this Scheme of Delegation these are a matter for the Chief Executive and, where

appropriate, the Trust Board.

2. Related Party Transactions (RPT) and Register of Interests. The Academies Trust Handbook (ATH), along with other statutory or sector best practice guidance, provide clear guidance on how RPTs must be managed against the consideration of the Nolan principles. Individuals who hold any of the roles mentioned in this document must at all times take personal responsibility for their decisions and actions, and ensure they have;

   - An understanding of their personal awareness and commitment to the statutory requirements of the roles they hold in relation to RPTs
   - Maintained and reviewed an up-to-date Register of Interests (as defined in the ATH)
   - Not at any point used their connection to the Trust for personal gain, including payment under terms that are preferential to those that would be offered to an individual or organisation with no connection to the Trust. This specifically includes Trustees seeking payments that at all times must be considered against the requirements in the ATH
   - Removed themselves from any discussion, decision making, reviews and/or appeals where they have declared a conflict of interest.

Chair	means the Chair of Trustees
CEO	means the Chief Executive and Accounting Officer
CFO	means the Chief Financial Officer
COO	means the Chief Operating Officer
HT	means the Headteacher or Executive Headteacher as recorded on Get Information About Schools (GIAS)

The table below shares the definition of each term used throughout the document. In cases where a post is specifically delegated authority in the tables below a more senior post may undertake the role in any event or activity.

Decide	The authority or delegated authority to decide and/or take action.
Recommend	Responsibility for drafting or reporting / information for decision and making a recommendation.
Consult	Information will be shared to gather a view.
Inform	Share information only – there is no decision making delegated or views being sought.

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
GOVERNANCE								
Appoint/Remove Members	Members **decide**	Members **inform** Trustees			Members **inform** CEO			Yes
Appoint/Remove Trustees	Members **decide** to appoint at least 5 Trustees AoA 50 Members **decide** to remove any trustees	Trustees **recommend** to Members Trustees **decide** to co-opt/remove up to 2 Trustees AoA 58 with Diocesan Board of Education consent						Yes
Elect and remove Chair of Trustees		**Decide**: annual election for appointment						
Appoint and remove Board Committee Chairs		**Decide**: annual election for appointment						
Establish and review Trust governance structure		Trust Board to **decide** governance structure			Governance Professional to **consult** CEO before recommending to Trust Board	Governance Professional to **recommend** to Trust Board		
Agree named safeguarding Trustee		**Decide**						
Agree named SEND Trustee lead		**Decide**						
Agree named careers Trustee lead		**Decide**						
Appoint/remove LAC chairs		**Decide**		**Recommend**				Yes for church schools
Appoint LAC members		Trustees **decide** on appointment		LACs **recommend**				Yes for church schools
Remove LAC members		**Decide**		**Recommend**				Yes for church schools

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Appoint Governance Professional for the Trust Board		**Decide**			CEO to undertake recruitment with Trustee panel and **recommend** appointment to Trust Board			
Agree LAC clerking arrangements		**Decide**		Governance Professional or delegate to **consult** LACs	Governance Professional or delegate to **consult** CEO	Governance Professional to **recommend** local clerking to Trust Board		
Articles of association	**Decide**	Trust Board to scrutinise changes and **recommend** to Members			Governance Professional to **consult** CEO before recommending to Trust Board	Governance Professional to **recommend** to Trust Board		Yes
Agree committee terms of reference		**Decide**	Committee to scrutinise and **recommend** to Trust Board		Governance Professional to **consult** CEO	Governance Professional to draft and **recommend** to Trust committee		
Complete annual review of scheme of delegation		**Decide**			Governance Professional to **consult** CEO	Governance Professional to draft and **recommend** to Trust Board		
Complete annual Trust Board self-review		**Decide** level of review required				Governance Professional to **recommend** level of review to Trust Board and undertake/ commission review		

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Complete review of local governance		**Decide** level of review required		Governance Professional to **consult** LACs through Chairs' Forum on level of review required		Governance Professional to **recommend** level of review to Trust Board and undertake/ commission review		
Commission external review of Board effectiveness every three years		Trust Board to **decide** on reviewer, scope and timescale				Governance Professional to **recommend** reviewer, scope and timescale and commission on behalf of Trust Board		
Ensure Trust website is compliant and effective		Trustees to **decide** if website is compliant based on COO recommendation				COO to ensure website compliance and **recommend** to Trust Board		
Ensure school websites are compliant and effective		COO to **inform** Trust Board of any non-compliance		LAC to **decide** if website is compliant based on HT recommendation		COO will **consult** LACs	HT to ensure website compliance and **recommend** to LAC	
Submit annual report on the performance of the Trust to Members and publish	Trust Board to **inform** Members who receive annual report	Trust Board to **decide** to approve annual report	Audit & Risk committee to scrutinise and **recommend** to Trust Board		CEO & CFO to draft and **recommend** to Audit & Risk Committee	CEO & CFO to draft and **recommend** to Audit & Risk Committee		
Annually report work of LAC: submit to Trust and publish	Trustees to **inform** Members	Governance Professional to **inform** Trust Board that all reports published and any anomalies		LAC to **decide** to approve and publish			HT and chair to draft and **recommend** to LAC	

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Take “Chair’s action” where a delay has the potential to be seriously detrimental to the interests of the schools or Trust, any student or their parent, or a member of staff within the Trust		Trust Board Chair to **decide**. Vice Chair to **decide** if Chair is not available. Chair or Vice Chair to **inform** Trustees ASAP or at the next meeting.						
VISION & STRATEGY								
Determine Trust’s vision, strategy and key priorities	Trustees to **inform** Members	**Decide**			CEO to **recommend** to Trust Board			Yes
Apply Trust vision and strategy to individual schools		CEO to **inform** Trust Board of any concerns		LAC to **recommend** to CEO or designate	**Decide**		HT to **recommend** to LAC	
Determine policies which reflect the Trust's ethos and values		Trustees to **decide** which are school or Trust policies and approval level in line with DfE list		**Consult** where local amends and updates are required	CEO to **recommend** policy schedule and approval level to Trust Board	COO to **recommend** to CEO		
Establish Trust risk register and conduct regular review		Trustees to **decide** on approval of risk register	Audit & Risk Committee to scrutinise risk register and **recommend** to Trust Board		COO to **consult** CEO	COO to **recommend** risk register to Audit & Risk Committee		
Establish school risk register and conduct regular review				LAC to **decide** to approve		LAC to **inform** COO	HT to **recommend** to LAC	
Ensure engagement with stakeholders		CEO to **inform** Trustees of results of stakeholder engagement and Trust Board to **decide** on any further actions		HT to **consult** LACs about stakeholder engagement	CEO to **decide** level of stakeholder engagement and reporting to Trust Board		CEO to **consult** HTs about stakeholder engagement	Yes with regards to church stakeholders

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Agree Trust growth		**Decide**			CEO to **recommend** to Trust Board based on due diligence	Executive team to **recommend** to CEO		Yes
FINANCE & ESTATES								
Appoint and remove external auditors	**Decide**	Trust Board to **recommend** to Members	Audit & Risk Committee to scrutinise and **recommend** to Trust Board.			CFO to consider performance of current auditor, tender and **recommend** to Audit & Risk Committee		
Appoint, remove and performance manage Chief Financial Officer (CFO)		Trustees to **decide** on CFO appointment and removal.	Pay panel to **decide** on CFO pay increments.		CEO to form recruitment panel with Trustees to **recommend** CFO appointment to Trust Board. CEO to undertake performance management and **recommend** pay increments to pay panel. CEO **recommends** CFO removal.			
Produce Trust's scheme of financial delegation		Finance & Resources Committee to **inform** Trust Board	Finance & Resources Committee to **decide**		CFO to **consult** CEO	CFO to **recommend** to Finance & Resources Committee		
Receive external auditors report	Trust Board to **inform** Members who receive report	Trust Board to **decide** to receive report	Audit & Risk Committee to scrutinise and **recommend** to Trust Board		CFO to **inform** CEO	CFO to work with auditors and **recommend** report to Audit & Risk Committee		

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Action recommendations made by external auditors		Audit & Risk Committee to **inform** Trust Board of progress	Audit & Risk Committee to scrutinise actions & **decide** if further action is required			CFO to **recommend** actions to Audit & Risk Committee		
Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice	Trust Board to **inform** Members who receive annual report	Trust Board to **decide** to approve annual report	Audit & Risk Committee to scrutinise and **recommend** to Trust Board		CEO & CFO to draft and **recommend** to Audit & Risk Committee	CEO & CFO to draft and **recommend** to Audit & Risk Committee		
Submit ESFA required reports and returns			Finance & Resources Committee to **decide** that reports can be submitted		CFO to **consult** CEO	CFO to **recommend** to Finance & Resources Committee and submit in a timely fashion		
Agree budget plan to support delivery of Trust strategic priorities		**Decide**	Finance & Resources Committee to scrutinise & **recommend** to Trust Board		CFO to **consult** CEO	CFO to draft and **recommend** to Finance & Resources Committee		
Agree budget plan to support delivery of school strategic priorities		**Decide**	Finance & Resources Committee to scrutinise & **recommend** to Trust Board	HT to **consult** LAC	CFO to **consult** CEO	CFO to scrutinise and **recommend** to Finance & Resources Committee	HT to **recommend** proposed budget to CFO	
Monitor Trust budget		Trust Board to **decide** to receive management accounts	Finance & Resources Committee to scrutinise & **recommend** to Trust Board		CFO to **consult** CEO	CFO to monitor & **recommend** to Finance & Resources Committee		

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Carry out benchmarking and Trust-wide value for money evaluation			Finance & Resources Committee to **decide**			CFO to carry out & **recommend** to Finance & Resources Committee		
Agree reporting and monitoring arrangements for Trust and school budgets			Finance & Resources Committee to **decide**	CFO to **inform** LAC		CFO to **recommend** to Finance & Resources Committee	CFO to **inform** HTs	
Approve Trust-wide estate vision, strategy and asset management plan		Finance & Resources Committee to **inform** Trust Board	Finance & Resources Committee to **decide**		CEO to **recommend** to Finance & Resources Committee	COO to draft & **recommend** to CEO		Yes DBE consent required for capital work at Church schools
Monitor school estate to ensure it is safe and well maintained		Finance & Resources Committee to **inform** Trust Board	Finance & Resources Committee to **decide**	COO to **inform** LACs		COO monitor and **recommend** to Finance & Resources Committee	HTs to monitor & **recommend** to COO	
Agree data protection policy and monitor delivery			Finance & Resources Committee to **decide** to approve policy and how to monitor at Trust level		CEO to **recommend** to Finance & Resources Committee	COO to draft & **recommend** to CEO		
Determine a programme of internal audit in line with the risk register and monitor its delivery			Audit & Risk Committee to **decide** programme & how to monitor it		CFO and COO to **consult** CEO	CFO and COO to **recommend** to Audit & Risk Committee		

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
HUMAN RESOURCES								
Appoint and dismiss CEO/accounting Officer		**Decide**	Panel of Trustees to **recommend** to full Trust Board					
Performance manage CEO		Panel of Trustees and external advisor to **decide**						
Agree CEO pay and reward		Trust Board to **decide** pay range	Pay panel to **decide** pay increments					
Conduct executive team performance management			CEO to **inform** Finance & Resources Committee		CEO to **decide**			
Conduct headteacher performance management				CEO or delegate to **consult** LAC	CEO to **decide** or delegate to deputy CEO and school improvement team			
Agree headteacher and SLT pay and reward			Finance & Resources Committee **decide**	CEO or delegate to **consult** LAC	CEO to **recommend** or delegate to deputy CEO and school improvement team			
Review and agree staff appraisal procedure		Trust Board to **decide** on approving procedure			CEO to **recommend** to Trust Board	HR to **recommend** to CEO		
Review and agree school based staff pay progression other than SLT				LACs to **decide**			HTs to **recommend** to LACs	
Review and agree central team staff pay progression other than executive team					CEO to **decide**	COO, CFO & deputy CEO to **recommend** to CEO		

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Determine executive team staffing structure		**Decide**			CEO to **recommend** to Trust Board			
Determine school staffing structure				HTs to **consult** with LAC	CEO to **decide**	Executive team & HR to **recommend** to CEO	HTs to **recommend** to CEO	
Headteacher appointment				CEO to **consult** LAC	CEO or delegate to **decide** appointment			Yes for appointment at CofE schools
Headteacher dismissal			Panel of Trustees **decide**	CEO to **consult** LAC	CEO to **recommend** to Panel			
Trust wide pay policy, terms and conditions of employment		Trust Board to **decide**	Finance & Resources Committee to scrutinise & **recommend** to Trust Board		CEO to **recommend** to Finance & Resources Committee	COO to **recommend** to CEO		
Determine disciplinary and capability policies			Finance & Resources Committee to **decide**		CEO to **recommend** to Finance & Resources Committee	COO to **recommend** to CEO		
Implement disciplinary and capability procedures – CEO		**Decide**						
Implement disciplinary and capability – central team		**Inform**			**Decide**			
Implement disciplinary and capability procedures – schools				**Consult**	CEO or delegate to **decide**		**Recommend**	
Approval of exit payments/early retirement/pension discretion (above contractual notice period)			Finance & Resources Committee to **decide**		CEO to **recommend** to Finance & Resources Committee			

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Agree whistleblowing policy and monitor compliance		**Decide**	Finance & Resources Committee to scrutinise & **recommend** to Trust Board		CEO to **recommend** to Finance & Resources Committee			
EDUCATION								
Approve school curriculum and curriculum policy			CEO to **inform** Education & Standards Committee	LAC to **decide**	Deputy CEO to **inform** CEO	HT to **consult** Deputy CEO	HT to **recommend** to LAC	
Ensure high standards of teaching and learning			CEO to **inform** Education & Standards Committee		Deputy CEO to **inform** CEO	Deputy CEO to **decide**	HT to **recommend** to Deputy CEO	
Set targets for Trust outcomes			Education & standards committee to **decide**		CEO to **recommend** to Education & Standards Committee	Deputy CEO to **recommend** to CEO		
Decide school improvement strategy			CEO to **inform** Education & Standards Committee		Deputy CEO to **inform** CEO	Deputy CEO to **decide**	Deputy CEO to **consult** HT	
Categorisation of school causing concern			CEO to **inform** Education & Standards Committee		CEO to **decide**	Deputy CEO to **recommend** to CEO		
Agree behaviour policy				LAC to **decide** on written statement of behaviour principles		**Consult**	HT to **decide** behaviour policy	
Implement behaviour policy				**Inform**		**Consult**	**Decide**	

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Review permanent and fixed term exclusions			**Inform** Education & Standards Committee	**Decide**				
Agree admissions policy including changes in age range		**Decide**		LACs to **recommend** to COO		COO to **recommend** to Trust Board	**Consult**	Yes for CofE schools
Agree changes to PAN		CEO to **inform**		COO and CFO to **consult**	**Decide**	COO and CFO to **recommend** to CEO	COO and CFO to **consult**	
Admissions appeal process				**Decide**				
Determine complaints policy		**Decide**	Finance & Resources Committee to scrutinise & **recommend** to Trust Board		CEO to **recommend** to Finance & Resources Committee			
Determine & monitor use of pupil premium and sports premium			CEO to **inform** Education & Standards Committee	**Decide**		**Consult**	**Recommend** to LAC	
Agree relationships education (primary) and relationships and sex education (secondary) policy				**Decide**		**Consult**	**Recommend** to LAC	
Ensure provision of religious education				**Decide**		**Consult**	**Recommend** to LAC	Yes
Ensure delivery of collective worship				**Decide**		**Consult**	**Recommend** to LAC	Yes
Agree special educational needs policy and monitor delivery		**Decide** to approve policy		**Consult** on policy. **Decide** how to monitor policy	**Recommend** policy to Trust Board	Deputy CEO to **recommend** policy to CEO	**Recommend** monitoring to LAC	

Description	Members	Trust Board	Trust Board Committee	Local Academy Committee (LAC)	Executive			Consultation with Diocese
					CEO	Trust Leadership	Headteachers (HTs) / SLT	
Agree child protection policy and monitor delivery		**Decide** to approve policy		**Consult** on policy. **Decide** how to monitor policy	**Recommend** policy to Trust Board	Deputy CEO to **recommend** policy to CEO	**Recommend** monitoring to LAC	
Set the times of school sessions				**Decide**		**Consult**	**Recommend** to LAC	
Set the dates of school terms and holidays including INSET days		**Decide**		**Inform**	CEO to **recommend** to Trust Board		**Inform**	
Agree equality information and objectives (public sector equality duty) statement for publication and monitor delivery		**Decide** to approve policy		**Consult** on policy. **Decide** how to monitor policy	**Recommend** policy to Trust Board		**Recommend** monitoring to LAC	

Board Committees
Terms of Reference

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")[1]

Chairs' Forum Terms of Reference

1. Purpose

1.1. The purpose of the Chairs' Forum is to facilitate:

- The sharing of perspectives and information between the Trust Board and the Local Governing Bodies (LGBs) of the Trust's schools
- The exchange of ideas and experience between LGB Chairs with the aim of supporting and improving governance across the Trust

2. Membership

2.1. Membership shall comprise:

- All Chairs of Local Governing Bodies
- The Chair or Vice Chair of the Trust
- The Chief Executive Officer
- The Director of School Improvement

2.2. Any other Trustee may attend a meeting as a member.

2.3. Members may nominate a representative to attend in their temporary absence. The representative should be a member of the same LGB, Board or Executive Team.

3. Meetings and Procedures

3.1. The Forum will meet three times a year.

3.2. The Chair or Vice Chair of the Trust and Chief Executive Officer will act as Co-chairs.

3.3. The Forum will be supported by a Governance Professional who will minute recommendations made by the Forum (full minutes will not be produced) and who will schedule meetings and prepare agendas.

3.4. The agenda for meetings will be agreed in advance by the Chair of the Forum and papers will be circulated at least seven clear days in advance of the meeting.

3.5. If the Co-chairs are absent from a meeting, the members shall choose another member to act as Chair for that meeting.

3.6. Apologies should be sent to the Governance Professional in advance of the meeting.

3.7. Any items of AOB should be sent to the Governance Professional 24 hours ahead of the start of the meeting for the consideration of the Chair.

3.8. The forum is not a decision-making body therefore no quorum will be applied. However, if the anticipated attendance falls below 50% of the Chairs of Governors, the Chair may decide to cancel or reschedule the meeting.

[1] the companies are also referred to in these minutes as "Trusts" or each a "Trust".

4. Duties

4.1. The duties of the Chairs' Forum are to:

a) Provide an environment for open and honest communication and discussion on matters of celebration or challenge
b) Receive information updates from the Board of Trustees
c) Ensure that information from the Board is disseminated to each Local Governing Body
d) Provide feedback on areas of consultation requested by the Board
e) Contribute to, and be advised of, strategic developments of the Trust and individual academies
f) Agree relevant items to be taken to the Board of Trustees. The Co-chair of the Group will feedback the key issues and views expressed in the meeting to the Trust Board.
g) Ensure that relevant issues from Local Governing Bodies are reported to Trustees
h) The Head of Governor Services, with the support of the LGB Chairs and their clerks, will ensure a standard agenda item is included on full LGB meetings relating to the business of the Group.

Approved by DDAT Board on:	18th December 2023

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")[2]

Audit and Risk Committee Terms of Reference

1. Purpose

1.1. The purpose of the Audit and Risk Committee is to advise the Board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit (Academy Trust Handbook, section 1.24).

2. Authority

2.1. The Committee is a committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. The Committee is authorised to:

- Request any information it requires from any employee, supplier, contractor, external audit, internal audit or other assurance provider.
- Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

3. Membership

3.1. Membership shall comprise a minimum of three Trustees, at least one of whom shall have recent and relevant financial, accounting or audit assurance experience. Additionally, the Board may co-opt up to two persons to the Committee who are not Trustees.

3.2. The Chair of the Audit and Risk Committee will be appointed annually by the Board and will not normally be a member of any other committee. The Committee will not normally appoint a Vice-Chair.

3.3. Membership and terms of reference will be reviewed annually by the Board of Trustees. The Committee shall undertake an annual review of these terms of reference and recommend to the Trust Board for approval any changes needed.

3.4. The Chair of the Board and the Chief Executive Officer cannot be members of the Audit and Risk Committee, though they may be invited to attend meetings of the Committee at the Chair's discretion. Trust staff shall not be eligible for membership.

3.5. The Accounting Officer, Chief Financial Officer and Chief Operating Officer should attend to provide information and participate in discussions.

3.6. An appropriate representative of the internal auditors and external auditors should attend to provide information and participate in discussions.

3.7. The Committee Chair should attend the Annual General Meeting of the Trusts Members to answer any questions on the Committee's activities. In addition, the Committee Chair should seek engagement with other key stakeholders on significant matters related to the committee's areas of responsibility.

[2] the companies are also referred to as "Trusts" or each a "Trust".

4. Meetings

4.1. The Audit and Risk Committee will meet as necessary and at least three times a year. The Chair or any two members may call a meeting.

4.2. The agenda for meetings will be agreed in advance by the Chair of the Audit and Risk Committee and papers will be circulated at least seven clear days in advance of the meeting.

4.3. If the Chair is absent from a meeting, the members shall choose another member, who is also a Trustee of the Board, to act as Chair for that meeting.

4.4. All meetings will be minuted and reports given at every future full Trust Board meeting.

4.5. Outside of the formal meeting programme, the Committee Chair will maintain a dialogue with key individuals involved in the Trust's governance, including the Board Chair, the Accounting Officer, the Chief Financial Officer, the Chief Operating Officer, the external audit lead and the internal auditor.

5. Quorum

5.1. The Committee will require a quorum of two Trustees who are members of the Committee.

5.2. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote they may have.

6. Duties

The duties of the Audit and Risk Committee are:

6.1. Risk Management

a) Support development and review of the Trust's risk management policy, setting out the framework the Trust has adopted for risk management and recommending it to the Board for approval.

b) Ensure that risks are being addressed appropriately through monitoring of the maintenance of the Risk Register.

c) Evaluate the adequacy of the Trust's internal control framework, including financial and non-financial controls and management of risks and report this to the Trust Board.

d) Conduct oversight of the financial and non-financial controls and risks at all of the Trust's schools.

e) Conduct oversight of all information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the Trust and by constituent academies, to ensure it is accurate and in compliance with funding criteria.

f) Seek assurance that the risks identified are those which may occur, for example, operational risk, financial risk, compliance risk, regulatory and legal risk, major accident.

g) Review the ratings and responses on the risk register to inform contingency and business continuity planning and the programme of work, ensuring risks and control measures are adequately identified and modified as appropriate

h) Provide reports for each full Trust Board meeting, highlighting emerging risks or significant anomalies at the earliest opportunity.

i) Review and advise the Board on the Trust's ongoing participation in, and the continued suitability of, the Risk Protection Arrangement (RPA) as a viable alternative to maintaining the Trust's own commercial insurance provision.

j) Monitor the efficacy of the Trust's whistleblowing procedures and review any identified risks arising from the conclusion of a whistleblowing investigation. Direct scrutiny and the engagement of internal or external audit, as appropriate.

6.2. Internal audit/scrutiny

a) Oversee and approve the Trust's programme of internal audit.

b) Assess whether procedures are designed effectively and efficiently, and check whether agreed procedures have been followed.

c) Agree a programme of work annually to deliver internal scrutiny that provides coverage across the year, including the persons who will be responsible for carrying out the programme.

d) Consider reports at each meeting from those carrying out the programme of internal scrutiny and receive an annual summary report for each year ended 31st August outlining the areas reviewed, key findings, recommendations and conclusions, to help the committee consider actions and assess year on year progress.

e) Consider progress in addressing recommendations arising from the internal scrutiny programme and address any deficiencies in the progress.

6.3. External audit

a) Review the external auditor's plan each year.

b) Review the annual report and accounts.

c) Review the auditor's findings and actions taken by the Trust's managers in response to those findings.

d) Review findings from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations.

e) Assess the effectiveness and resources of the external auditor (refer to section 4.17 of Academy Trust Handbook or Appendix 1). Produce an annual report of the committee's conclusions on the above assessment to advise the Board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration

f) Recommend to members the appointment of an external auditor (in accordance with the Trust's articles of association).

g) Receive the external auditors' annual plan, annual report, and accounts and recommend appropriate actions to the Trust Board in response to the findings.

Approved by DDAT Board on:	16th October 2023
Signed:	_____Chair of the Board

7. Appendix 1 – Academy Trust Handbook extract

External audit oversight and findings – the audit and risk committee

4.16 The audit process can support Trusts by identifying areas that may require improvement. The Board of trustees, taking advice from the audit and risk committee, must ensure there is an appropriate, reasonable and timely response by the Trust's management team to findings by external auditors, taking opportunities to strengthen systems of financial management and control.

4.17 Specifically the audit and risk committee must:

- Review the external auditor's plan each year
- Review the annual report and accounts
- Review the auditor's findings and actions taken by the Trust's managers in response to those findings
- Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the Trust's members about the auditor's reappointment or dismissal or retendering. Considerations may include:
  - the auditor's sector expertise
  - their understanding of the Trust and its activities
  - whether the audit process allows issues to be raised on a timely basis at the appropriate level
  - the quality of auditor comments and recommendations in relation to key areas
  - the personal authority, knowledge and integrity of the audit partners and their staff to interact effectively with, and robustly challenge, the Trust's managers
  - the auditor's use of technology
- Produce an annual report of the committee's conclusions to advise the Board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")[3]

Finance and Resources Committee Terms of Reference

1. Purpose

1.1. The Committee with report directly to the Board in order to provide financial scrutiny and oversight and in particular to:

- Oversee the adoption of a financial strategy and plan to ensure the sustainability and solvency of the Trust.
- Ensure effective financial control and due diligence takes place in relation to Trust operations

2. Authority

2.1. The Committee is a committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. The Committee is authorised to:

- Request any information it requires from any employee, external audit, internal audit or other assurance provider.
- Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

2.2. The Committee will report to the Board on any decisions taken in accordance with the Schemes of Delegation and delegated powers, including the Trust's assets, depreciation and disposal/impairment of assets.

3. Membership

3.1. Membership will comprise a minimum of three Directors, at least one of whom shall have recent and relevant financial, accounting or audit assurance experience. Additionally, the Board may co-opt up to two persons to the Committee who are not Directors.

3.2. Other Board members shall also have right of attendance and may fully participate in meetings.

3.3. The Chair of the Committee will be appointed annually by the Board and will not be a member of the Audit and Risk Committee. The Committee will not normally appoint a Vice-Chair.

3.4. Membership and terms of reference will be reviewed annually by the Board of Directors. The Committee shall undertake an annual review of these terms of reference and recommend to the Trust Board for approval any changes needed.

3.5. The Accounting Officer, Chief Financial Officer and Chief Operating Officer should attend to provide information and participate in discussions. Trust staff shall not be eligible for membership.

4. Meetings

4.1. The Committee will meet as necessary and at least three times a year. The Chair or any two members may call a meeting.

[3] the companies are also referred to as "Trusts" or each a "Trust".

4.2. The agenda for meetings will be agreed in advance by the Chair of the Committee and papers will be circulated at least seven clear days in advance of the meeting.

4.3. If the Chair is absent from a meeting, the members shall choose another member, who is also a Director of the Board, to act as Chair for that meeting.

4.4. All meetings will be minuted and reports given at every future full Trust Board meeting.

5. Quorum

5.1. The Committee will require a quorum of two Directors who are members of the Committee.

5.2. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote they may have.

6. Main Duties

6.1. The Committee is required to fulfil its responsibilities as set out in these Terms of Reference in line with the Academies Financial Handbook, the Trust's Financial Regulations and in compliance with the Funding Agreement with the Secretary of State for Education.

6.2. To ensure sound management of the Trust's finances and resources, including proper planning, monitoring, probity and value for money.

7. Terms of Reference

7.1. Finance

The Committee will:

a) Ensure that an appropriate and effective control environment is in place.

b) Make recommendations to the Board on the annual estimates of income and expenditure and financial forecasts for the Trust and its schools.

c) Perform sound monitoring and scrutiny of the Trust's finances and resources and investigate and report on any financial irregularities.

d) Monitor the Trust's performance against the approved budget and make recommendations to the Board on the management accounts presented at each Board meeting.

e) Perform ongoing monitoring of budget re-forecasts.

f) Review pupil number estimates (that underpin revenue projections) termly.

g) Assess the financial elements of the risk management policy, including health and safety, buildings and insurance.

h) Consider and approve relevant policies and procedures and to ensure they are in place and effective.

i) Advise the Board on strategic matters with financial implications concerning sponsorship of Academies.

j) The Chief Financial Officer will report to the committee on an assessment of the budget position and financial management of each school wishing to join the Trust, which the committee will consider as part of the conditions for acceptance.

k) Review the Trust's Financial Handbook at the first meeting of each new academic year, ideally at the same meeting that the updated Academies Financial Handbook is considered. The handbook should be recommended to the Board for approval.

l) Advise the Board on any relevant legal and contractual documentation, operating within the Articles of Association, the Schemes of Delegation, Funding Agreement and Financial Regulations.

m) Ensure the trust effectively monitors any conflicts of interest or related party transactions.

n) Oversee the review and monitoring of the level of reserves, the Reserves Policy and approving loans from reserves on behalf of the Board, unless the Board meets prior to the Committee meeting.

o) Undertake detailed scrutiny and recommend approval of the School Resource Management Self-Assessment (SRMSA) checklist annually.

p) Monitor the deployment of non-financial resources, including personnel and property, with a view to advising the Board on the effectiveness of such resources.

q) Ensure compliance with statutory requirements to publish trust staff rates of pay and benefits.

r) Review and make recommendations to the Board about any subsidiary trading companies, joint ventures, letting and leasing arrangements.

7.2. Estates, Health & Safety, and ICT:

a) Ensure an Estates Management Plan is produced, monitored and delivered.

b) Ensure that an IT Strategy is produced, monitored and delivered.

c) Evaluate how the Trust is discharging its duty for health and safety.

d) Maintain oversight of health and safety issues including the review and monitoring of the Health and Safety Policy in order to safeguard the health and wellbeing of students, employees and visitors to the Academy.

e) Monitor Health and Safety incidents across the Trust and ensure that any necessary actions are taken to prevent further incidents from occurring.

f) Ensure a register of fixed assets is maintained.

g) Approve the use of capital funds, in line with the Trust's Estates Management Plan and the Scheme of Delegation.

h) Approve the disposal of fixed assets in accordance with the Trust's Scheme of Delegation.

i) Ensure that the Trust has appropriate insurance in place.

7.3. HR and Payroll:

a) Provide oversight of the staff complement, structure, and appointments in line with the Trust's Scheme of Delegation.

b) Ensure personnel management policies and procedures have been identified, formally approved and documented to cover as a minimum:

- employment (including terms and conditions)
- recruitment (including references and police checks)
- performance appraisal and review
- equal opportunities
- grievance and disciplinary
- absence policies
- code of conduct.

c) To review the recommendations of the CEO as to the Head Teachers' salaries particularly any discretionary awards if relevant, and the salaries of the Trust's Executive Leadership Team.

d) Monitor the Trust's whistleblowing procedures, conducting a biennial annual review of policy and advising the Board on the effectiveness of both.

e) To consider and review the development of the HR Strategy for the Trust. And once completed, monitor and ensure the delivery of this strategy.

f) Liaise with and receive reports in respect of HR issues and where necessary, in line with the Scheme of Delegation, make recommendations to the Trust Board about the people aspects of matters being considered by them.

Approved by DDAT Board on:	18th December 2023
Signed:	_____Chair of the Board

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")[4]

Education and Standards Committee Terms of Reference

1. Purpose

1.1. The purpose of the Education and Standards Committee is to support the Trust in the delivery of its vision, which is for all our schools to provide its pupils with a substantial, broad and balanced curriculum, ensuring that they are fully immersed in knowledge, skills, vocabulary, opportunities, responsibilities and experiences relevant to the world in which they live. The values and ethos that DDAT is built upon are Christian in nature and represent values and principles that are important to people of all faiths and no faith.

1.2. In particular, the Education and Standards Committee will:

- Oversee outcomes for the pupils in each school, providing challenge and support for school leaders and officers of the Trust.
- Ensure decisions taken in each school are in the best interests of the pupils and fully reflect the Christian principles and values that provide our foundation.
- Develop DDAT's capability to lead and improve schools whilst preserving their individual distinctiveness.

1.3. The Committee will achieve these core purposes through:

- Ensuring effective strategic direction is based upon high quality school evaluation and development planning.
- Monitoring the outcomes across the Trust, holding local boards accountable for each school.
- Receiving and discussing termly reports from the DDAT Head of School Improvement.
- Setting targets for improvement taking into account our Christian foundation, local and national contexts, and providing advice for local governing bodies.
- Identifying best practice from within and outside DDAT, including methods of assessment, and supporting high quality professional and curriculum development across the Trust.
- Liaising with Local Governing Bodies to ensure they fulfil their roles and responsibilities as set out in the schemes of delegation.
- Involvement in the appointments of senior school leaders and in the appraisal of Headteachers.
- Providing the Trust Board with information as requested in a timely manner.

2. Authority

2.1. The Committee is a committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. The Committee is authorised to:

- Request any information it requires from any employee.
- Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

[4] the companies are also referred to as "Trusts" or each a "Trust".

3. Membership

3.1. Membership will comprise a minimum of three Directors, at least one of whom shall have relevant skills and experience. Additionally, the Board may co-opt up to two persons to the Committee who are not Directors.

3.2. The Chair of the Committee will be appointed annually by the Board. The Committee will not normally appoint a Vice-Chair.

3.3. Membership and terms of reference will be reviewed annually by the Board of Directors. Trust staff shall not be eligible for membership. The Committee shall undertake an annual review of these terms of reference and recommend to the Trust Board for approval any changes needed.

3.4. The Chief Executive Officer and Head of School Improvement should attend to provide information and participate in discussions.

4. Meetings

4.1. The Committee will meet as necessary and at least three times a year. The Chair or any two members may call a meeting.

4.2. The agenda for meetings will be agreed in advance by the Chair of the Committee and papers will be circulated at least seven clear days in advance of the meeting.

4.3. If the Chair is absent from a meeting, the members shall choose another member, who is also a Director of the Board, to act as Chair for that meeting.

4.4. All meetings will be minuted and reports given at every future full Trust Board meeting.

5. Quorum

5.1. The Committee will require a quorum of two Directors who are members of the Committee.

5.2. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote they may have.

6. Duties

6.1. The duties of the Education and Standards Committee are:

6.2. <u>Curriculum and Quality</u>

a) To monitor the schools' statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning.

b) To monitor curriculum breadth, depth, progression and accessibility holding local boards accountable for each school.

c) To receive reports which include the development and impact of CPD and training opportunities for employees who are student facing.

d) To ensure systems and procedures are in place to meet educational needs of the pupils attending the Trust's schools.

e) To review and evaluate the Trust's education policies that are applicable to the Trust Board.

6.3. Performance and Standards

a) To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and reviewing impact of leadership actions and initiatives.

b) To monitor and evaluate the effectiveness of the Trust's distinctive Christian Vision and Values, established and promoted by leadership at all levels, in enabling DDAT's academies, pupils and staff to flourish.

c) To review the outcomes of assessments across the Trust, holding local boards accountable for each School.

d) To review and monitor Pupil Premium expenditure, Sports Premium and SEND provision on behalf of the Board, and the impact on outcomes for these pupils.

e) To receive reports and evaluate issues relating to pupil attendance, behaviour and discipline, including rewards and sanctions, bullying, internet bullying and exclusions.

f) To undertake an annual check to ensure that all schools across the MAT have statutory policies in place that continue to comply with national guidance, including in particular policies relating to child protection, safeguarding, Prevent and SEND.

g) In liaison with the Safeguarding Director to monitor and oversee Prevent, safeguarding and child protection arrangements across all schools.

h) To receive reports on, and challenge the provision and effectiveness of, staff training, performance management and staff welfare.

i) To ensure effective independent and impartial careers advice is provided across the Trust, and that schools accurately measure the progress and destination of all leavers.

j) To support the DDAT Audit and Risk Committee with investigations of any whistleblowing allegations relating to educational matters.

k) To review any parental complaints made against individual schools that have been referred by the Trust Board.

l) To ensure that all Trustees have access to appropriate training courses to enable them to fulfil their roles and responsibilities.

6.4. Raising Achievement Board (RAB)

a) The Education Committee will set up a Raising Achievement Board (RAB) where there is educational cause for concern. The Education Committee will ask the Headteacher to present a plan to rectify underperformance and to explain the plan, in person, to a specially convened meeting. The RAB will be made up of suitably qualified people able to fulfil this function.

6.5. Self-Assessment and Review

a) To receive progress reports on the implementation of post-Ofsted action plans.

b) To review any other formal internal or external evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's plans and strategies.

c) To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each school.

Approved by DDAT Board on:	16th October 2023
Signed:	_____Chair of the Board

Local Academy Committees (LACs)

Structure and Member Categories

It is recognised that people from many walks of life can make a valuable contribution to the raising of educational standards and so the Local Academy Committee includes a range of different categories of individuals. No matter what kind of Member you are, you will have the same role and responsibilities within the Local Academy Committee. A member's Term of Office is 4 years.

Your Local Academy Committee may be made up from:

- **Parent Members:** these are almost exclusively parents or carers of children at the academy. They are normally elected by parents but can be appointed by the Local Academy Committee if not enough people stand for election when the position(s) is first advertised.
- **Staff Members:** these are selected by election from teaching and support staff who are paid to work at the academy.
- **Head teacher:** he/she is a member of the Local Academy Committee by virtue of their office. However, they can choose not to take up the position and must inform the clerk in writing.
- **Trust:** these are recommended to The Trust for appointment by the Local Academy Committee. They are people who, in the opinion of the Local Academy Committee, have the skills required to contribute to the effective governance and success of the academy.
- **Foundation ex-officio:** he/she is a member of the Local Academy Committee by virtue of their office (for further detail, please refer to the next page).
- **Trust PCC:** these are recommended to The Trust for appointment by the Parochial Church Council. They are people who, in the opinion of the Local Academy Committee, have the skills required to contribute to the effective governance and success of the academy.
- **Chapter:** (DCS only) nominated and appointed by the Cathedral Chapter (one of which to be the Dean of the Cathedral)
- **Observers:** They are not LAC Members but are requested, by the Local Academy Committee, to attend Local Academy Committee meetings because of the particular skills or experience they possess. They do not have a vote when decisions are required to be made. You will quite often see the School Business Manager and members of the Senior Leadership Team attend meetings of the Local Academy Committee under the category of 'Observer'.

Each Local Academy Committee must not be smaller than seven members, and must include:

- At least two parent members;
- One, and only one, staff member;
- The headteacher unless the headteacher resigns as a member;
- As many additional Trust members as they consider necessary. However, the number of Trust members who are eligible to be elected or appointed as staff members must not, when counted with the one staff member and the headteacher, exceed one-third of the total membership of the Local Academy Committee.

Local Academy Committees should be no larger than 11 individuals, with the recommended size being 7 to 11 individuals as smaller boards can be more cohesive and dynamic[5].

[5] NGA Guidance 'The role of the local tier: A guide for multi academy trusts'

- Voluntary Aided schools must have such number of Trust PCC including the Foundation ex-officio members as to outnumber all other members by up to two
- Voluntary controlled schools must have at least two (but no more than a quarter of the total) Trust PCC including the Foundation ex-officio members.

Foundation Ex-Officio LAC Members

Appointment Process

The local priest holds the Foundation ex-officio place on the LAC by virtue of their role, so they are not required to complete an application form or have confirmed PCC support or a written reference.

Please note that the Foundation ex-officio place should only be held be the local priest. Any substitute arrangement must have the formal written approval of the Archdeacon and this record held on file by the Derby Diocesan Board of Education (DBE).

When a new Foundation ex-officio member takes up their place on the LAC, please inform ddatadmin@ddat.org.uk to ensure the Trust Board can be updated.

Foundation Ex-Officio Vacancy

Parish vacancies take a minimum of 12 months to be filled and can take up to 24 months. Where there is an interregnum, the DBE office will typically liaise with the Archdeacons' office to ascertain if there is a possibility for a substitute Foundation ex-officio place. However, these are in the statutory gift of the Archdeacon and subject to their formal consent. Please note that a substitute arrangement cannot be made by anyone other than the Archdeacon.

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")[6]

Local Academy Committee Terms of Reference

Chair of Committee:	The Trust Board will appoint and remove Local Academy Committee (LAC) Chairs taking into account the LAC's recommendation, as set out in the Trust Scheme of Delegation.
Clerk:	The Trust Board will agree LAC clerking arrangements based on the Governance Professional's recommendation. The Governance Professional or their delegate will consult with the LACs and the CEO.
Membership:	The Trust Board will agree LAC member appointment criteria. LAC's will appoint members.
Quorum:	50% of membership less any vacancies.
Meetings:	Twice per term; six times per year.

The Academy Committee has delegated responsibility to:

1. Standards

1.1. Ensure that the Trust's vision, ethos and strategy is adopted and applied by school leaders.

1.2. Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the Trust's strategic objectives.

1.3. Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.

1.4. Ensure that the Trust's curriculum is being provided to pupils in an appropriate manner for the school's context.

1.5. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.

1.6. Establish a strong relationship with the headteacher in order to provide effective support and challenge, including providing feedback to their performance management process.

2. Stakeholder engagement

2.1. Consult stakeholders (parents, staff and pupils) and use insights to inform decision-making.

2.2. Help stakeholders to understand the Trust's values and vision for the future.

2.3. Provide the Trust board with insight into the challenges and opportunities faced by the school's local community.

[6] the companies are also referred to as "Trusts" or each a "Trust".

3. Safeguarding

3.1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.

3.2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.

3.3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.

3.4. Designate a link governor to take leadership responsibility for safeguarding.

3.5. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.

4. SEND

4.1. Ensure that the Trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.

4.2. Seek assurance that staff are trained to implement pupil strategies and support plans.

4.3. Ensure pupils with SEND have the resources they need to succeed.

4.4. Designate a link governor to take leadership responsibility for SEND.

4.5. Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the Trust community to ensure that pupils with SEND are well-supported and included in all aspects of school life.

4.6. Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

5. Financial Oversight

5.1. Appoint a LAC member who will be responsible for Finance.

5.2. Review the annual budget for the school.

5.3. Monitor income, expenditure and cash flow of the school.

5.4. Maintain a register of LAC members' business and personal interests.

5.5. Determine and monitor the use of Pupil Premium and Sport Premium.

5.6. Enter into contracts up to the limits of delegation as specified within the DDAT Financial Handbook and within an agreed budget.

5.7. Support the Trust Board in its monitoring and evaluation of the delivery of any central services or functions provided or procured by the Trust.

These Terms of Reference must be reviewed by the Trust Board annually.

Approved by DDAT Board on:	23rd May 2024

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")

Constitution of a Local Academy Committee

1) The name of the school is _____

2) The school is an Academy in Derby Diocesan Academy Trust (DDAT).

3) This constitution is agreed by the Trust in Schedule 1 of the Scheme of Delegation

4) The Local Academy Committee shall consist of:

   a) __ Parent members (minimum 2)
   b) 1 Staff member
   c) 1 Head teacher
   d) __Trust PCC or Trust members *(identify if Trust PCC or Trust on GovernorHub)*
   e) 1 Foundation ex-officio member *(Church Schools only)*
   f) __ Chapter members *(Derby Cathedral School only)*

5) Total number of Local Academy Committee Members is __

6) The term of office of all members is 4 years unless stated below.
   The term of office of [category of member] is [insert period between one and four years] (delete if not applicable).

7) The Trustees of the school is the Derby Diocesan Academy Trust.

8) DDAT vision and aims:
   To provide the best possible education for the pupils in their care based on the Christian principle that Every Child Matters to God.

   - Provide children with excellent educational provision
   - Rapidly improve under-performing schools
   - Develop effective school-to-school support
   - Build strong relationships and promote work with external partners
   - Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

9) This Constitution of Local Academy Committee comes into effect on _____ (*insert date*)

10) This Constitution of Local Academy Committee was ratified by DDAT Board on _____ (*insert date*)

11) A copy of the Constitution of Local Academy Committee must be supplied to every member of the local academy committee (and the head teacher if not a member) and DDAT.

To amend your constitution please submit a one-page document that outlines your current structure and proposed structure. This will be taken to the Trust Board for ratification. Jayne.hadfield@derby.gov.uk

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")

LAC Chair Appointment

1. Nomination and Appointment

1.1. LAC to nominate the Chair for the next academic year at the last meeting of the previous year. Please note that DDAT employees should only act as Chair in exceptional circumstances and such nominations put forward after consultation with the Trust Board Governance Professional or their delegate. Foundation ex-officio members are also exempt from acting as Chair due to their pastoral role and possible conflicts, unless in exceptional circumstances.

1.2. The nominee to provide a paragraph detailing their experience, etc to the Governance Support Manager for inclusion on the agenda at the last Trust Board meeting of the academic year.

1.3. Trust Board to review and approve appointments at the last Trust Board meeting of the academic year. Nominations will also be shared with the Derby Diocesan Board of Education for review.

1.4. Vice Chairs to be elected by the LAC at the first meeting in the new academic year.

2. Application Form

Thank you for your application to become a DDAT LAC Chair. Please provide the details requested below and email your completed form to the Trust Governance Professional at DDATadmin@ddat.org.uk. The Trust Board will consider nominations at the last Trust Board meeting of the academic year and advise appointments thereafter.

Name	
School	
Please include a paragraph outlining your skills and experience for this role:	

Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT") and Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")

LAC Pay Review Panel – Teaching Staff

1. Membership and Quorum

1.1. The Panel shall comprise a minimum of three governors.

1.2. Any paid employees of the school who are also governors are unable to be members of the Pay Panel.

1.3. Pay recommendations will be received by the Panel from the Headteacher.

1.4. Pay Panel members will be excluded from membership of the LAC's Pay Appeal Panel, where convened to consider a pay appeal.

1.5. The quorum for the Governors' Pay Panel is three members.

1.6. All meetings of the Governors' Pay Panel will be minuted.

2. Delegated powers and purpose of Panel

2.1. The Local Academy Committee (LAC) Pay Panel has the delegated authority of the Board of Trustees to determine salary progression for eligible teaching staff following recommendation by the Headteacher.

2.2. In considering the pay progression for eligible staff, the Panel will

- Ensure that the process followed by the Headteacher is fair and equitable and in accordance with the Trust's Pay Policy.
- Ensure that pay progression is based upon evidence that teachers meet the relevant standards and objectives set.
- Make clear and accurate records of the reasoning for decisions about staff pay.