



BUSHEY ST JAMES TRUST

Outline of Governance

2017.18

**Structure of Trustees
and Governance**



Bushey St James Trust Members Board

Bushey St James Executive Trust Board

BSJT Finance and Resources Committee

BMS LGB

HPS LGB

LRS LGB

**Teaching and
Learning Committee**

**Student Achievement
Committee**

**Primary Teaching and
Learning Committee**

**Primary Pupil
Progress Committee**

Additional Committees arranged as required: Appeals, Pay Review, Staff Disciplinary, Complaints and Grievance, Student Disciplinary etc.

Bushey St James Trust Delegation of Powers

Bushey St James Executive Members Board

Trust

To oversee and sign the articles of association (which includes defining the BSJT's charitable object and governance structure)

To amend the articles of association (by special resolution and subject to any restrictions created by the trust's funding agreement or charity law)

To appoint new Members or remove existing Members by special resolution and with the appropriate majority agreement

To hold an annual AGM and confirm Trustees, approve accounts and appoint auditors

To appoint Trustees as set out in the trust's articles of association, and under the Companies Act remove any or all serving Trustees

To issue direction to the Trustees to take specific action as required by special resolution

To change the name of the charitable company and ultimately, wind up the academy trust if needed

To consider requests from other schools to join the Trust

Bushey St James Executive Trust Board

Targets and Monitoring

To set and publish targets for pupil achievement
To review the Trust KPIs

Staffing

Headteacher appointments (representative on selection panel)
Senior and middle leader appointments (representative on selection panel)
Dismissal of Headteacher
Suspending Headteacher
Ending suspension of Headteacher

Finance

Establishes central budget for corporate services
Approve the consolidated Trust budget plan for the financial year
Monitor monthly expenditure
Make payments as appropriate
Determine severance/compensation payments

Policies

Agree and monitor the Child Protection, Pay, Performance Appraisal Policies and review annually
Agree and monitor the Business Charge Card, Capability, Charging & Remissions, Code of Conduct for Employees, Complaints, Discretionary Compensation, Disciplinary, E-safety, Flexible Working Request, Freedom of Information, Governors Allowances and Expenses, Grievance, Health & Attendance, Health & Safety (including Defibrillator and Lone Working), Intimate Care, Lettings, Medical Conditions, Schedule of Financial Delegation, Staff Financial Authority & Business Procedures, Staff Harassment & Bullying, Staff Leave of Absence, Stress Management & Well-Being and Whistle Blowing Policies

Admissions

To consult annually before setting an admissions policy
To establish an admissions policy

Premises and Health and Safety

Buildings insurance and personal liability
Developing school buildings strategy or master plan
Procuring and maintaining buildings
Developing a properly funded maintenance plan

Governance

To publish proposals to change category of school
To draw up instrument of government and any amendments thereafter
To set the dates of school terms and holidays
To appoint (and remove) the Chair and Vice-chair of a permanent or a temporary governing body as required
To set up a Register of Trustees' Business Interests
To approve and set up a Trustees' and Governors' Expenses Scheme

Trust

To hold an Executive Trust Board Meeting at least three times in a school year
To prepare and publish the Trust prospectus as required
To consider requests from other schools to join the Trust

Joint Finance and Resources Committee

Meeting Schedule

Review of Governor Committee Year Plan and committee meeting dates

Financial Monitoring across the Trust

Budget monitoring report & yearend outturn

Benchmarking

Review service level agreements

Authorise expenditure per scheme of delegation (Traded Services)

Review Budget Plan & approve for ratification

Best Value Certificate

Charity Fundraising

Staffing across the Trust

Support staff update

Analysis of Staff Attendance

Facilities and Resource Management across the Trust

Site update

Review of Contracts

School Lettings

School Improvement across the Trust

Review of relevant sections of the School Improvement Plan

Analysis of relevant results of annual questionnaires

Annual Review of Complaints

Key Policies

Critical Incident

Governing Body
<p>Targets and Monitoring Analysis of school results Analysis of standards of teaching To set and publish targets for pupil achievement</p> <p>Staffing Headteacher appointments (representative on selection panel) Senior and middle leader appointments (representative on selection panel)</p> <p>Finance To review the formal school budget plan for the financial year</p> <p>Curriculum Responsibility for the provision of sex education and to establish and keep up to date a written policy Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) (this must fall into line with locally agreed syllabus)</p> <p>School Organisation Agree the structure of the school day To set the times of school sessions Review the School Improvement Plan annually</p> <p>Governance Appointment of Chair & Vice Chair, Committees & Faculty Links To appoint and dismiss the clerk to the governors To hold a full governing body meeting at least three times in a school year Ratify Terms of Reference for the Governing Body & its committees Ratify Governing Body Year Plan Agree key events for Academic Year Establish and review an annual Governors Day To appoint and remove community or sponsor governors To set up and review a Register of Governors' Business Interests To discharge duties in respect of pupils with special needs by appointing a responsible person To consider whether or not to exercise delegation of local functions to individuals or committees To regulate the Governing Body procedures (where not set out in law) To consider requests from other schools to join the Trust To decide to offer additional activities offered by the school and what form these should take Identify Governor Training Needs</p> <p>Review and Ratify Reports, Minutes and Policies Governor Relations Policy Headteacher's report Minutes of Committees Student Parliament report Strategic Planning Meetings report Director of Children's Services report</p>
Pay Review Committee
<p>To review the pay of all staff on the Senior Leadership Team and Upper Pay Spine and those recommended for double increment rises. To review the pay of the Executive Principal, Headteacher.</p>
Appeals Committee
<p>To consider all appeals in relation to staff pay, staff disciplinary issues, parental complaints and staff grievances.</p>

Teaching and Learning Committee	Student Achievement Committee
<p>Review of Governor Committee Year Plan and committee meeting dates</p> <p>Lesson Observations</p> <p>CPD plans for the year</p> <p>Teacher value added residuals</p> <p>Staff Appraisal of Performance</p> <p>Teaching staff update</p> <p>School Curriculum</p> <p>Alternative curriculum provision</p> <p>Extended School Activities</p> <p>Home Learning</p> <p>School Trips and Visits</p> <p>Specialist Status review</p> <p>Review of relevant sections of the School Improvement Plan</p> <p>Annual review of provision of: Sex Education, Careers, RE, SMSC, ICT, PCHE, Work-related Learning & Collective Worship</p> <p>Analysis of relevant results of annual questionnaires</p> <p>Key Policies</p> <p>Collective Worship</p> <p>Community Cohesion</p> <p>Controlled Assessment</p> <p>Curriculum</p> <p>Directed Time</p> <p>Display</p> <p>Feedback</p> <p>Sex Education and Relationships</p> <p>Staff Development</p> <p>Teaching and Learning</p> <p>Work Related Learning</p>	<p>Review of Governor Committee Year Plan and committee meeting dates</p> <p>School Results Analysis</p> <p>Safeguarding</p> <p>Attitude to Learning Data</p> <p>More Able Achievement</p> <p>SEN and LAC Achievement</p> <p>Achievement and progress in Maths & English</p> <p>Raising Achievement strategies</p> <p>Student Voice</p> <p>Transition</p> <p>Behaviour for Learning</p> <p>Attendance</p> <p>Exclusions</p> <p>RAISEonline/Data Dashboard or other relevant DfE data</p> <p>Consultation/Parents Evenings</p> <p>Review of relevant sections of the School Improvement Plan</p> <p>Analysis of relevant results of annual questionnaires</p> <p>Key Policies</p> <p>Anti-Bullying</p> <p>Attendance</p> <p>Drug Education</p> <p>Equality</p> <p>Looked After Children</p> <p>More Able</p> <p>Positive Behaviour for Learning</p> <p>SEN</p>

Staff Disciplinary Committee
To consider all matters in relation to staff disciplinary issues.

Complaints and Grievance Committee
To consider all appeals in relation to parental complaints and staff grievances.

Student Disciplinary Committee
To consider all relevant student disciplinary hearings and exclusions.