

## CATCH22 MULTI ACADEMY TRUST

### SCHEME OF DELEGATION

NOVEMBER 2016

#### 1 INTRODUCTION

- 1.1 As a charity and company limited by guarantee, Catch22 Multi Academy Trust (the “Company”) is governed by a Board of Directors (the “Directors”) who are responsible for, and oversee, the management and administration of the Company and the academies run by the Company. Academy (the “Academy”) is one of the academies.
- 1.2 The Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) 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.
- 1.3 The Directors are also accountable to the Catch22 board for the underlying performance of The Academy its finances and delivery of Education to young people.
- 1.4 In order to discharge these responsibilities, the Directors appoint people who are more locally based to serve on a board (the “Local Governing Body”) which has been established to ensure the good governance of the Academy.
- 1.5 This Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Academy, the respective roles and responsibilities of the Directors and the members of the Local Governing Body and the commitments to each other to ensure the success of the Academy.
- 1.6 This Scheme of Delegation has been put in place by the Directors and shall take effect on and from 1<sup>st</sup> September 2016 (the "Effective Date") in accordance with the provisions of the Company’s Articles of Association (the “Articles”) and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

## **2 ETHOS AND MISSION STATEMENT**

- 2.1 The Academy's mission will be developed & agreed by the Directors and members of the MAT,
- 2.2 The Academy will work in partnership with the local community including the local schools to the benefit of the young people.

## **3 DIRECTORS' POWERS AND RESPONSIBILITIES**

- 3.1 The Directors have overall responsibility and ultimate decision making authority for all the work of the Company, including the establishing and running of schools and in particular the Academy. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Directors have the power to direct change where required.
- 3.2 The Directors have a duty to act in the fulfilment of the Company's objects.
- 3.3 Directors will have regard to the interests of the other academies for which the Company is responsible in deciding and implementing any policy or exercising any authority in respect of the Academy.
- 3.4 Article 101 provides for the appointment by the Directors of committees to whom the Directors may delegate certain of the functions of the Directors. In further recognition of the Directors' power to delegate under Article 105, responsibility for the running of the Academy from the Effective Date will be delegated to the committee established by this Scheme of Delegation and which shall be known as the Local Governing Body of the Academy.
- 3.5 The constitution, membership and proceedings of the Local Governing Body is determined by the Directors and this Scheme of Delegation expresses such matters as well as acknowledges the authority delegated to the Local Governing Body in order to enable the Local Governing Body to run the Academy and fulfil the Academy's mission.

## **4 CONSTITUTION OF THE LOCAL GOVERNING BODY**

### **4.1 Members of the Local Governing Body**

- 4.1.1 The number of people who shall sit on the Local Governing Body shall be not less than three but, unless otherwise determined by the Directors, & shall be subject to a maximum of 9.
- 4.1.2 The Local Governing Body shall initially have the following members:
- 4.1.2.1 [2] members, appointed under clause 4.2.1;
- 4.1.2.2 [2] staff members, appointed under clause 4.2.2 and 4.2.3;
- 4.1.2.3 [2] parent members elected or appointed under clause 4.2.5;
- 4.1.2.4 the head teacher or principal of the Academy (the “Head Teacher”); and
- 4.1.3 [ [The Directors (all or any of them) shall also be entitled to serve on the Local Governing Body and attend any meetings of the Local Governing Body. Any Director of the Company appointed by the Catch22 Multi Academy Trust pursuant to article 50 of the Articles attending a meeting of the Local Governing Body shall count towards the quorum for the purposes of the meeting and any Director attending a meeting shall be entitled to vote on any resolution being considered by the Local Governing Body.

## **4.2 Appointment of members of the Local Governing Body**

- 4.2.1 The Local Governing Body may appoint 2 persons to serve on the Local Governing Body, as follows:
- i. an individual who shall be appointed by the Local Governing Body provided the appointment shall have regard to any recommendations and views of the Directors in relation to ensuring that the people serving on the Local Governing Body between them have an appropriate range of skills and experience and due attention is given to succession planning; and
- 4.2.2 The Local Governing Body may appoint persons who are employed at the Academy to serve on the Local Governing Body through such process as they may determine, provided that the total number of such persons (including the Head Teacher) does not

exceed one third of the total number of persons on the Local Governing Body. The positions held by those employed at the Academy (e.g. teaching and non teaching) may be taken into account when considering appointments.

- 4.2.3 Unless the Directors agree otherwise, in appointing persons to serve on the Local Governing Body who are employed at the Academy the Local Governing Body shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Head Teacher) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Local Governing Body.
- 4.2.4 The Head Teacher shall be treated for all purposes as being an ex officio member of the Local Governing Body.
- 4.2.5 Subject to clause 4.2.9, the parent members of the Local Governing Body shall be elected by parents of registered pupils at the Academy [and he or she must be a parent of a pupil at the Academy at the time when he or she is elected].
- 4.2.6 The Local Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the Local Governing Body, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of the Local Governing Body which is contested shall be held by secret ballot.
- 4.2.7 The arrangements made for the election of the parent members of the Local Governing Body shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he prefers, by having his ballot paper returned to the Academy by a registered pupil at the Academy.
- 4.2.8 Where a vacancy for a parent member of the Local Governing Body is required to be filled by election, the Local Governing Body shall

take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

4.2.9 The number of parent members of the Local Governing Body required shall be made up by persons appointed by the Local Governing Body if the number of parents standing for election is less than the number of vacancies.

4.2.10 In appointing a person to be a parent member of the Local Governing Body pursuant to clause 4.2.9, the Local Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

4.2.11 The first parent and staff members of the Local Governing Body shall be those people who filled those positions on the Governing Body of the predecessor The centre at its closure (provided they remain eligible under this Scheme of Delegation), who shall serve on the Local Governing Body for the remainder of the terms of office for which they were elected to the predecessor Governing Body.

#### 4.3 Term of office

4.3.1 The term of office for any person serving on the Local Governing Body shall be 1 year, save that this time limit shall not apply to the Head Teacher. . Subject to remaining eligible to be a particular type of member on the Local Governing Body, any person may be re-appointed or re-elected (including being "Co-opted" again) to the Local Governing Body.

#### 4.4 Resignation and removal

4.4.1 A person serving on the Local Governing Body shall cease to hold office if he resigns his office by notice to the Local Governing Body (but only if at least three persons will remain in office when the notice of resignation is to take effect).

- 4.4.2 A person serving on the Local Governing Body shall cease to hold office if he is removed by the person or persons who appointed him. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on the Local Governing Body by a person or persons who appointed him, any failure to uphold the values of the Company and/or the Academy or to act in a way which is appropriate in light of this Scheme of Delegation will be taken into account. A person may also be removed by the Directors but only after the Directors have given due regard to any representations by the Local Governing Body. This clause does not apply in respect of a person who is serving as a parent member on the Local Governing Body.
  - 4.4.3 If any person who serves on the Local Governing Body in his capacity as an employee at the Academy ceases to work at the Academy then he shall be deemed to have resigned and shall cease to serve on the Local Governing Body automatically on termination of his work at the Academy.
  - 4.4.4 Where a person who serves on the Local Governing Body resigns his office or is removed from office, that person or, where he is removed from office, those removing him, shall give written notice thereof to the Local Governing Body who shall inform the Directors.
- 4.5 Disqualification of members of the Local Governing Body
- 4.5.1 No person shall be qualified to serve on the Local Governing Body unless he is aged 18 or over at the date of his election or appointment. No current pupil of the Academy shall be entitled to serve on the Local Governing Body.
  - 4.5.2 A person serving on the Local Governing Body shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.
  - 4.5.3 A person serving on the Local Governing Body shall cease to hold office if he is absent without the permission of the chair of the Local Governing Body from all the meetings of the Local Governing Body held within a period of six months and the Local Governing Body resolves that his office be vacated.

- 4.5.4 A person shall be disqualified from serving on the Local Governing Body if:
- 4.6.4.1 his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- 4.6.4.2 he is the subject of a bankruptcy restrictions order or an interim order.
- 4.5.5 A person shall be disqualified from serving on the Local Governing Body at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- 4.5.6 A person serving on the Local Governing Body shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- 4.5.7 A person shall be disqualified from serving on the Local Governing Body if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- 4.5.8 A person shall be disqualified from serving on the Local Governing Body at any time when he is:
- 4.6.8.1 included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- 4.6.8.2 disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or

- 4.6.8.3 barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).
- 4.5.9 A person shall be disqualified from serving on the Local Governing Body if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
- 4.5.10 A person shall be disqualified from serving on the Local Governing Body where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011 or any statutory re-enactment or modification of that provision..
- 4.5.11 After the Academy has opened, a person shall be disqualified from serving on the Local Governing Body if he has not provided to the chairman of the Local Governing Body a disclosure and barring service certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Head Teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- 4.5.12 Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the Local Governing Body; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Local Governing Body who shall inform the Directors.
- 4.5.13 This clause 4.6 and paragraph 2 of Appendix 1 shall also apply to any member of any committee of the Local Governing Body who is not a member of the Local Governing Body.



## 5 DELEGATED POWERS

### 5.1 General Provisions

5.1.1 Subject to the provisions of Appendix 2 & Appendix 3 to this Scheme of Delegation, the Companies Act 2006, the Articles and to any directions given by the Members of the Company following a special resolution, the management of the business of the Academy shall be delegated by the Directors to the Local Governing Body who may exercise all the powers of the Company in so far as they relate to the Academy, in accordance with the terms of this Scheme of Delegation. No alteration of the Articles and no such direction shall invalidate any prior act of the Local Governing Body which would have been valid if that alteration had not been made or that direction had not been given. Except as provided for in this Scheme of Delegation, the powers given by this Scheme of Delegation shall not be limited by any special power given to the Directors by the Articles or to the Local Governing Body by this Scheme of Delegation and a meeting of the Local Governing Body at which a quorum is present may exercise all the powers so delegated.

5.1.2 Subject to provisions of Appendix 2 & Appendix 3 to this Scheme of Delegation, in general terms, the responsibility of the Directors in so far as the business of the Academy is concerned is to determine the policy and procedures of the Academy and to consider and respond to strategic issues. Whilst the Directors are free to decide what constitutes a strategic issue, having regard to all the circumstances, unless a matter is identified as a strategic issue and/or is identified as being the responsibility of the Directors under this Scheme of Delegation, the responsibility for such matter will be that of the Local Governing Body.

5.1.3 In the exercise of its powers and functions, the Local Governing Body may consider any advice given by the Head Teacher & SLT and any other executive officer as well as the Directors.

### 5.2 Ethos and Values

5.2.1 Whilst the Local Governing Body shall be responsible for ensuring that the Academy is conducted in accordance with its ethos and

values referred to in clause 2, the determination of the Academy's ethos and mission statement shall be the responsibility of the Directors who shall not make any alteration to the character of the Academy or the conduct of the Academy without the consent of the members of the Company (the "Members").

- 5.2.2 At all times, the Directors and the Local Governing Body shall ensure that the Academy is conducted in accordance with the Object and any agreement entered into with the Secretary of State for the funding of the Academy.

### 5.3 Finance

- 5.3.1 The accounts of the Company shall be the responsibility of the Directors but the Local Governing Body shall provide such information about the finances of the Academy as often and in such format as the Directors shall reasonably require.
- 5.3.2 The Local Governing Body shall inform the Directors of any need for significant unplanned expenditure and will discuss with the Directors (and others as the Directors shall require) options for identifying available funding.

#### .Premises

- 5.3.3 Subject to and without prejudice to clauses 5.3.2 and 5.4.4, the maintenance of the buildings and facilities used in respect of the Academy is the responsibility of the Directors, who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Directors (and/or any others) as owners of such buildings and facilities.
- 5.3.4 The Local Governing Body shall in conjunction with the Directors develop a 5 year estate management strategy that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet the Local Governing Body's responsibility to ensure the buildings and facilities are maintained to a good standard.
- 5.3.5 The responsibility for any disposals or acquisitions of land to be used by the Academy will be that of the Directors.

5.3.6 Insuring the land and buildings used by the Academy will be the responsibility of the Directors who shall recover the cost from the Budget.

#### 5.4 Resources

##### 5.4.1 Head teacher & SLT

5.5.1.1 The Directors shall appoint the Head teacher and any deputy head teachers or vice principals of the Academy. The Directors and the Local Governing Body may delegate such powers and functions as they consider are required by the Head Teacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Directors and the Local Governing Body and for the direction of the teaching and curriculum at the Academy).

##### 5.4.2 Other Staff

5.5.2.1 The Local Governing body shall be responsible for the appointment and management of all other staff to be employed at the Academy provided that the Local Governing Body shall:

5.5.2.1.1 comply with all policies dealing with staff issued by the Directors from time to time;

5.5.2.1.2 comply with any pay terms set by the Directors;

5.5.2.1.3 adopt any standard contracts or terms and conditions for the employment of staff issued by the Directors;

5.5.2.1.4 manage any claims and disputes with staff members in compliance with model disciplinary procedures for the Academy which are approved by the Directors and having regard to and any advice and recommendations given by the Directors.

5.5.2.2 The Local Governing Body shall carry out the performance management of all staff (including the Head Teacher) and shall put in place procedures for the proper professional and personal development of staff supported by the MAT HR team..

## 5.5 Curriculum and Standards

5.5.1 The Local Governing Body shall be responsible for the setting and review of the curriculum but shall have regard to any views of the Directors in recognition of the Directors' obligation to the Secretary of State to provide a broad and balanced curriculum.

5.5.2 The Local Governing Body shall be responsible for the standards achieved by the Academy and the pupils attending the Academy but shall follow such advice and recommendations of the Directors as they might issue from time to time.

5.5.3 The Local Governing Body shall be responsible for the setting and review from time to time of the Academy's admissions policy provided that no change will be made to the admissions criteria without the written consent of the Directors.

5.5.4 Any decision to expand the Academy shall be that of the Directors but who shall have regard to the views of the Local Governing Body.

## 5.6 Extended Schools and Business Activities

5.6.1 Whilst the undertaking of any activities which would be described as part of the Academy's "extended schools agenda" or any activities designed to generate business income, would be the responsibility of the Local Governing Body, this shall only be undertaken in a manner consistent with any policy set by the Directors and having regard to the viability of such activities, the impact on the Academy's activities and any financial implications, such as the threat of taxation in light of the Objects and any threat to funding provided by the Secretary of State.

## 5.7 Regulatory Matters

5.7.1 The responsibility for the satisfaction and observance of all regulatory and legal matters shall be the Directors but the Local Governing Body shall do all such things as the Directors may specify as being necessary to ensure that the Company is meeting its legal obligations.

## **6 OPERATIONAL MATTERS**

6.1 [The Local Governing Body shall comply with the obligations set out in Appendix 1 to this Scheme of Delegation which deals with the day to day operation of the Local Governing Body.]

6.2 The Local Governing Body will adopt and will comply with all policies of the Directors communicated to the Local Governing Body from time to time.

6.3 Both the Directors and all members of the Local Governing Body have a duty to act independently and not as agents of those who may have appointed them and will act with integrity, objectivity and honesty in the best interests of the Company and the Academy and shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.

6.4 The Local Governing Body will review its policies and practices on a regular basis, having regard to recommendations made by the Directors (and the Members]) from time to time, in order to ensure that the governance of the Academy is best able to adapt to the changing political and legal environment.

6.5 The Local Governing Body shall provide promptly such data and information regarding the business of the Academy and the pupils attending the Academy as the Directors may require from time to time.

6.6 The Local Governing Body shall submit to any inspections by the Directors and the Members in order to allow them to assess how well the Academy is being managed in light of the additional responsibilities and expectations of schools which are academies.

6.7 The Local Governing Body shall work closely with and shall promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve the unfettered right to review or

remove any power or responsibility conferred on the Local Governing Body under this Scheme of Delegation in such circumstances.

- 6.8 The Local Governing Body shall consider the need for any other specific commitments that might be made by the Directors and the Local Governing Body, e.g. in relation to ethos, character, teachings, collective worship, policies, supporting other schools.
- 6.9 In the exercise of their powers and functions the Local Governing Body shall consider any advice given by the Directors.
- 6.10 The Local Governing Body shall adhere to a policy for the admission of pupils to the Academy approved by the Directors from time to time.

## **7 ANNUAL REVIEW**

- 7.1 This Scheme of Delegation shall operate from the Effective Date in respect of the named Academy.
- 7.2 Notwithstanding this being the first Scheme of Delegation to apply in respect of the Academy, the Directors shall review this Scheme of Delegation at least on an annual basis and alter any provisions of it.
- 7.3 In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Directors will have regard to and give due consideration of any views of the Local Governing Body.

## APPENDIX 1

### FUNCTIONING OF THE LOCAL GOVERNING BODY

#### 1 CHAIRMAN AND VICE-CHAIRMAN OF THE LOCAL GOVERNING BODY

- 1.1 The Directors of the company will select from the Local Governing Body a chairman. to serve until a successor is appointed or a vacancy occurs as envisaged in paragraph 1.3. A person who is employed by the Company (whether or not at the Academy) shall not be eligible for election as chairman or vice-chairman, noting for the avoidance of doubt that once elected the chairman will be eligible to serve as a Director of the Company (if not already appointed) pursuant to the provisions of Articles 51 and 52.
- 1.2 Subject to paragraph 1.4, the chairman shall hold office as such until his successor has been elected in accordance with this clause 1.
- 1.3 The chairman may at any time resign his office by giving notice in writing to the Local Governing Body. The chairman shall cease to hold office if:
  - 1.3.1 he ceases to serve on the Local Governing Body;
  - 1.3.2 he is employed by the Company whether or not at the Academy;
  - 1.3.3 he is removed from office in accordance with this Scheme of Delegation; .
- 1.4 Where by reason of any of the matters referred to in paragraph 1.3, a vacancy arises in the office of chairman, the members of the Local Governing Body shall at its next meeting elect one of their number to fill that vacancy.
- 1.5 Where the chairman is absent from any meeting or there is at the time a vacancy in the office of the chairman, the governing body will elect a temporary chair.
- 1.6 Where in the circumstances referred to in paragraph 1.5 the vice-chairman is also absent from the meeting , the members of the Local Governing Body shall elect one of their number to act as a chairman for the purposes of that meeting, provided that the person elected shall neither be a person who is employed by the Company whether or not at the Academy nor a Director.
- 1.7 A Director shall act as chairman during that part of any meeting at which the chairman is elected.

- 1.8 The chairman may only be removed from office by the Directors at any time or by the Local Governing Body in accordance with this Scheme of Delegation.
- 1.9 A resolution to remove the chairman from office which is passed at a meeting of the Local Governing Body shall not have effect unless:
- 1.9.1 it is confirmed by a resolution passed at a second meeting of the Local Governing Body held not less than fourteen days after the first meeting; and
- 1.9.2 the matter of the chairman's or vice-chairman's removal from office is specified as an item of business on the agenda for each of those meetings.
- 1.10 Before a resolution is passed by the Local Governing Body at the relevant meeting as to whether to confirm the previous resolution to remove the chairman from office, the person or persons proposing his removal shall at that meeting state their reasons for doing so and the chairman shall be given an opportunity to make a statement in response.

## **2 CONFLICTS OF INTEREST**

- 2.1 Any member of the Local Governing Body who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest as defined in clause 2.2) which conflicts or may conflict with his duties as a member of the Local Governing Body shall disclose that fact to the Local Governing Body as soon as he becomes aware of it. A person must absent himself from any discussions of the Local Governing Body in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academy and any duty or personal interest (including but not limited to any Personal Financial Interest as defined in clause 2.2).
- 2.2 For the purpose of paragraph 2.1, a person has a Personal Financial Interest if he is in the employment of the Company or is in receipt of remuneration or the provision of any other benefit directly from the Company or in some other way is linked to the Company or the Academy ("Personal Financial Interest").
- 2.3 In any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.



- 2.4 Any disagreement between the members of the Local Governing Body and the Head Teacher or any subcommittee of the Local Governing Body shall be referred to the Directors for their determination.

### **3 THE MINUTES**

- 3.1 The minutes of the proceedings of a meeting of the Local Governing Body shall be drawn up and entered into a book kept for the purpose by the person authorised to keep the minutes of the Local Governing Body; and shall be signed (subject to the approval of the members of the Local Governing Body) at the same or next subsequent meeting by the person acting as chairman thereof. The minutes shall include a record of:

3.1.1 all appointments of officers made by the Local Governing Body; and

3.1.2 all proceedings at meetings of the Local Governing Body and of committees of the Local Governing Body including the names of all persons present at each such meeting.

- 3.2 The chairman shall ensure that copies of minutes of all meeting of the Local Governing Body (and such of the subcommittees as the Directors shall from time to time notify) shall be provided to the Directors as soon as reasonably practicable after those minutes are approved.

### **4 COMMITTEES**

- 4.1 Subject to this Scheme of Delegation, the Local Governing Body may establish any subcommittee. The constitution, membership and proceedings of any subcommittee shall be determined by the Local Governing Body but having regard to any views of the Directors. The establishment, terms of reference, constitution and membership of any subcommittee shall be reviewed at least once in every twelve months. The membership of any subcommittee may include persons who do not also serve on the Local Governing Body, provided that a majority of the members of any such subcommittee shall be members of the Local Governing Body or Directors. The Local Governing Body may determine that some or all of the members of a subcommittee who are not Directors or who do not serve on the Local Governing Body shall be entitled to vote in any proceedings of the subcommittee. No vote on any matter shall be taken at a meeting of a subcommittee unless the majority of members of the subcommittee present either are Directors or who serve on the Local Governing Body.

## **5 DELEGATION**

- 5.1 Provided such power or function has been delegated to the Local Governing Body, the Local Governing Body may further delegate to any person serving on the Local Governing Body, committee, the Head Teacher or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions either the Directors or the Local Governing Body may impose and may be revoked or altered.
- 5.2 Where any power or function of the Directors or the Local Governing Body is exercised by any subcommittee, any Director or member of the Local Governing Body, the Head Teacher or any other holder of an executive office, that person or subcommittee shall report to the Local Governing Body in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Local Governing Body immediately following the taking of the action or the making of the decision.

## **6 MEETINGS OF THE LOCAL GOVERNING BODY**

- 6.1 Subject to this Scheme of Delegation, the Local Governing Body may regulate its proceedings as the members of the Local Governing Body think fit.
- 6.2 The Local Governing Body shall meet at least three times in every school year. Meetings of the Local Governing Body shall be convened by the secretary to the Local Governing Body. In exercising his functions under this Scheme of Delegation the secretary shall comply with any direction:
- 6.2.1 given by the Directors or the Local Governing Body; or
  - 6.2.2 given by the chairman of the Local Governing Body or, in his absence or where there is a vacancy in the office of chairman, the interim-chairman of the Local Governing Body, so far as such direction is not inconsistent with any direction given as mentioned in 6.2.1 above.
- 6.3 Any three members of the Local Governing Body may, by notice in writing given to the secretary, requisition a meeting of the Local Governing Body; and it shall be the duty of the secretary to convene such a meeting as soon as is reasonably practicable.
- 6.4 Each member of the Local Governing Body shall be given at least seven clear days before the date of a meeting:

6.4.1 notice in writing thereof, signed by the secretary, and sent to each member of the Local Governing Body at the address provided by each member from time to time; and

6.4.2 a copy of the agenda for the meeting;

provided that where the chairman or, in his absence or where there is a vacancy in the office of chairman, the interim chairman, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof are given within such shorter period as he directs.

6.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.

6.6 A resolution to rescind or vary a resolution carried at a previous meeting of the Local Governing Body shall not be proposed at a meeting of the Local Governing Body unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.

6.7 A meeting of the Local Governing Body shall be terminated forthwith if:

6.7.1 the members of the Local Governing Body so resolve; or

6.7.2 the number of members present ceases to constitute a quorum for a meeting of the Local Governing Body in accordance with paragraph 6.10, subject to paragraph 6.12.

6.8 Where in accordance with paragraph 6.7 a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the secretary as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.

6.9 Where the Local Governing Body resolves in accordance with paragraph 6.7 to adjourn a meeting before all the items of business on the agenda have been disposed of, the Local Governing Body shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the secretary to convene a meeting accordingly.

- 6.10 Subject to paragraph 6.10A and 6.12, the quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members.
- 6.10A If the Directors have appointed any additional members of the Local Governing Body pursuant to clause 4.1.2.5 of this Scheme of Delegation then the quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three members of the Local Governing Body and any one of such additional members.
- 6.11 The Local Governing Body may act notwithstanding any vacancies on its board, but, if the numbers of eligible persons serving is less than the number fixed as the quorum, the continuing persons may act only for the purpose of filling vacancies.
- 6.12 The quorum for the purposes of:
- 6.12.1 any vote on the removal of a person in accordance with this Scheme of Delegation;
  - 6.12.2 any vote on the removal of the chairman of the Local Governing Body;
- shall be any two-thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on those respective matters.
- 6.12A The quorum for appointing a parent member shall be any two thirds (rounded up to a whole number) of the persons who are at that time persons entitled to vote on the matter.
- 6.13 Subject to this Scheme of Delegation, every question to be decided at a meeting of the Local Governing Body shall be determined by a majority of the votes of the persons present and entitled to vote on the question. Every member of the Local Governing Body shall have one vote.
- 6.14 Subject to paragraphs 6.10 – 6.12, where there is an equal division of votes, the chairman of the meeting shall have a casting vote in addition to any other vote he may have.
- 6.15 The proceedings of the Local Governing Body shall not be invalidated by
- 6.15.1 any vacancy on the board; or

- 6.15.2 any defect in the election, appointment or nomination of any person serving on the Local Governing Body.
- 6.16 A resolution in writing, signed by all the persons entitled to receive notice of a meeting of the Local Governing Body or of a subcommittee of the Local Governing Body, shall be valid and effective as if it had been passed at a meeting of the Local Governing Body or (as the case may be) a subcommittee of the Local Governing Body duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Local Governing Body and may include an electronic communication by or on behalf of the Local Governing Body indicating his or her agreement to the form of resolution providing that the member has previously notified the Local Governing Body in writing of the email address or addresses which the member will use.
- 6.17 Subject to paragraph 6.18, the Local Governing Body shall ensure that a copy of:
- 6.17.1 the agenda for every meeting of the Local Governing Body;
  - 6.17.2 the draft minutes of every such meeting, if they have been approved by the person acting as chairman of that meeting;
  - 6.17.3 the signed minutes of every such meeting; and
  - 6.17.4 any report, document or other paper considered at any such meeting,
- are, as soon as is reasonably practicable, made available at the Academy to persons wishing to inspect them.
- 6.18 There may be excluded from any item required to be made available in pursuance of paragraph 6.17, any material relating to:
- 6.18.1 a named teacher or other person employed, or proposed to be employed, at the Academy;
  - 6.18.2 a named pupil at, or candidate for admission to, the Academy; and
  - 6.18.3 any matter which, by reason of its nature, the Local Governing Body is satisfied should remain confidential.
- 6.19 Any member of the Local Governing Body shall be able to participate in meetings of the Local Governing Body by telephone or video conference provided that:

- 6.19.1 he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
- 6.19.2 the Local Governing Body has access to the appropriate equipment if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

## **7 NOTICES**

- 7.1 Any notice to be given to or by any person pursuant to this Scheme of Delegation (other than a notice calling a meeting of the Local Governing Body) shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In these Articles, "Address" in relation to electronic communications, includes a number or address used for the purposes of such communications.
- 7.2 A notice may be given by the Local Governing Body to its members either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address or by giving it using electronic communications to an address for the time being notified to the Local Governing Body by the member. A member whose registered address is not within the United Kingdom and who gives to the Local Governing Body an address within the United Kingdom at which notices may be given to him, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Local Governing Body.
- 7.3 A member of the Local Governing Body present, either in person or by proxy, at any meeting of the Local Governing Body shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 7.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A

notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

## **8 INDEMNITY**

- 8.1 Subject to the provisions of the Companies Act 2006 every member of the Local Governing Body or other officer or auditor of the Company acting in relation to the Academy shall be indemnified out of the assets of the Company against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

## APPENDIX 2

### MATTERS RESERVED TO THE BOARD OF DIRECTORS OF THE COMPANY

- 1 Altering the name of the Academy.
- 2 Any borrowing (or aggregate borrowings) by the Company in respect of the Academy otherwise than as expressly provided in the relevant Budget for the Financial Year and on terms agreed in advance in writing by the Directors.
- 3 Making any acquisition or disposal of any material asset(s) of the Academy [ otherwise than in the ordinary course of business].
- 4 Creating or granting any encumbrance or giving of any security or guarantee over the whole or any part of the undertaking or assets of the Company or the Academy or agreeing to do so.
- 5 Entering into any partnering or collaboration arrangement, joint venture or other agreement or arrangement for the joint administration or sharing of services of the Academy other than with another academy of the Company.
- 6 The appointment or dismissal of the Head teacher and any deputy head teacher or vice principal of the Academy.
- 7 Entering into any capital commitment of £10,000 or more on any financial year of the Company or with an aggregate value in excess of £50,000 in total if greater.
- 8 Any commitment or expenditure that is not taken into account in the relevant Budget for the Financial Year.
- 9 Entering into any contract for goods or services or goods and/or services in respect of which the Directors have notified the Local Governing Body that the Company is in negotiations for or has entered into purchasing arrangements for the supply of goods or services or goods and/or services of a similar nature for one or more academies of the Company.
- 10 Employing or offering to employ or engage the services of any member of staff for a position for which the Directors has notified the Local Governing Body that the Company intends to employ or engage the services of a person or persons to provide services for one or more academies of the Company.
- 11 Any acquisition or disposal or other transaction concerning the use or occupation of land.
- 12 Prosecution, defence or settlement of litigation or being otherwise material to the interests of the Company including but not limited to its reputation or the reputation of [ ].
- 13 The approval of Budgets and any material changes to them.
- 14 Approval of the appointment of the Academy's professional advisers.
- 15 This schedule of matters reserved for Directors' decisions.



- 16 Any decision to cease to operate all or a material part of the Academy's operations.
- 17 The admissions policy(ies)
- 18 Management of The Companies finances including bank account

### **Appendix 3 Matter reserved for the Governing body**

1. Curriculum development
2. Prospectus
3. Parent engagement and support
4. Local profile and marketing of the Academy.
5. Community relations and community cohesion.
6. Relationships with schools and colleges – and creating progression pathways.
7. Monitoring student progress.
8. Monitoring Safe Guarding young people.
9. Monitoring H&S/
10. School performance - YP outcomes v National standard.
11. Recruitment of approved staff vacancies.
12. Exclusions and student discipline policy.
13. Staff performance.

### **Appendix 4 Terms of Reference for the Local Governing Body of The Academy**

#### **1. Constitution**

The local governing body of The Academy is to constitute with 9 governor members. The local governing body will report to the Catch22 Multi Academy Trust (MAT);

#### **2. Governor's Role**

The governor's role in conjunction with the MAT is to:

- Support the strategic direction of the school
- Ensure the school is Safe.
- Work as a corporate body in partnership with the leadership team
- Challenge performance and support development of the school.
- Respect confidentiality
- Attend relevant training to gain knowledge and skills

### **3. The Headteacher's Responsibility**

The responsibility of educating pupils falls primarily on the staff, and the organisation, internal management and control of the school on a day-to-day basis is the head's responsibility.

The Headteacher is the governing body's principal adviser. The governing body should seek and consider the Head's advice on most of what it does.

The Headteacher, governing body & MAT Directors work together to the benefit of the school and community.

### **4. Governor Relationships**

- The governing body will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.
- The governing body will use staff and governor time appropriately, sensitively and effectively.
- The governing body will, in the way they conduct their business, have regard to the need for the headteacher and staff to maintain a reasonable work/life balance.
- All governors are encouraged to contribute to discussion while maintaining appropriate levels of confidentiality and discretion.
- Newly appointed governors in accordance with the appointment process will be welcomed and provided with appropriate induction and training.
- All governors will share the workload and take on additional responsibility at an appropriate time.

- All governors will undertake training relevant to their role.

## **5. Clerk to the Governing Body**

The governing body must appoint a clerk to the governing body. Governors, associate members and the headteacher of the school cannot be appointed as clerk to the governing body.

If the clerk does not attend a meeting, the governors present at the meeting can appoint a member of the governing body (but not the headteacher) to act as clerk for that meeting.

It is the responsibility of the clerk of the governing body to:

- convene meetings of the governing body;
- attend meetings of the governing body and ensure minutes are taken;
- maintain a register of members of the governing body and report vacancies to the MAT;
- give and receive notices in accordance with relevant regulations;
- perform such other functions as may be determined by the governing body/MAT from time to time.

## **6. Appointing the Chair/Vice Chair of Governors**

Appoints to the chair will be carried out in accordance with appendix 1.1 of the delegation scheme

## **7. Role and Responsibilities of the Chair of Governors**

**The Chair of Governors Role is to:**

- Ensure that the governing body's affairs are conducted in accordance with the legislative, MAT requirements and ethos of the school.
- Ensure that meetings are run effectively to provide direction/focus to governing body
- Provide leadership to the governing body business and help it work as a team
- Establish an effective and professional working relationship with the Headteacher & MAT

- Carry out duties delegated by the MAT & governing body
- Use time effectively, their own and other people's
- Establish an effective working relationship with the clerk to the governing body

**The Chair of Governors Responsibilities are to:**

**Manage**

- Conduct and preside over effective Governing Body Meetings
- Lead, build and develop an effective team
- Ensure an effective system for maintaining governing body membership, and proactive recruitment and succession planning processes
- Ensure effective induction of new governors
- Co-ordinate the activities of the governing body and give a lead to other members.
- Establish clear understanding of different roles of governors and professionals in school
- Establish a code of conduct for governors in school.
- In certain circumstances act as the governing body's principal representative in its dealings with others.

**Plan**

- Ensure all governors have an opportunity to contribute to the school strategic / improvement plan and target setting
- Ensure governing body focus on monitoring the implementation of the plan and evaluating its effectiveness
- Plan the annual cycle of meetings and timetable of actions and reports
- Work with the Head and governors on effective policies
- Plan for effective meetings

## **Support**

- Act as a channel of communication for the Governing Body and provide a natural source of reference to the outside world; be available to anyone wishing to communicate with the Governing Body
- Develop an effective and supportive relationship with the Head & MAT ensuring support and advice are available
- Provide an effective link between the Governing Body and the Head
- Seen in school regularly
- Undertake appropriate training
- Liaise with MAT when appropriate on behalf of the governing body

8. Help make sure governors accept collective responsibility

## **9. Delegation**

- The governing body decides which decisions should be taken by the whole governing body or by individuals.
- We regard it as good practice for the whole governing body to approve:
  - the Strategic Development Plan
  - the general principles of strategic policies such as pupil discipline and equality of opportunity

## **10. Governing Body Organisation**

- **Organisation** - The governing body reviews its overall effectiveness, structure and membership annually.
- **Members** – Membership is agreed at full governing body level with MAT approval.

**Quorum** - Business may be conducted as long as 3 of those governors in post are present.

**A Chair** – the chair will be appointed by the MAT. The chair's responsibility is to prepare the agenda in liaison with the headteacher in time for the clerk to distribute the agenda to members, 7 days prior to the meeting. The agenda should follow the

annual plan of work. To lead the meeting. To ensure that minutes are a true account of the meeting and show clear action points.

**A Clerk** – To minute the meeting and record discussion, questions and actions. To circulate the minutes to the members within an agreed timescale, once approved by the chair (and as a matter of courtesy, the headteacher if he was present).

**Working Parties** - Do not have delegated responsibilities: They should conduct themselves in line with normal meetings and present minutes.

**Confidentiality** – at all times governors must respect confidentiality

**Terms of Reference** - to be reviewed annually at the first meeting of the academic year for subsequent ratification by the governing body.

## **11. School Visits**

Governors will endeavour to visit school informally (to see the school in action and support events) and formally to see the school improvement plan in action. Governors will report back to the full governing body so that all can learn from their experience. Governors must follow the protocol as described in the School Visits Policy.

## **12. Training**

The governing body will:

- Encourage governors to develop their skills by attending relevant training opportunities
- Ensure that governors give feedback information from training to GB meetings so that information is shared

**Date of adoption:**

**Review date:**



