



The Education Village Academy Trust (EVAT) has three tiers of governance consisting of Members, a Board of Directors (“the Board”) and Committees of the Board.

The Board delegates certain powers, responsibilities and tasks to these Committees such as the Support and Resources Committee, who approve and monitor the Trust's budgets, and the Audit Committee, which oversees financial process. All Committees must communicate any concern or issue it identifies to the Board of Directors at the earliest opportunity. At the end of every meeting, committee members should review the proceedings and agree any matters it should bring to the attention of the Board. Conversely, the Board will also review its discussion and communicate with Committees any matters it determines to be of importance.

The Scheme of Delegation sets out the responsibilities for each Board or Committee. Details about membership and a summary of key functions for each are below.

ACADEMY TRUST MEMBERS

Membership:

Tim Fisher
Ken Fraser
James O'Neill
Helen Radcliffe (the Articles of Association require the Chair of the Board to also be a Member)

Quorum:

Two persons entitled to vote upon the business to be transacted (each being a Member, proxy of a Member or a duly authorised representative of a Member organisation).

Frequency of meetings

Annually, usually in December.

Key functions

- To appoint (or remove) Directors.
- To control any changes to the Trust's constitution (its Memorandum and Articles of Association).
- To receive the Trust's audited accounts.
- To appoint the Trust's External Auditors



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BOARD OF DIRECTORS

Membership:

Directors (also known as Trustees) are appointed by the Trust's Members for the strategic skills, knowledge and expertise they bring to the Board in relevant fields (e.g. education, finance, business). The Trust's Articles of Association state there is no maximum number of Directors. Whilst the Trust has Parents on Education Standards Committees, there is no requirement to also appoint Parent Directors to the Board.

The current number (Autumn 2017) of Directors is nine. Whilst a recent audit of Directors' skills did not highlight any specific skills gap, the Board will continue to encourage individuals with appropriate skills and knowledge to join so that continuity of governance is assured.

Quorum

Three Directors, or, where greater, any one third (except where the matter to be considered is a vote on the removal of a Director, when the quorum is two-thirds).

Frequency of meetings

At least termly (and typically 5 each year).

Role

Directors set the strategic direction for the Trust, hold the Chief Executive and other executive leaders to account and ensure the Trust adheres to its Funding Agreement and the requirements of the Academies Financial Handbook. As charity trustees, the Board must also ensure that it complies with charity law requirements. Directors may choose to delegate some functions to Committees, though the Board remains ultimately accountable.

Terms of reference

- Set the vision, ethos and mission for the Trust.
- Set the strategic direction for the Trust and its academies.
- Agree and establish Committees and delegate powers, responsibilities and tasks to such committees as the Board sees fit.
- Agree the constitution and membership of all Committees of the Board.
- Appoint a Chair to each Committee.
- Ensure the Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academies Financial Handbook.
- Ensure the Trust seeks economy and value for money in the use of its funds.

EVAT – Terms of Reference

- Publish annual accounts, including a governance statement and composition of the board of trustees.
- Ensure the Trust complies with the law.
- Act responsibly, in the interests of the Trust and its academies.
- Approve Trust policies or delegate their approval to Committees or the Executive (see Appendix 2).



EVAT FINANCE & RESOURCES COMMITTEE

Membership

Minimum of three Directors or ESC members, excluding staff (other than the Chief Executive). The Chair must be a Director and the Committee must be constituted by a majority of Directors.

At least one committee member must have appropriate financial skills and experience.

Frequency of meetings

Minimum of four meetings in each financial year at which time the quarterly Income and Expenditure reports can be approved.

Special Meetings can be requested at any time by any three members of the Committee contacting the Clerk.

Role

To review the proposed annual budget (and Medium Term Financial Plan) for each Academy and the Trust and recommend their approval (or otherwise) to the Board of Directors. The Committee also approves any significant expenditure which is above the amounts delegated to the Chief Executive and any finance, HR and premises related policies (see Appendix 2). It determines matters related to pay and performance management of staff (by means of a sub-committee).

To advise the Academy Trust on the adequacy and effectiveness of systems of internal control and arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money).

The Committee will promote efficiency as one of the core aims of the Trust.

Terms of Reference

Budgets

- Review annual budgets proposed by the Trust's Finance Director and recommend their approval (or otherwise) to the Board.
- Monitor spend against forecast and query any significant variance.
- Monitor the Trust's Reserves and promote prudent investment where appropriate.
- Utilise Benchmarking information where available to inform financial key performance indicators.

- Approve any expenditure which exceeds the Chief Executive's delegated level of approval (£25,000).
- Approve any contracts which will exceed £25,000.
- Agree the Trust's insurance policy.
- Monitor changes to the Trust staffing structure.
- Approve the Trust's Finance Policy.

Staffing

- Receive proposed staffing structures for each Academy and the Trust.
- Approve any changes to leadership structures.
- Approve any staff redundancy or early release.
- Review staff attendance information and seek assurances on behalf of the Board that appropriate action is being taken to reduce absence.
- Approve a number of HR related policies (e.g. Capability, Appraisal, Discipline) - see Appendix 2.

Pay

- Monitor and review the Trust's Pay Policy, ensuring it is statutorily compliant and applied equitably and consistently.
- Constitute a pay sub-committee to include a number of members of the Finance and Resources Committee together with the Trust's Chief Executive. Said sub-committee to ensure pay decisions are fair and in accordance with the Trust's Appraisal Policy.

Internal Control and Risk Management

Internal Audit

- Advise Members on the appointment, reappointment, dismissal and remuneration of the internal audit service.
- Agree the work programme of the internal audit service.
- Consider the reports of the internal audit service and, when appropriate, advise the Board of material controls issues.
- Monitor the implementation of agreed recommendations relating to internal audit reports.

External Audit and Financial Statements

- Advise Members on the appointment, reappointment, dismissal and remuneration of the external auditor.
- Consider the reports of the external auditors and, when appropriate, advise the Board of material controls issues.
- Monitor the implementation of agreed recommendations relating to the external auditor's management letter.
- Establish, in conjunction with the Trust's Executive, relevant performance measures and indicators, to monitor the effectiveness of the external auditor.
- Review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, consideration of the internal control systems' effectiveness, risk management statements and any relevant issue raised in the external audit management letter.
- Recommend the annual financial statements to the Trust for approval.

Risk Management and Internal Control

- Review the adequacy of the Trust's Risk Management Policy and procedures and regularly review the risk register.

- Monitor the implementation of Risk Management Action Plans.
- Review the content of ESFA investigation reports, along with any guidance on reducing the risk of financial irregularity.

Fraud Prevention and Detection

- Review the Trust's arrangements in respect of whistleblowing and anti-fraud and corruption and make recommendations as necessary.
- Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, including being notified of all cases.

Premises

To receive a termly Premises and Health and Safety update report.

Authority

The Committee is an advisory body with no executive powers other than those set out above. However, it is authorised by the Trust to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any Trust member, Committee of the Trust or employee of the EVAT, plus relevant information from sub-contractors and other third parties. All Trust members and employees of the Trust are directed to co-operate with any reasonable request made by the Committee.

Approval

The Terms of Reference may only be amended by a resolution of the Board of Directors.



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EDUCATION STANDARDS COMMITTEES

Membership

There will be an Education Standards Committee (ESC) for each Academy in the Trust. Members of the ESC are appointed by the Board of Directors and are made up of Staff (Principal plus no more than one other), parents (the preference is for two) and Board appointed members.

The current preferred model is nine members (no more than 2 staff, 2 parents and the remainder Board appointed).

The Board of Directors appoint the Chair for each ESC. A Chair may hold office for more than one academic year.

Quorum

Three, or, where greater, any one third.

Frequency of meetings

Six meetings each year, two per term plus attendance at training events and conferences.

Role

To monitor and challenge the progress of the Academy in achieving its priorities; ensuring the academy adheres to the Trust's mission and values and reporting any concerns to the Board of Directors.

Terms of Reference (for each ESC)

- Review education standards, working with the Principal to support the academy to achieve its optimum potential for its pupils/students, but also challenging where it perceives there is any room for improvement.
- Review educational targets, subject to approval by the Board.
- Monitor progress towards achieving targets.
- Approve plans for spending Pupil Premium grant to best effect and monitor its impact. Likewise Sports Premium and Catch Up grants.
- Establish a working group where there are concerns about a specific area of performance or delivery. This could be a one-off meeting or a series of meetings to establish recommendations or outcomes.
- Communicate any significant concerns about the Academy's performance or any matter relating to outcomes or the safety of pupils/students to the Board of Directors at the first opportunity.

- Support the Principal and staff by knowing the Academy's strengths and any areas for improvement, including by establishing and operating a system of 'link members' aligned to particular priorities and by frequent visits to the Academy.

Authority

The Committee is an advisory body to the Board of Directors with no executive powers other than those set out above. The Committee is authorised to seek any information it requires to carry out activity within the Terms of Reference from any Trust member, Committee of the Trust or employee of the Trust, plus relevant information from sub-contractors and other third parties. All Trust members and employees of the Academies are directed to co-operate with any reasonable request made by the Committee.



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COMMITTEE A

Membership:

Any three non-staff Directors or ESC members available for a meeting. The majority of members must be Directors.

Quorum

Three members; Chair of the Committee must be a Director.

Frequency of meetings

As required.

Terms of Reference

- Act as Committee A where required in accordance with staffing policies
- Act as the Pay Appeals Committee (only persons not involved in the original pay decision are eligible for membership in this case)
- Act as the Complaints Panel in accordance with the Complaints Policy (where the Education Standards Committee is unable to perform this delegated function for any reason or where complaints refer to the Trust rather than an individual Academy)
- Act as the Pupil Exclusion Panel (where the Education Standards Committee is unable to exercise this delegated function for any reason)

COMMITTEE B

Membership:

Any three non-staff Directors or ESC members available for a meeting. The majority of members must be Directors.

Quorum

Three members; Chair of the Committee must be a director.

Frequency of meetings

As required.

Terms of Reference

- Act as Committee B where required in accordance with staffing policies.



CHIEF EXECUTIVE PERFORMANCE MANAGEMENT COMMITTEE

Membership:

Chair of Directors* and one other Director

Quorum

Chair and one Director

Frequency of meetings

One meeting prior to 31 December of each year to review performance and agree targets.

At least one meeting during the year to review progress against targets.

Terms of Reference

- Agree annual performance targets for the Chief Executive.
- Review performance against previous targets.
- Monitor progress towards achieving targets.
- Consider recommending any bonus (as set out in the Contract of Employment) based on exceptional performance.

* Note – The current Chair has significant knowledge and skills in the field of education. If at any future date, a Chair is appointed with a differing skillset, the Board may seek the support of an independent expert to join the Committee and provide advice.



PRINCIPAL'S PERFORMANCE MANAGEMENT COMMITTEE

Membership:

Chair of Academy's Education Standards Committee and Chief Executive.

Quorum

As membership

Frequency of meetings

At least one meeting prior to 31 December of each year to review performance and agree targets.

At least one meeting during the year with the Chief Executive to review progress against targets.

Terms of Reference

- Agree annual performance targets for the Principal.
- Review performance against previous targets.
- Monitor progress towards achieving targets.
- Consider recommending pay progression based on performance.



EVAT PUPIL EXCLUSION / COMPLAINTS PANEL

Membership:

Exclusions - Any three ESC members eligible and available to attend a meeting. They may be from different ESCs, although at least one should be from the ESC associated with the Academy to which the exclusion or complaint is related.

Complaints – Three members, one of which must be independent of the Trust – see the Trust's Complaints Policy.

Quorum

Three members; the Chair should be a member of the ESC for the Academy under discussion.

Frequency of meetings

As required.

Terms of Reference

- Consider whether to uphold an exclusion or direct the reinstatement of an excluded pupil:
 - where the exclusion is permanent; is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or would result in a pupil missing a public examination or national curriculum test.
 - where requested to do so by the parents if a pupil would be excluded from school for more than five school days, but not more than 15, in a single term;
 - where an exclusion would result in a pupil missing a public examination or national curriculum test so far as reasonably practicable to convene a panel before the date of the examination or test.
- Review complaints in accordance with the Complaints Policy and direct action as appropriate.



ROLES AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE

JOB PURPOSE

To provide dynamic and strategic direction and leadership to the Education Village Academy Trust, in an all age, all ability context. To be wholly responsible for the organisation. The Chief Executive will hold statutory headship responsibility for all of the Academies in the Trust, and will line manage the Principals (Heads of School) in these academies.

MAIN DUTIES/RESPONSIBILITIES

1. To fulfill the statutory role of Head Teacher for all of the Academies in the Trust and be the strategic leader for the Education Village Academy Trust.
2. Hold line management responsibility for all of the Principals in the Trust including being responsible for their performance management along with the performance management for the Executive Director and the Governor Development Manager.
3. To promote the ethos and vision of the Education Village Academy Trust and to present it to a wide range of audiences.
4. To ensure compliance with the requirements of the Master Funding Agreement and Supplemental Funding Agreements for the Academy Trust.
5. To ensure compliance with the Education Village Academy Trust Scheme of Delegation.
6. To provide dynamic and strategic direction and leadership for Teaching and Learning in the Education Village Academy Trust, in an all through, all ability context.
7. To be wholly accountable for all aspects of Teaching and Learning and Standards across the Education Village Academy Trust and act as principal adviser to the Education Village Academy Trust Board of Directors on all areas of provision across the Trust.
8. To be the Accounting Officer for the Education Village Academy Trust, personally responsible for the propriety and regularity of the public finances in your charge.

9. To be responsible for developing a diverse, innovative, inclusive and personalised curriculum offer for all pupils across the Education Village Academy Trust.
10. To be responsible for devising and ensuring implementation of all policies across the Trust.
11. To oversee the activities of the subsidiary company of the Trust.
12. Be proactive in addressing the strategic priorities of the Education Village Academy Trust and take the lead on Teaching and Learning, (including Engagement and Inclusion) within the Trust strategic plan.
13. Be the main point of contact for the Local Authority, EFA, DfE and other key bodies in respect of all aspects of the Trust.
14. Oversee the planning of the Education Village Academy Trust budget and the deployment of resources across the Trust, including the management and monitoring of the PFI contract, and the use of the Pupil Premium to ensure value for money and evaluation of impact at all times.
16. Act as an ambassador for the Education Village Academy Trust in developing partnerships and links with stakeholders that promote a positive profile of the Trust.
17. Take a leading role in key plans and documents such as the Trust's long-term strategic plan, self evaluation and school improvement plans of the Academies.
18. To provide motivational and inspirational leadership at all levels of the organisation.
19. To lead the Education Village Academy Trust in achieving excellence with a focus on continuous improvement and raising standards.
20. Be responsible for meeting the demands of changing legislation, new initiatives and changing practice.
21. Oversee extended provision across the Trust and provide an evaluation of impact to the Board of Directors.
22. Build and maintain strong relationships with parents, staff, directors and governors across the Trust.
23. Support the need for effective communication, both internal and external to the Trust, including liaising with the local and national media.
24. Ensure equality of opportunity for all.

25. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
26. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
27. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
28. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Board of Directors may determine.