

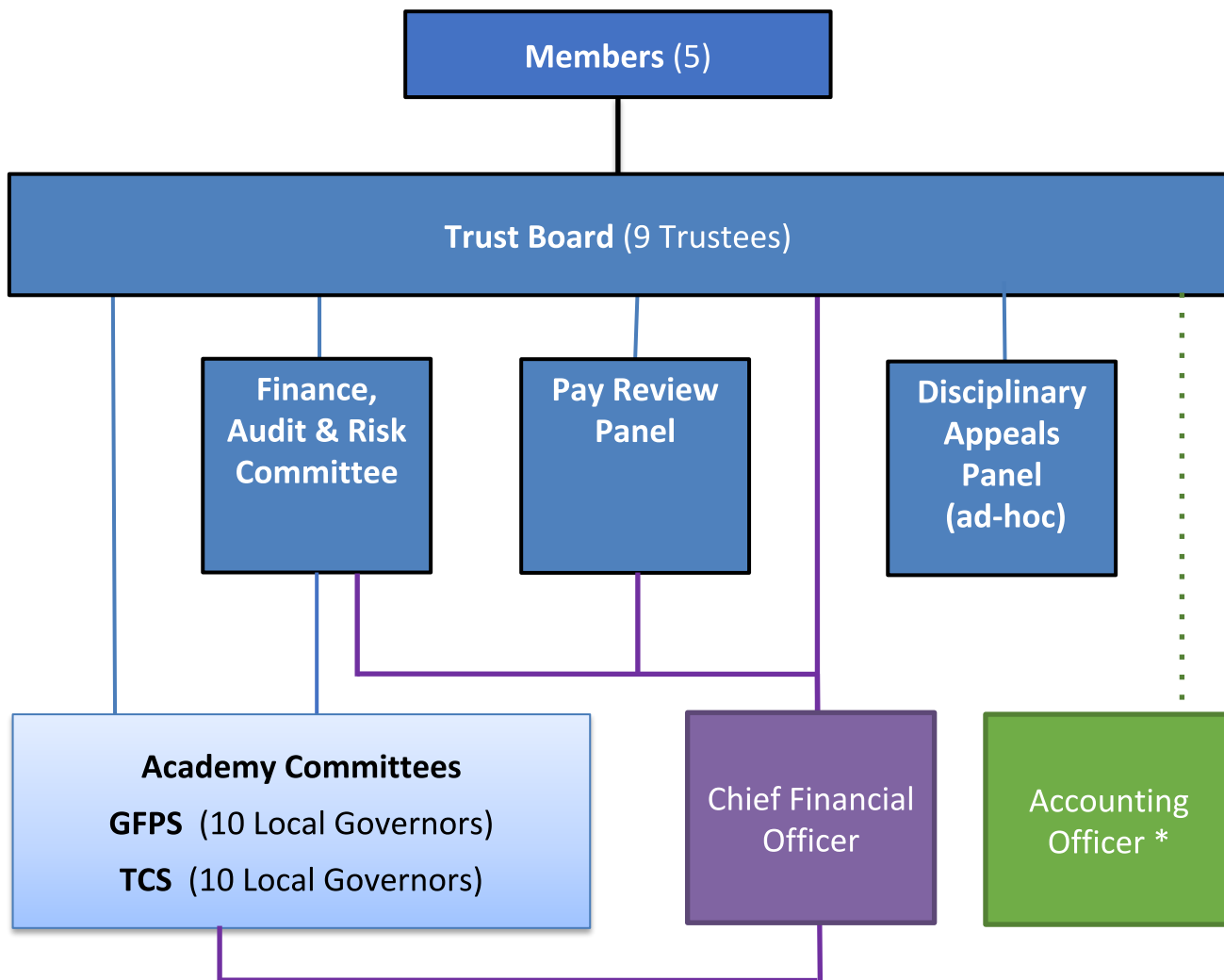


**BERNWODE**  
SCHOOLS TRUST

# Bernwode Schools Trust

## Governance Structure and Scheme of Delegation

# Bernwode Schools Trust – Governance Structure



## Three levels of governance

The Bernwode Schools Trust operates through three separate levels of governance, using a published Scheme of Delegation, which sets out clearly the roles and responsibilities of those involved at each level of the Trust.

### Members

Members ‘own’ the Trust. They have a number of statutory rights, including the responsibility for appointing and removing Trustees.

### Trustees

Trustees are appointed by the Members to be responsible for the governance and supervision of the Academy Trust. The Trustees’ focus is strategic, concerned with the long-term viability and development of the Trust.

### Academy Committees

Academy Committees are comprised of the Headteacher of the school, and Local Governors, some of whom are elected by parents and staff, and some of whom are appointed by the Trustees.

The Local Governors’ focus is non-operational and is concerned with school improvement and pupil outcomes. They act as a ‘critical friend’ to the Headteacher.

The committees are responsible for the budget and financial management of their school.

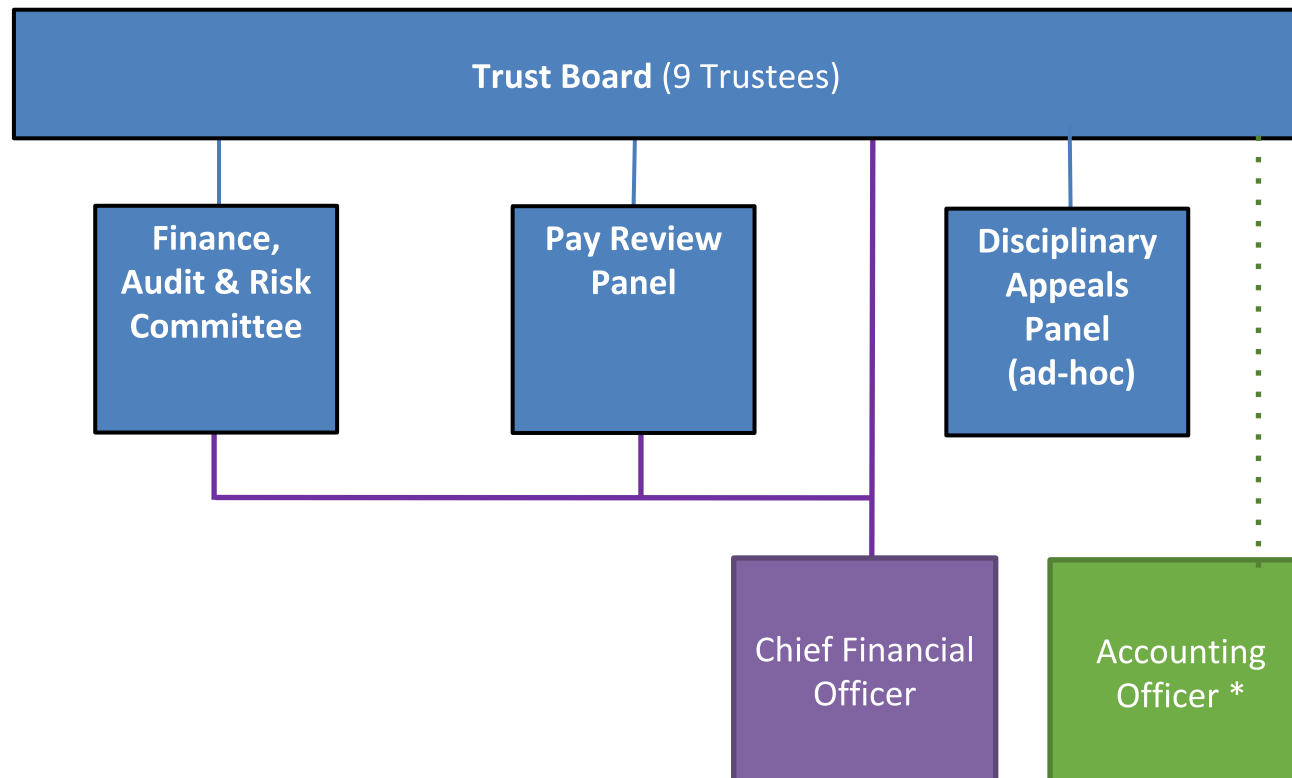
# The Board of Trustees

## The Trust Board

- 9 Trustees appointed by the Members of the Trust
- The Chair of the Trust Board is elected by the Trustees.

## Role of the Trust Board

- Works at the highest strategic level and does not receive detail.
- Works in longer time-scales – typically a rolling 3-year time-frame
- Receives exception reporting only from Academy Committees
- Sets the overall budget for the Trust, and total annual budgets for each Academy



## Trust Meetings

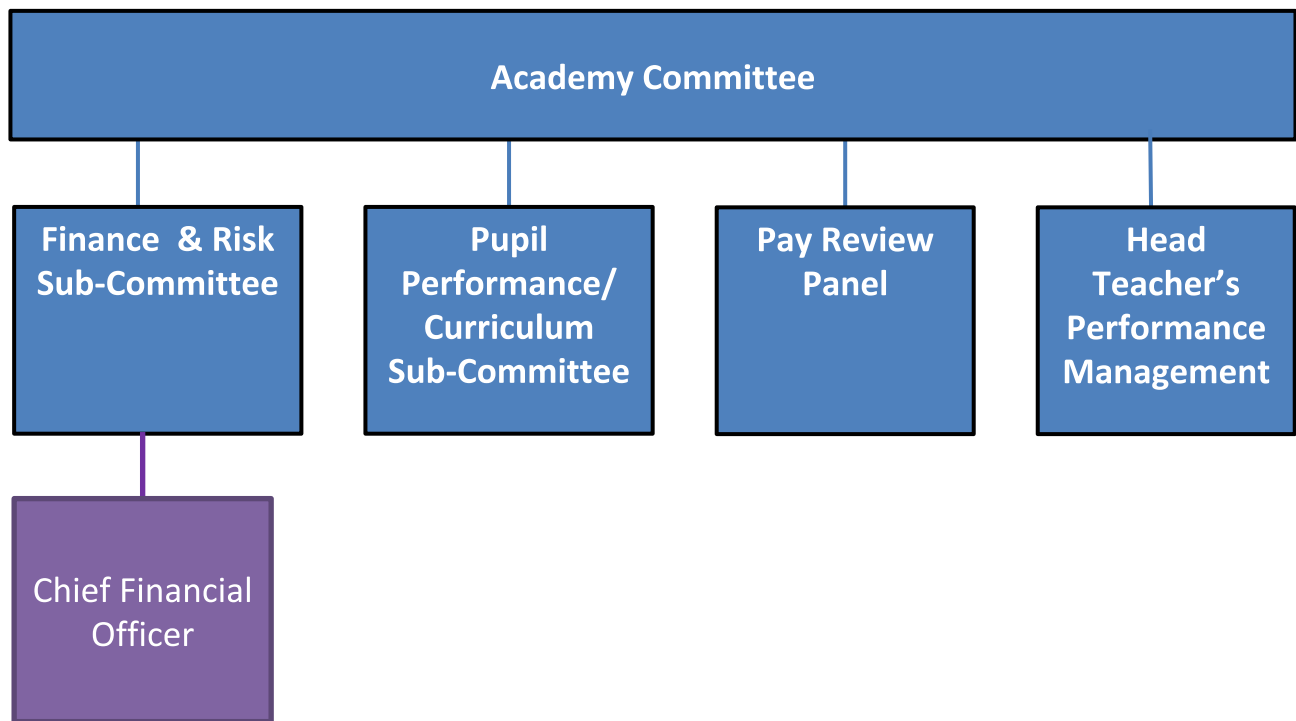
- One Full Trust Board each Term
- One Finance, Audit & Risk Committee per Term
- One Pay Review panel each year (for HT trust activities)
- Disciplinary Appeals Panel (for Trust staff) ad-hoc as required
- Headteachers and Chairs of Governors invited to attend Trust meetings as necessary

## Reports for Trust Board meetings

- As dictated by the agenda; not all reports required for each meeting
- Finance (Chief Financial Officer)
  - Short-term budgetary update and issues
  - 3 Year Trust and School Budgets
  - Changes to significant contracts held by the Trust
- HR (Chief Financial Officer)
  - Strategic staffing, dovetailing with budget
  - Significant changes to structure of Trust roles
- From each Academy Committee (Chair of Governors)
  - Strategic level
  - Pupil performance and curriculum issues
  - Findings of Ofsted inspections
  - Reports from School Improvement Partners
  - Alignment of Teaching and Learning with strategic priorities in the School Development Plan
- Strategic vision, values and ethos (Trust Board members)
  - Proposed changes to the vision of any Trust school
  - Partnership working with other schools or Trusts
  - Responding to changes of wider demographic of Bicester

# The Academy Committees

- The Academy Committees**
- Headteacher (or delegated representative in exceptional circumstances)
  - 2 elected parent governors
  - 2 elected staff governors (ideally 1 teaching, 1 non-teaching)
  - 5 governors appointed by the Trustees dependent on expertise, based on recommendations from the Academy Committee.
  - All Local Governors have voting rights, including the Headteacher.
  
  - The Chair of Governors is elected by the members of the Academy Committee.
  - 1 or more Trustees may attend Academy Committee meetings as observers/ link governors, but with no voting rights.



- Academy Committee Meetings**
- One Academy meeting per Term, 1 additional meeting in Autumn Term
  - One Finance & Risk Sub-Committee per Term
  - One Pupil Performance/Curriculum Sub-Committee per Term
  - One Head Teacher's Performance Management panel each year
  - One Pay Review Panel meeting per year
  - Complaint and Exclusion panels as necessary
  - Staff disciplinary panels as necessary – Appeals to Trust Board
- Role of the Academy Committee**
- Strategic, non-operational focus, targeted at school improvement
  - Principal focus is on monitoring the implementation of priorities outlined in the School Improvement Plan (SIP) or School Development Plan (SDP)
  - Inclusion reporting – Head proactively reports on agreed issues
  - Responsible for setting and monitoring school level budget within devolved financial limits
  - Responsible for School level policies
  - Responsible for monitoring of statutory requirements:
    - SEN, Safeguarding, Pupil Premium Sports premium
    - Monitoring school websites for compliance with statutory requirements
- Reports received/prepared/used by the Academy Committee**
- Self Evaluation Form (SEF)
  - School Improvement Plan (SIP) / School Development Plan (SDP)
  - Reports from School Improvement Partner
  - Headteacher's Report
  - Annual schedule for Governance/ Governor Action Plan
  - Internal tracking data
  - Stakeholder voice
  - Parent Voice
  - Estates – repairs and maintenance