

Arnbrook Primary School Governance Statement

Members

Believe Academy Trust is a limited company by guarantee, its Members are responsible for raising the guarantee, appointing Directors to the Board and holding them to account for effective governance of the Trust.

Names of Members:

Mr Peter Miner

Date of original appointment: 02/08/11

Date of re-election: 01/06/17

Term of office: 4 years

Business & Pecuniary Interests: None

Governor Roles in other Educational Institutes: None

Mrs Henrietta Robinson

Date of original appointment: 01/04/14

Date of re-election: 01/06/17

Term of office: 4 years

Business & Pecuniary Interests: None

Governor Roles in other Educational Institutes: Trustee for Believe Academy Trust

Rev Richard Shaw

Date of original appointment: 02/08/11

Date of re-election: 01/06/17

Term of office: 4 years

Business & Pecuniary Interests: None

Governor Roles in other Educational Institutes: None

Mrs Michaela Saunders

Date of original appointment: 01/06/17

Term of office: 4 years

Business & Pecuniary Interests: None

Governor Roles in other Educational Institutes: None

Mrs Julie Day

Date of original appointment: 01/06/17

Date of resignation: 14/06/19

Term of office: 4 years

Business & Pecuniary Interests: None

Governor Roles in other Educational Institutes: None

Trustees

Scope of Responsibility

As trustees we acknowledge we have overall responsibility for ensuring that Believe Academy Trust has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The board of trustees has delegated the day-to-day responsibility to the **chief executive**, as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Believe Academy Trust and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. Whilst details of Director Appointments and Resignations can be found on Companies House, a summary table is provided below:

New appointments	Appointed by	Date of Appointment	Term of Office
J Freeman	Members	5 December 2018	4 Years
A Shaw	Members	23 May 2019	4 Years
L Sharkey	Directors	20 June 2019	4 Years

Resignations	Appointed by	Resignation Date	Date of Appointment	Term of Office
M Coleman	Members	29 November 2018	1 April 2014	4 Years
L Senior	Members	29 November 2018	2 January 2018	4 Years
D Harvey	Members	19 March 2019	24 November 2016	4 Years

The **board of trustees** has formally met 3 times during the year 2018-19. Attendance during the year at meetings of the board of trustees was as follows:

Trustee	Meetings attended	Out of a possible
A Hurt (Chair)	2	3
M Coleman (resigned 29 November 2018)	0	1
A Rogers	3	3
H Robinson (Vice)	3	3
D Harvey (resigned 19 March 2019)	0	2
R Lambert (staff trustee)	3	3
K Sheppard	0	3
L Senior (resigned 29 November 2018)	0	1
J Freeman (appointed 5 December 2018)	2	2
G Boyd (Chief Executive and Accounting Officer)	3	3
A Shaw (appointed 23 May 2019)	1	1
L Sharkey (appointed 20 June 2019)	1	1

Believe Academy Trust

The **Audit and Risk committee** is a sub-committee of the main board of trustees. The main powers and functions delegated by the Board to this committee broadly consist of:

- External audit – consider appointment/reappointment and independence of external auditor; discuss the scope and engagement within forthcoming audits, review and respond to annual management letter.
- Internal audit – to set out the internal audit programme, monitor the agreed actions following annual management letter, review recommendations of the internal audit.
- Financial management, policies and procedures – keep under review critical accounting and risk related policies and procedures (e.g. whistleblowing, fraud prevention), scrutinise decisions requiring a major element of judgement, maintain clarity and transparency of disclosures, attend to the going concern assumption, comply with DfE and legal requirements, review relevant risks and maintain registers.
- Asset Management – confirm asset recording system is in place, including inventory and fixed asset register, management of assets (e.g. premises and security)

A Hurt and A Rogers are Trustees with specialisms in Safeguarding are members of the committee. Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
A Hurt (Chair)	1	1
H Robinson	0	1
M Coleman	0	1
G Boyd	1	1
R Lambert	1	1
K Sheppard	1	1
L Senior	0	1
A Rogers	1	1
D Harvey	0	1

The **Business: Finance and Operations** is also a sub-committee of the main board of trustees. The main powers and functions delegated by the Board to this committee broadly consist of:

- Strategy and Leadership – reviewing and challenging the Trust's and individual academy's progress against objectives and key performance indicators.
- Funding – consider each academy's indicative funding, consider and recommend acceptance or non-acceptance of Academy budgets.
- Budgeting – Formulation of academy strategic plans, consideration of spending plans and supplementary expenditure, approving long term financial forecasts, agreeing action against underperformance, delegation of day to day management of approved budgets, ensuring Trust's assets are protected, agreeing authorised signatories.
- Expenditure – monitor and review expenditure, ensure compliance with the overall financial plan and regulations, agreeing a borrowing strategy, considering and agreeing specific loans and attached conditions.
- Financial procedures – monitor and review procedures (including bank account arrangements), prepare financial statement to form part of the annual report to the Board, agree amendments to standing orders
- Health and Safety – Receive Health and Safety reports and advise as necessary, monitor compliance of policies and statutory obligations
- Property Management – determine overarching strategies, determine the use of academies premises and grounds regarding lettings, review responsibilities under the Environmental Protection Act.

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
A Hurt (Chair)	1	1
H Robinson	1	1
G Boyd	1	1
R Lambert	1	1
A Rogers	1	1
J Freeman	1	1
K Sheppard	0	1

The **Pay, Performance and Personnel** is also a sub-committee of the main board of trustees. The main powers and functions delegated by the Board to this committee broadly consist of:

- Pay – prepare and submit recommendations for associated policies (e.g. appraisal and pay), make performance management arrangements for senior personnel, moderate pay decisions, set salaries for management posts, approve changes to management staffing structures, hear appeals against threshold assessment applications, determine salaries of teaching and support staff.
- Grievances – consider staff grievances and staff complaints of harassment.
- Staff Discipline/Dismissals – ensure procedures and processes have been followed, determination of dismissal from post, provide opportunities for staff to make representations, inform of right to appeal against decision.
- Staff Appeals – consideration of staff appeals against decisions made
- Personnel – receive reports and make recommendations to the Board in all matters relating to staff at the Academies (e.g. working environments, NQT induction, appointments)

Trustee	Meetings attended	Out of a possible
A Hurt (Chair)	0	1
J Freeman	1	1
G Boyd	1	1
R Lambert	1	1
H Robinson	0	1
K Sheppard	0	1
A Rogers	1	1
A Shaw	1	1
L Sharkey	1	1

Local Governance

Scope of Responsibility

Believe Academy Trust are one legal entity with one set of articles governing all the Academies contained within. We have a Master Funding Agreement with the Secretary of State, plus supplemental funding agreements with each of our academies.

Between the Trust and each Academy there is a Scheme of Delegation. Two Schemes of Delegation are currently in operation for Academy Governing Bodies. Both are designed to provide clarity and define responsibilities. The scheme designed for Good and Outstanding academies gives greater delegated powers to the individual academy and its' local governance. Academies rated Requires Improvement or Inadequate need more support to help them become Good or better, therefore this is reflected in the Scheme of Delegation designed for their current situation. Currently Ambrook's Local Governance structure is defined by the Academy Council model, this model essentially gives more authority to the CEO and Board to help the Headteacher and Academy Governing Body to achieve rapid improvement.

Governance

The information on local governance included here supplements that described above. A summary of Governor Appointments and Resignations can be found in the table below:

New appointments	Appointed by	Date of Appointment	Term of Office
Nicola Anderson	Members	21.1.19	4 years (20.1.2023)
Gemma-Louise Haxby	Members	5.10.18	4 years (4.10.2022)

Resignations	Appointed by	Resignation Date	Date of Appointment	Term of Office
Martin Coleman	Members	28.9.18	1.4.14	4 years (31.3.22)
Swati Kacker	Members	8.10.18	1.3.16	4 years (29.2.20)
James Freeman	Members	5.12.18	4.7.19	4 years (3.7.23)
Adam Butterworth-Drury	Members	25.6.19	1.2.16	4 years (31.1.20)

The **Academy Council** is a sub-committee of the main board of trustees. The main powers and functions delegated by the Board to this committee broadly consist of:

- To set the overall strategic objectives linked to the specific academy
- To review the running of the academies in terms of the curricular offer, safety and wellbeing and self-evaluation processes.
- To support the CEO and Head Teacher's Board, in holding local academy leadership to account, in conjunction with the curricular offer, quality of care and provision. Note: - holding leaders to account on standards, including for key groups, sits with the CEO and ultimately the Board.
- To operate in accordance with the statutory appraisal regulations and the Trust's adopted policy.
- To ensure that the Academy or Academies are conducted in accordance with the objects of the Trust, the terms of any Trust governing the use of the land which is used for the purposes of an Academy, any agreement entered into with the Secretary of State for the funding of the Academy or Academies and these Terms of Reference.
- To consider budget monitoring information and consult with the CEO/CFO in order to make recommendations to the Head Teacher/Principal in relation to any potential overspending.
- To adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the Academy and are delegated to them in order to support the Board and its' committees in relation to proper use of funds & delivering high quality educational provision.
- To represent the views of the community (including but not limited to in discussions on budget issues that relate to community engagement and activity and make recommendations to the Head Teacher/Principal).
- To support the Head Teacher/Principal in recruitment and selection, grievance, disciplinary and exclusion processes where appropriate.
- To promptly implement and comply with any policies or procedures communicated to the LGBs by the Board from time to time.
- To support the Trust's senior management staff deal with parental complaints pursuant to the Trust policy on parental complaints.
- To draw any significant recommendations and matters of concern to the attention of the Board.
- To review and report student issues relating to attendance, punctuality and discipline. To appoint an Exclusion Appeals Committee.

The Academy Council met 5 times during the 2018-19 year. Attendance at those meetings were as follows:

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Governor	Meetings attended	Out of a possible
Martin Coleman	0	0
Swati Kacker	0	0
James Freeman	1	1
Adam Butterworth-Drury	5	5
Nicola Anderson	2	4
Gemma-Louise Haxby	4	5
Anne Hurt	4	5
Julie Cullen	5	5
Gaynor Bright	5	5
Peter Fowlie	5	5