

## THE CAM ACADEMY TRUST SCHEME OF DELEGATION

This Scheme of Delegation sets out the delegated powers and responsibilities between the Trust Board and the Local Governing Bodies of Academies in The Cam Academy Trust. The CEO works with the Trust Board and its committees in this scheme and the Principal/Head of each Academy works with that Academy's Local Governing Body and its committees. The Terms of Reference for each committee that reports to a Local Governing Body are determined by each Local Governing Body. The Trust Board determines the Terms of Reference for the Trust committees.

The delegated autonomy for individual Academies in The Cam Academy Trust is aligned with the need for the Trust to fulfil its responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House.

In the Scheme of Delegation, the role and responsibility applicable to each task is indicated in the following manner:

- A = Approve
- R = Recommend (*following appropriate preparatory work*)
- C = Consult (*for the Trust, Consult is via the relevant Trust Officer liaising with the Trust Audit Committee and the Trust Curriculum and Standards Committee*)

### **Policies within the Trust**

There are 3 categories of policies within the Trust:

- Policies set and approved by the Trust Board;
- Policies approved by the Local Governing Body that are written within the identified Trust Framework;
- Policies set and approved by the Local Governing Body (that are compatible with the Trust's core educational principles).

These are all listed in the Scheme of Delegation below.

### CATEGORY 1

**Policies reviewed and recommended by the Trust Audit and Risk Committee and approved by the Trust Board – with responsible Trust officer stated.**

|  |     |
|--|-----|
| Adoption Policy  | HRM |
| Allegations against teachers and other staff                         | HRM |
| Asset Management Policy and Plan                                     | FM  |
| Cabin Provision  | DCP |
| Charges & Remissions Policy  | FM  |
| Complaints & Procedures Policy                                       | DE  |
| Continual Professional Development                                   | HRM |
| Data Protection Policy   | DPO |
| Data Retention – Management and Record Retention                     | DPO |
| Data Retention – Personnel Record Keeping                            | DPO |
| Data Retention – Digital Data  | ITM |
| Driving Policy   | FD  |
| Finance Policies relating to Trust and Academy Financial Regulations | FD  |
| Fraud Policy   | FM  |
| Freedom of Information   | DPO |
| Gifts and Hospitality Policy   | FD  |
| International Policy   | ID  |
| Internal Department I.T. Policy                                      | ITM |

|   |     |
|---|-----|
| IT & e-Safety Policy (incl. Password Security and Filtering Policies & School specific Pupil Personal Mobile Device Policy) | ITM |
| IT Acceptable Use – Pupil Policy  | ITM |
| IT Acceptable Use – Staff Policy  | ITM |
| LGPS Discretions Policy   | FD  |
| Maternity & Paternity Policy  | HRM |
| Pay and Remuneration Policy   | HRM |
| Performance Management Policy   | HRM |
| Pupil Personal Mobile Device Policy   | ITM |
| Recruitment of Ex-offenders Policy  | HRM |
| Redundancy Policy   | HRM |
| Restructuring Policy  | HRM |
| Risk Management Policy  | CE  |
| Social Media Policy   | ITM |
| Staff Absence Policy  | HRM |
| Staff Capability Policy   | HRM |
| Staff Disciplinary Policy   | HRM |
| Staff Equality and Diversity Policy   | HRM |
| Staff Grievance Policy  | HRM |
| Staff Induction Policy  | HRM |
| Volunteers Policy   | HRM |
| Whistleblowing Policy   | HRM |

## CATEGORY 2

**Policies that are written within a clear Trust framework. The frameworks are recommended by the Trust’s Standards & Curriculum Committee and approved by the Trust Board. Individual School Policies are then set within these frameworks and approved by the Local Governing Body. They are checked by the relevant Trust Officer to confirm consistency with the Trust framework.**

|   |     |
|---|-----|
| Framework for Assessment Policies                               | DE  |
| Framework for Attendance Policies                               | PEL |
| <b>Framework for Behaviour and Discipline Policies</b>          | DE  |
| Framework for Child Protection and Safeguarding Policies        | PEL |
| Framework for Curriculum Policies                               | DE  |
| Framework for Development Planning and Self-Evaluation Policies | DE  |
| Framework for Health and Safety Policies                        | FM  |
| Framework for Pupil Equality and Diversity Policies             | DE  |
| Framework for Remote Learning Policies                          | DE  |
| Framework for SEND Policies                                     | PEL |
| Framework for Staff Code of Conduct Policies                    | HRM |
| Framework for Teaching and Learning Policies                    | DE  |
| Framework for Trips Policies                                    | ID  |
| Framework for Personal Mobile Device Policies                   | ITM |
| Framework for School Evacuation and Lockdown Policies           | FM  |

CATEGORY 3

**Statutory policies set and approved by the Local Governing Body (within the framework of Trust core principles) and School-specific policies as may be required by any school.**

|   |
|---|
| Accessibility Policy                        |
| Anti-bullying Policy                        |
| Religious Education Policy                  |
| Sex Education Policy                        |
| Supporting Pupils with Medical Needs Policy |

This document should be read in conjunction with the Terms of Reference for the Trust Board and Local Governing Bodies. This is attached as an appendix to this document.

Abbreviations:

|       |  |
|-------|--|
| CE -  | Chief Executive                                  |
| CT -  | Clerk to the Trustees                            |
| DE -  | Director of Education                            |
| DCP - | Director of Cabin Provision                      |
| DPO-  | Data Protection Officer                          |
| FD -  | Director of Finance & Operations                 |
| FM -  | Facilities Manager                               |
| HRM - | Human Resources Manager                          |
| ID -  | Director of International Education and Research |
| ITM - | I.T. Manager                                     |
| PEL - | Primary Executive Leader                         |

In the following table,

|   |   |           |
|---|---|-----------|
| A | = | Approve   |
| R | = | Recommend |
| C | = | Consult   |

and \*all policies marked with an asterisk must be consistent with the Trust Frameworks for these policies. These Frameworks are recommended by the Trust's Curriculum and Standards Committee and approved by the Trust Board.

| Task   | Notes                          | Board | Audit/<br>CEO | Finance<br>/CEO | Std &<br>Curr/<br>CEO | Gov &<br>Rem | LGB | LGB<br>Comm/<br>Head |
|--|--------------------------------|-------|---------------|-----------------|-----------------------|--------------|-----|----------------------|
| <b>Section 1: Governance</b>   |                                |       |               |                 |                       |              |     |                      |
| Approve Trust Articles of Association                                | Members only                   | A     | R             |                 |                       |              |     |                      |
| Approve Trust Board Terms of Reference                               |                                | A     | R             |                 |                       |              |     |                      |
| Approve Trust Scheme of Delegation                                   |                                | A     | R             |                 |                       |              |     |                      |
| Approve new Academies joining the Trust                              |                                | A     |               |                 |                       |              |     |                      |
| Approve Local Governing body (LGB) Terms of Reference                |                                | A     | R             |                 |                       | R            | C   |                      |
| Establish LGB working groups   |                                |       |               |                 |                       |              | A   | R                    |
| Appoint Chair & Vice Chair of Trust Board                            | As per Articles                | A     |               |                 |                       |              |     |                      |
| Appoint (and remove) Chair of LGB                                    | As per Articles                | A     |               |                 |                       |              |     |                      |
| Appoint (and remove) Vice Chair of LGB and Chairs of LGB committees  | As per Articles                |       |               |                 |                       |              | A   |                      |
| Appoint all non-elected governors on LGB                             | As per Articles                | A     |               |                 |                       |              | C/R |                      |
| Appoint all elected governors on LGB i.e. Parent and Staff governors |                                |       |               |                 |                       |              | A   |                      |
| Appoint Trust Audit and Risk Committee                               |                                | A     |               |                 |                       |              |     |                      |
| Appoint Trust Finance and Resources Committee                        |                                | A     |               |                 |                       |              |     |                      |
| Appoint Trust Standards & Curriculum Committee                       |                                | A     |               |                 |                       |              |     |                      |
| Appoint Trust Community & Partnerships Committee                     |                                | A     |               |                 |                       |              |     |                      |
| Appoint (and remove) Clerk to Trust Board                            |                                | A     |               |                 |                       |              |     |                      |
| Appoint (and remove) Clerk to LGB                                    |                                |       |               |                 |                       |              | A   |                      |
| Organise calendar of Trust Board and Committee meetings              |                                | A     |               |                 |                       |              |     |                      |
| Organise calendar of LGB and Committee meetings                      |                                | C     |               |                 |                       |              | A   |                      |
| Directors and LGB Governors Expenses Policy                          |                                | A     | R             |                 |                       |              |     |                      |
| <b>Section 2: Academy Performance, Curriculum and Teaching</b>       |                                |       |               |                 |                       |              |     |                      |
| Academy Performance Targets  | DoE and PEL works with Academy | C     |               |                 | C                     |              | A   | R                    |
| Academy Performance Review   | DoE and PEL works with Academy | C     |               |                 | C                     |              | A   | R                    |
| Academy 3-year Plan  | Liaise with DoE and PEL        | C     |               |                 | C                     |              | A   | R                    |
| Academy 1-year Development Plan                                      | Liaise with DoE and PEL        |       |               |                 | C                     |              | A   | R                    |
| Assessment Policy*   |                                | C     |               |                 |                       |              | A   | R                    |
| Cabin Provision Policy   |                                | A     | R             |                 |                       |              |     |                      |
| Curriculum Policy*   |                                | C     |               |                 |                       |              | A   | R                    |
| Quality Assurance Development Plan and Self-Evaluation Policy*       |                                | C     |               |                 |                       |              | A   | R                    |
| Teaching and Learning Policy*  |                                | C     |               |                 |                       |              | A   | R                    |
| Religious Education Policy   |                                |       |               |                 |                       |              | A   | R                    |
| Sex Education Policy   |                                |       |               |                 |                       |              | A   | R                    |

| Task  | Notes               | Board | Audit/<br>CEO | Finance<br>/CEO | Std &<br>Curr/<br>CEO | Gov &<br>Rem | LGB | LGB<br>Comm/<br>Head |
|---|---------------------|-------|---------------|-----------------|-----------------------|--------------|-----|----------------------|
| <b>Section: 3 Staff Policies and Pay</b>                          |                     |       |               |                 |                       |              |     |                      |
| Teachers Annual Pay Progression                                   |                     |       |               |                 |                       |              | A   | R                    |
| Principal's/Headteacher's Annual Pay Award                        | Resources &<br>Fin. | A     |               |                 |                       |              | R   |                      |
| Support Staff Annual Pay Progression                              |                     |       |               |                 |                       |              | A   | R                    |
| Changes to Employee Terms and Conditions or Collective Agreements |                     | A     |               | R               |                       |              |     |                      |
| Adoption Policy   |                     | A     | R             |                 |                       |              |     |                      |
| Allegations against staff   |                     | A     | R             |                 |                       |              |     |                      |
| Continual Professional Development Policy                         |                     | A     | R             |                 |                       |              |     |                      |
| DBS Secure Storage Policy   |                     | A     | R             |                 |                       |              |     |                      |
| Driving Policy  |                     | A     | R             |                 |                       |              |     |                      |
| Local Government Pension Scheme (LGPS) Discretions Policy         |                     | A     | R             |                 |                       |              |     |                      |
| Maternity and Paternity Policy                                    |                     | A     | R             |                 |                       |              |     |                      |
| Pay and Remuneration Policy                                       |                     | A     | R             |                 |                       |              |     |                      |
| Performance Management Policy                                     |                     | A     | R             |                 |                       |              |     |                      |
| Recruitment of ex-offenders Policy                                |                     | A     | R             |                 |                       |              |     |                      |
| Restructuring Policy  |                     | A     | R             |                 |                       |              |     |                      |
| Staff Absence Policy  |                     | A     | R             |                 |                       |              |     |                      |
| Staff Capability Policy   |                     | A     | R             |                 |                       |              |     |                      |
| Staff Disciplinary Policy   |                     | A     | R             |                 |                       |              |     |                      |
| Staff Employment Policy   |                     | A     | R             |                 |                       |              |     |                      |
| Staff Equality and Diversity Policy                               |                     | A     | R             |                 |                       |              |     |                      |
| Staff Grievance Policy  |                     | A     | R             |                 |                       |              |     |                      |
| Staff Restructuring Policy  |                     | A     | R             |                 |                       |              |     |                      |
| Staff Induction Policy  |                     | A     | R             |                 |                       |              |     |                      |
| Volunteers Policy   |                     | A     | R             |                 |                       |              |     |                      |
| Whistleblowing Policy   |                     | A     | R             |                 |                       |              |     |                      |

| <b>4. Staff Management</b>                                |  |   |  |   |  |   |   |   |
|---|--|---|--|---|--|---|---|---|
| Trust Pay Structure                                       |  | A |  | R |  | R |   |   |
| Individual Staff Pay Point                                |  |   |  |   |  |   | A | R |
| Principal appointment                                     |  | A |  |   |  |   | C |   |
| Vice Principal appointment                                |  | C |  |   |  |   | A |   |
| Senior Leadership appointments                            |  |   |  |   |  |   | A | R |
| Teaching and Support Staff appointments                   |  |   |  |   |  |   |   | A |
| Suspension of Principal                                   |  | A |  |   |  |   | R |   |
| Return of Principal after suspension                      |  | A |  |   |  |   | R |   |
| Dismissal of Principal                                    |  | A |  |   |  |   | R |   |
| Suspension of Vice Principal                              |  |   |  |   |  |   |   | A |
| Return of Vice Principal after suspension                 |  |   |  |   |  |   |   | A |
| Suspension of teaching and support staff                  |  |   |  |   |  |   |   | A |
| Return of teaching and support staff after suspension     |  |   |  |   |  |   |   | A |
| Dismissal of Vice Principal or teaching and support staff |  |   |  |   |  |   |   | A |

| <b>5. Financial Governance and Management</b>                  |  |   |   |   |  |  |  |  |
|--|--|---|---|---|--|--|--|--|
| Gifts and Hospitality Policy                                   |  | A | R | R |  |  |  |  |
| Policies relating to Trust and Academies Financial Regulations |  | A | R | R |  |  |  |  |
| Charging and Remissions Policy                                 |  | A | R | R |  |  |  |  |

| Fraud Policy   |  | A     | R             | R               |                       |              |     |                       |
|--|--|-------|---------------|-----------------|-----------------------|--------------|-----|-----------------------|
| Task   | Notes                                    | Board | Audit/<br>CEO | Finance<br>/CEO | Std &<br>Curr/<br>CEO | Gov &<br>Rem | LGB | LGB<br>Comm<br>/ Head |
| Trust and Academy Financial Procedures                       |  | A     | R             | R               |                       |              |     |                       |
| Trust 3-year Budget Plan                                     |  | A     |               | R               |                       |              |     |                       |
| Trust 1-year Budget Plan                                     |  | A     |               | R               |                       |              |     |                       |
| Trust consolidated budget updates                            |  | A     |               | R               |                       |              |     |                       |
| Trust consolidated financial statements                      |  | A     | C             | R               |                       |              |     |                       |
| Trustees' Report   |  | A     | R             |                 |                       |              |     |                       |
| Response to Auditor's Management Letter                      |  | A     | R             |                 |                       |              |     |                       |
| Academy 3-year budget plan                                   | Dir. of Finance & Ops works with Academy | A     |               | R               |                       |              | R   | R                     |
| Academy 1-year budget plan                                   | Dir. of Finance & Ops works with Academy | A     |               | R               |                       |              | R   | R                     |
| Academy Budget updates                                       |  |       |               | A               |                       |              | A   | R                     |
| Academy Accounts Return to EFA                               |  |       | A             |                 |                       |              |     |                       |
| Risk Management Policy and Procedures                        |  | A     | R             |                 |                       |              |     |                       |
| Confirmation of Risks to Academies and Trust (Risk Register) |  | A     | R             |                 |                       |              | C   |                       |
| Confirmation of agreed actions to mitigate risks             |  | A     | R             |                 |                       |              | C   |                       |

| 6. Financial Authorisation   |  |       |               |                 |                       |              |     |                       |
|--|--|-------|---------------|-----------------|-----------------------|--------------|-----|-----------------------|
| Expenditure of contracts relevant up to £1,000                         | Relevant Executive Officer with Principal / Headteacher approval |       |               |                 |                       |              |     |                       |
| Expenditure or contracts up to £10,000                                 | Relevant Executive Officer approval                              |       |               |                 |                       |              |     |                       |
| Expenditure or contracts from £10,001 to £50,000                       |  |       |               | A               |                       |              |     | R                     |
| Expenditure or contracts from £50,001 below Ojea threshold             | Formal tender  | A     |               | R               |                       |              |     | R                     |
| Disposals or write off of stock, assets or debts up to £1,000          |  |       |               |                 |                       |              |     | A                     |
| Disposals or write off of stock, assets or debts from £1,001 to £5,000 |  |       |               |                 |                       |              | A   | R                     |
| Disposals or write off of stock, assets or debt from £5,001 to £50,000 |  | A     |               | R               |                       |              | R   | R                     |
| Settlements/compensation payments up to £50,000                        |  |       |               | A               |                       |              | R   | R                     |
| Settlements/compensations over £50,000                                 | SOS must approve   |       |               |                 |                       |              |     |                       |
| Capital Projects up to £5,000  |  |       |               |                 |                       |              |     | A                     |
| Capital Projects from £5,001 to £20,000                                |  |       |               |                 |                       |              | A   | R                     |
| Capital Projects from £20,001 to £150,000                              |  |       |               | A               |                       |              | R   | R                     |
| Capital projects over £150,000   |  | A     |               | R               |                       |              | R   | R                     |
| Task   | Notes  | Board | Audit/<br>CEO | Finance<br>/CEO | Std &<br>Curr/<br>CEO | Gov &<br>Rem | LGB | LGB<br>Comm<br>/ Head |
| 7. Academies Policies and Procedures                                   |  |       |               |                 |                       |              |     |                       |

|  |                  |   |   |   |   |  |   |   |
|--|------------------|---|---|---|---|--|---|---|
|  |                  |   |   |   |   |  |   |   |
| Admissions Policy*                                   |                  | C |   |   |   |  | A | R |
| Assessment Policy*                                   |                  | C |   |   |   |  | A | R |
| Attendance Policy*                                   |                  | C |   |   |   |  | A | R |
| Child Protection and Safeguarding Policy*            |                  | C |   |   |   |  | A | R |
| Complaints Policy                                    |                  | A | R |   |   |  |   |   |
| Curriculum Policy*                                   |                  | C |   |   |   |  | A | R |
| Data Protection Policy                               |                  | A | R |   |   |  |   |   |
| Data Retention Policies                              |                  | A | R |   |   |  |   |   |
| Development Planning & Self-Evaluation Policy*       |                  | C |   |   |   |  | A | R |
| Freedom of Information Policy                        |                  | A | R |   |   |  |   |   |
| ICT & e-Safety Policy                                |                  | A | R |   |   |  |   |   |
| International Policy                                 |                  | A | R |   |   |  |   |   |
| Gifts and Hospitality                                |                  | A | R |   |   |  |   |   |
| Information Sharing Policy*                          |                  | C |   |   |   |  |   |   |
| Internal I.T. Policy                                 |                  | A | R |   |   |  |   |   |
| Staff Acceptable Use Policy                          |                  | A | R |   |   |  |   |   |
| Pupil Equality & Diversity Policy*                   |                  | A |   |   |   |  | A | R |
| Pupil Attendance Policy*                             |                  | A | R |   |   |  |   |   |
| Pupil Personal Mobile Device Policy                  |                  | A | R |   |   |  |   |   |
| Pupil Behaviour and Discipline Policy*               |                  | C |   |   |   |  | A | R |
| Remote Learning Policy*                              |                  | C |   |   |   |  | A | R |
| SEND Policy*   |                  | C |   |   |   |  | A | R |
| Teaching and Learning Policy*                        |                  | C |   |   |   |  | A | R |
| Trips Policy*  |                  | C |   |   |   |  | A | R |
| Supporting Pupils with Medical Needs Policy          |                  |   |   |   |   |  | A | R |
| Visitors' Policy                                     |                  |   |   |   |   |  | A | R |
| Academy Times, terms and Holidays                    |                  | C |   |   |   |  | A | R |
| Expansion of Academy (Pupil Admission Number)        |                  | A |   |   |   |  | R |   |
| Change of Age Range                                  |                  | A |   |   |   |  | R |   |
| Extension of Academy Provision (e.g. Nursery)        |                  | A |   |   |   |  | R |   |
| Fixed Term Exclusions                                |                  |   |   |   |   |  |   | A |
| Permanent Exclusions                                 |                  | C |   |   |   |  | A | R |
| Appeals against Permanent Exclusions                 | Independent Body |   |   |   |   |  |   |   |
| Complaints Appeals                                   |                  | A | R |   |   |  | C | C |
| Allocation of pupil places against Admissions Policy |                  |   |   |   |   |  | A | R |
| Admissions Appeals                                   | Independent Body |   |   |   |   |  |   |   |
| Academy Prospectus                                   |                  |   |   | C |   |  | A | R |
| Academy Website                                      |                  |   |   | C |   |  | A | R |
| Academy logo and branding                            |                  |   |   | C |   |  | A | R |
| Academy uniform                                      |                  |   |   | C |   |  | A | R |
| Pupil Premium Report and Action Plan                 |                  |   |   |   | C |  | A | R |

|  |   |  |     |   |  |  |     |   |
|--|---|--|-----|---|--|--|-----|---|
| <b>8. Premises and Assets</b>                            |   |  |     |   |  |  |     |   |
| Health and Safety Policy*                                |   |  | C   |   |  |  | A   | R |
| School Evacuation and Lock Down Policy*                  |   |  | C   |   |  |  | A   | R |
| Disaster Recovery Policy (to be linked to Risk Register) | A |  | C/R |   |  |  | C/R |   |
| Asset Management Policy and Plan                         | A |  |     | R |  |  | C   |   |

#### Appendix 1

**TERMS OF REFERENCE  
FOR  
LOCAL GOVERNING BODIES UNDER THE CAM ACADEMY TRUST**

1. Responsibilities of Trustees and Local Governing Body
2. Composition of Local Governing Body
3. Resignation and Removal
4. Persons ineligible to be Governors
5. Term of Office
6. Conflicts of Interest
7. Appointment of Chairman and Vice-Chairman
8. Meetings of Local Governing Body
9. Quorum
10. Proceedings of Meetings
11. Minutes and Publications
12. Delegation of Functions and Committees
13. Financial Matters
14. Accounts and audit
15. Responsibilities of Head(s) of School/Principal
16. Conduct of Staff
17. Rules and Byelaws
18. Amendment of Instrument and Rules of Government
19. Copies of Instrument and Rules of Government



## **1 RESPONSIBILITIES OF TRUSTEES AND LOCAL GOVERNING BODIES OF THE ACADEMIES**

The Trustees retain authority and responsibility for the following:

- 1.1.1 Compliance with the provisions of the Funding Agreements;
- 1.1.2 Preparation and approval of these Terms of Reference under which the Academy is governed, and subsequent amendments;
- 1.1.3 Agreement of the Academy's annual funding in consultation with the Local Governing Body;
- 1.1.4 Compliance with the Academies Financial Handbook including, but without limitation, determination of procurement policies for the Trust;
- 1.1.5 Oversight with regard to the finances of the Trust and the Academy including, but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the Funding Agreement;
- 1.1.6 Determination of the corporate planning and strategy for the Academy and the Trust in consultation with the Local Governing Bodies;
- 1.1.7 The determination, after consultation with the Local Governing Bodies, of the extent of the services provided to the Academy by the Trust and how the costs should be allocated;
- 1.1.8 Determining the cash flow policy for the Trust and the Academy and monitoring income and expenditure for the Trust and the Academy;
- 1.1.9 Determining any additional financial and reporting targets for the Academy;
- 1.1.10 As the legal employer of all staff, responsibility for human resource policies and procedures and terms and conditions of service;
- 1.1.11 Appoint the Responsible Officer of the Academy;
- 1.1.12 Maintain fixed asset register;
- 1.1.13 Compliance with all statutory regulations and Acts of Parliament governing the operation of the Academy;
- 1.1.14 Agreement of the admissions policy and arrangements for the Academy in accordance with admissions law and DfE codes of practice;
- 1.1.15 Determination of the educational vision of the Academy in consultation with the Local Governing Body, including, but without limitation, agreement of the Academy's School Development Plan.

1.2 Subject to the limitations set out above, the Trustees delegate the running of the Academy to the Local Governing Body and specifically the following duties:

- 1.2.1 Implementation of actions required to comply with statutory regulations and the Funding Agreements;
- 1.2.2 Implementation of the policies agreed by the Trustees with regard to admissions and to the educational vision of the Academy, including, but without limitation, the Academy's School Development Plan;

- 1.2.3 Oversight of the Academy's activities;
  - 1.2.4 Consideration of the Academy's required funding and support to the Trustees in connection with the agreement with the DfE of the Academy's budget.
  - 1.2.5 Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy;
  - 1.2.6 Maintenance of proper accounting records and the preparation of income and expenditure and balance sheets, as required by the Finance Director;
  - 1.2.7 Maintenance of the Academy estate in accordance with the guidelines established by the Trust;
  - 1.2.8 Implementation of the Trust's procurement policies insofar as they impact on the Academy;
  - 1.2.9 Manage the Academy's cash flow and monitor expenditure by the Academy in accordance with policies determined by the Trustees, working with the Finance Director;
  - 1.2.10 Notify the Trust of any changes to fixed assets used by the Academy;
  - 1.2.11 The appointment, job description, appraisal and dismissal of all members of staff of the Academy excluding the Head(s) of School/Principal. The remuneration of every member of staff and their terms of service shall be within the parameters from time to time established by the Trustees.
- 1.3 The Trustees may for good reason reserve the right to withdraw delegated powers from the Local Governing Bodies.

## **2 COMPOSITION OF THE LOCAL GOVERNING BODY**

- 2.1 The membership of the Local Governing Body shall be determined in accordance with the following provisions:
- 2.1.1 The total membership shall ideally be not less than 9 and not more than 16. One LGB might oversee more than one Academy.
  - 2.1.2 The membership shall comprise:
    - Two members ex-officio: the CEO or Primary Executive Leader of the Trust and the Head(s) of School/Principal;
    - Two elected members of staff, each to serve for four years (so long as they remained members of staff) from the date of their election;
    - Two elected parents, each to serve for four years (or for so long as they remained eligible as parents with children in the school) from the date of their election;
    - Not fewer than five, nor more than twelve, Trust Governors, appointed by the Trust. These governors are to serve for four years on a four-year rolling cycle, from the beginning of the academic year. Any casual vacancy is to be filled, in the first instance, for the remainder of the term of office of the departed governor.
    - Trust Governors are to be chosen in consultation with the appropriate Local Governing Body, the regular procedure to be that in each summer term the Local Governing Body and the Trust would routinely review forthcoming vacancies. In making appointments the Trust will take into account the range of skills and experience on each Local Governing Body, and the outcome of consultation with each Local Governing Body. The Trust will hold a short CV for each Governor

(including the elected Governors). Trustee Governors would be eligible for re-appointment for a further term of service, if appropriate.

2.2 The Local Governing Body may continue to act notwithstanding a temporary vacancy in its composition.

### **3 RESIGNATION AND REMOVAL**

3.1 A Governor may at any time resign their office by giving notice in writing to the Clerk to the Local Governing Body.

3.2 A Governor shall cease to hold office if removed by the trust board who appointed him. This provision does not apply in the case of the Parent or Staff Member.

3.3 The Trustees may terminate the appointment of any Governor whose presence or conduct is deemed by the Trustees not to be in the best interests of the Trust or the Academy.

3.4 Any staff member shall automatically cease to hold office if they cease to be employed at the Academy.

### **4 PERSONS INELIGIBLE TO BE GOVERNORS**

4.1 No person shall be qualified to be a Governor unless they are aged 18 or over at the date of their election or appointment. No current pupil of the Academy shall be a Governor. A Local Governing Body could appoint a pupil or pupils as 'Associate Governors'.

4.2 A Governor shall cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.

4.3 A Governor shall cease to hold office if they are absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that this office be vacated.

4.4 A Governor shall cease to hold office if they cease to be a Trustee by virtue of any provisions in the Companies Act 1985 or the companies Act 2006 or is disqualified from acting as a Governor by virtual of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

4.5 A person shall be disqualified from holding or continuing to hold office as a Governor:

4.5.1 if:

- (a) their estate has been sequestered and the sequestration has not been discharged, annulled or reduced;
- (b) they are the subject of a bankruptcy restrictions order or an interim order.

4.5.2 At any time when they are subject to a disqualification order or a disqualification undertaking the Company Trustees 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).

4.5.3 If they have 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 they are responsible or to which they were privy, or which they by their conduct contributed to or facilitated.

4.5.4 At any time when they are:

- (a) Included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children act 1999; or
- (b) Disqualified from working with children under section 28, 9, 29A and 9B of the Criminal Justice and Court Services Act 2000.

- 4.5.5 If they are a person in respect of whom a direction has been made under section 142 of the Education Act 2002.
- 4.5.6 Where they have, 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 72 of the Charities Act 1993.
- 4.5.7 If they have not provided to the Chairman of the Trustees, a criminal record 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 the Chairman 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.
- 4.6 Where a person becomes disqualified from holding or continuing to hold office as a Governor and they are, or they are proposed, to become such a Governor, they shall upon becoming so disqualified give written notice of that fact to the Clerk of the Trust.

## **5 TERM OF OFFICE**

- 5.1 Any Governor shall hold and vacate office in accordance with the terms of their appointment but (except in the case of the Executive Principal/Head(s) of School/Principal) the length of their term of office shall not exceed four years.
- 5.2 Governors retiring at the end of their term of office shall be eligible for re-appointment at the discretion of the Trustees.

## **6 CONFLICTS OF INTEREST**

- 6.1 The income and property of the Academy must be applied solely towards the provision of the Objects as detailed in the Memorandum. The restrictions which apply to the Trustees with regard to having a Personal Financial Interest shall also apply to the Governors.
- 6.2 Any Governor who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a Governor shall disclose that fact to the Governors as soon as they become aware of it. A Governor must absent their self from any discussions of the Governors in which it is possible that a conflict will arise between their 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).

## **7 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

- 7.1 The Chairman of the Local Governing Body shall be appointed by The Cam Academy Trust.
- 7.2 The Vice-Chairman of the Local Governing Body shall be appointed by the Local Governing Body in consultation with The Cam Academy Trust.
- 7.3 If both the Chairman and the Vice-Chairman are absent from any meeting of the Local Governing Body, those governors present shall appoint one of their number to chair the meeting.

## **8 MEETINGS OF LOCAL GOVERNING BODY**

- 8.1 The Local Governing Body shall meet at least once in every term and shall hold such other meetings as may be necessary.
- 8.2 All meetings shall be convened by the Clerk to the Local Governing Body, who shall send to the Governors written notice of the meeting and a copy of the agenda at least seven days in advance of the

meeting. All other papers relevant to the meeting should normally and wherever reasonably possible, also be circulated at least 7 days in advance of the meeting.

8.3 A special meeting of the Local Governing Body shall be called by the Clerk whenever requested by the chairman or at the request in writing/email by any three Governors. Where there are matters demanding urgent consideration, the Chairman or, in their absence, the Vice-Chairman may waive the need for seven days' notice of the meeting and substitute such notice as they think fit.

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

## **9 QUORUM**

9.1 Meetings of the Local Governing Body shall be quorate if at least 50% of the governors of the LGB are present.

9.2 If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chairman shall, if he/she thinks fit, determine the time and date at which a further meeting shall be held and shall direct the Clerk to convene the meeting accordingly.

## **10 PROCEEDINGS OF MEETINGS**

10.1 Major decisions to be decided at a meeting of the Local Governing Body shall be determined by a majority of the votes of the Governors present; **including those of governors who may be attending a meeting virtually**. Every Governor shall have one vote. Where there is an equal division of votes the chairman of the meeting shall have a second or casting vote.

10.2 No resolution of the Governors may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

10.3 Any Governor who is also an employee of the Trust shall withdraw from that part of any meeting of the Local Governing Body at which their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

10.4 A governor may not vote by proxy; however, any Governor shall be able to participate in meetings of the Governors by telephone or video conference provided that they have given reasonable notice to the Clerk and that the Governors have access to the appropriate equipment.

## **11 MINUTES AND PUBLICATION**

11.1 At every meeting of the Local Governing Body the minutes of the last meeting shall be taken as the first agenda item after any apologies, except in cases where the Governors present decide otherwise, and, if agreed to be accurate, shall be signed as a true record. If deemed appropriate (e.g. in a pandemic), meetings of an LGB may take place virtually (e.g. via Teams).

11.2 The Clerk to the Local Governing Body shall ensure that a copy of the agenda for every meeting of the Governors, the draft minutes of every such meeting (if they have been approved by the chairman of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Secretary.

## **12. DELEGATION OF FUNCTIONS AND COMMITTEES**

12.1 The Local Governing Body is to establish a Finance Committee and such other committees as it considers desirable to carry out its responsibilities. Typical committees might include:

- Resources (Finance and Personnel);
- Standards and Curriculum;
- Community.

The powers of any such committees, their terms of reference and membership shall be determined by the Local Governing Body in accordance with any guidance or policies of the Trust.

12.2 Membership of the Finance Committee is to include the Trust Director of Finance and Operations (or their representative).

12.3 Except where it is otherwise constrained within its terms of reference, a committee may invite attendance by persons who are not governors or committee members where such attendance is considered by the members of the committee to benefit its deliberations.

12.4 Copies of the minutes of committee meetings are to be circulated to all governors and those who are entitled to attend Local Governing Body meetings.

### **13. FINANCIAL MATTERS**

13.1 Following Local Governing Body approval, the budget is to be submitted to the Trustees for approval and, for the avoidance of doubt, the Academy budget shall not be effective until such times it has been approved by the Trustees.

13.2 The Local Governing Body is required to work to cash limits as may be determined by the Trust and based on the approved budget. Under no circumstances has the Local Governing Body the authority to borrow money.

13.3 Except where prior permission has been obtained from the Trustees, the Academy budget is to be prepared to show break even or better.

### **14. ACCOUNTS AND AUDIT**

14.1 the Local Governing Body shall:

14.1.1 ensure proper accounts and proper records in relation to the accounts; and

14.1.2 Prepare in respect of each financial year of the academy a statement of accounts.

14.2 The statement shall give a true and fair account of the state of the Academy's affairs at the end of the financial year and of the academy's income and expenditure in the financial year.

14.3 The accounts (including any statements prepared under this clause) shall be audited by persons appointed in respect of each financial year by the Trust.

### **15. RESPONSIBILITIES OF THE HEAD(S) OF SCHOOL/PRINCIPAL**

15.1 Subject to responsibilities of the Local Governing Body and the policy statements of the trust, the Head(s) of School/Principal shall be responsible to the Local Governing Body for:

15.1.1 implementing the agreed policies and procedures laid down by the Local Governing Body which includes the implementation of all statutory regulations;

15.1.2 advising the Local Governing Body on strategic direction, forward planning and quality assurance;

15.1.3 the leadership and management of the Academy;

15.1.4 the admission of pupils;

15.1.5 managing the delegated budget and resources agreed by the Local Governing Body;

- 15.1.6 advising the Local Governing Body on the appointment of the Vice Principal and such other senior posts as the Local Governing Body may determine;
- 15.1.7 the appointment of all other staff and (except to the extent directed otherwise by the Trustees and/or the Local Governing Body), the salary grading, allocation of duties, appraisal and discipline of all staff;
- 15.1.8 The oversight of high educational standards and positive pupil progress within the Academy.
- 15.1.9 the maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the Local Governing Body; and
- 15.1.10 All such additional functions as may be assigned under the job description or contract of employment.

## **16. CONDUCT OF STAFF**

- 16.1 The Trust is responsible for determining the Human Resource policies, procedures and terms and conditions of service for all employees including the setting of appropriate rules for the conduct of staff. Changes to such policies and procedures will be affected only after consultation with the Local Governing Body and staff groups where appropriate.

## **17. RULES AND BYE-LAWS**

- 17.1 The Local Governing Body shall have power to make rules and byelaws in respect of the government and conduct of the academy as it shall think fit. Such rules and byelaws shall be subject to the provisions of this document and to approval by the Trustees.

## **18. AMENDMENT OF INSTRUMENT AND RULES OF GOVERNMENT**

- 18.1 This document has been approved by the Trustees at their meeting in December 2020 and shall be subject to review at the last meeting of the Trustees in each calendar year thereafter.
- 18.2 Notwithstanding clause 19.1, this document may be modified or replaced by the Trustees (after consultation with the Local Governing Body), as they may from time to time consider necessary.

## **19. COPIES OF INSTRUMENT AND RULES OF GOVERNMENT**

- 19.1 A copy of this document, and of any rules and byelaws, shall be given to every Governor and shall be available for inspection upon request by members of staff during normal office hours at the Academy and the Trust.