

## **Protocol for schools without a Local Governing Body**

### **The purpose of governance**

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;
- Overseeing the financial performance of the organisation and making sure its money is well spent

*(Governance Handbook, DfE, March 2019)*

### **Expectations of Trustees and Leaders of the MAT**

In a MAT, the trustees are responsible for governance. Inspectors will ask to speak to one or more of the trustees. It may be that, on occasion, the trustees have chosen to delegate some of their powers to the members of the 'academy committee' or 'local governing board' at school level. If inspectors are informed that a local governing body has delegated responsibilities, they should establish clearly which powers are with the trustees, which are with the leaders of the MAT and which are with the local governing board. They should then ensure that both their inspection activities and the inspection report reflect this.

*(School Inspection Handbook November 2019)*

### **Scheme of Delegation**

In line with the HET Scheme of Delegation, the Trust Board delegate functions including building an understanding of how the school is led and managed, monitoring whether the school is working within agreed polices, is meeting agreed targets and managing its finances well.

### **Trust Oversight Mechanisms**

- Initial school audits including areas to focus on
- Reports from linked Standards Officers regarding visits
- Records of visits from wider Education team
- Budget monitored by Finance Manager, CFO, DCEO, Business, Finance & Audit Committee
- HT performance management carried out by Standards Officer and Deputy CEO, Education
- Safeguarding audits (bi-annual)
- Pupil Premium audits
- Website audits
- Attendance audits
- IT & HR internal audits on a bi-annual schedule
- H&S Workplace inspections carried out annually
- Finance Internal audit carried out on an annual basis
- Financial external audit carried out on an annual basis in line with ESFA requirements and reporting

- Training for School Leaders – termly Leadership conferences
- Trust wide complaints procedure and policy, that makes provision for schools without an LGB.

### **Meetings**

- The schools will be put on each agenda for the fortnightly combined team meeting, where updates will be provided from the Education, HR, IT, Estates and Finance teams. Any policies will also be considered at this meeting.
- The Executive Team will meet with the School Leader on a termly basis. This will be the Trust Committee. The School Leader will provide a termly school report using the Trust template.
- The meetings will be minuted.

### **Ofsted**

If a school without an LGB, receive the Ofsted call, the Trust representative will be a member of the Executive Team and the school's Standards Officer.

### **Complaints**

For complaints, please refer to the Complaints Policy and Procedure, which explains the process for those schools without an LGB.

### **Exclusions**

For any hearing panel that would be formed from the LGB, the Trust will ask for representatives from across the relevant Partnership.

### **Grievance**

For any hearing panel that would be formed from the LGB, the Trust will ask for representatives from across the relevant Partnership.

### **School Website**

Under the Governance Section of the school website, the following information will be published:

***XX School's governance is undertaken by Hamwic Education Trust (HET). The School Leader and Trust Executive Team meet once a term. Please click on the link to the procedure for HET schools without a Local Governing Body. The governance arrangements for HET can also be found by clicking here <https://www.hamwic.org/page/?title=Governance&pid=8>. Please contact the School Leader or Trust Governance & Compliance Officer ([sam.mawby@hamwic.org](mailto:sam.mawby@hamwic.org)) for further information.***

Scheme of Delegation Responsibilities of LGB		Trust Mechanism	Who
<b>Governance Framework</b>			
People	Parent LGB member: elected	Not applicable if no LGB	n/a
	LGB Chairs: appoint and remove	Not applicable if no LGB	n/a
	Clerk to LGB: appoint and remove	Not applicable if no LGB	n/a
Systems and Structure	Skills audit	Not applicable if no LGB	n/a
	Annual self-review of LGBs	Not applicable if no LGB	n/a
	Chairs performance	Not applicable if no LGB	n/a
	Director/LGB contribution	Not applicable if no LGB	n/a
	Succession planning	Not applicable if no LGB	n/a
<b>Reporting</b>			
Reporting	Publication on Trust and school's website of all required details on governance arrangements	Website Audits	Governance and Compliance Officer
Being strategic	Determine and approve school policies which reflect the school's ethos and values to include admissions, SEND, safeguarding and child protection, curriculum, behaviour	Through Combined Team Meetings and Trust Exec Committee	Combined Team
	Management of risk: establish risk register, review and monitor	Central risk register maintained for the Trust and school specific and monitored through Risk Committee	Deputy CEO; Business, CFO Risk Committee
	Engage with stakeholders	Through Trust Committee	Exec Team and School Leader
	Support School Leaders to develop the school vision, inclusive ethos and school strategic plan	Through initial audits and reviews and Standards Officer Visits	Standards Officer Executive Team
<b>Holding to Account</b>			
Holding to account	Agree auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment law, compliance with Academies Financial Handbook)	Internal audits, safeguarding reviews, budget monitoring	Deputy CEO, Business, CFO and Business Team
	Agree and monitor arrangements for performance and progress on key priorities and pay related decisions	School Leader performance management Initial school audits	Deputy CEO, Education Standards Officer

	Agree arrangements for statutory duties for monitoring of curriculum, pupil premium, sports premium, attendance (including pupil movement), exclusions, budgets, complaints, SEN and alternative provision and safeguarding (including PREVENT)	Each school linked with a Standards Officer to focus on curriculum, student issues, Pupil Premium, Quality of teaching Pupil Inclusion Team monitors attendance, exclusions and behaviour Finance Team monitor budgets Deputy CEO, Business monitors complaints and centralised policy	Combined Team Meetings
	Agree arrangements for monitoring of student issues and challenging behaviours, quality of teaching, staff development (including the impact of external support) and workforce reforms and school strategic plan	Standards Officer Visits Inclusion Team Visits People Plan Meetings	Standards Officer / Inclusion Team / HR linked Officer
	Quality of teaching: ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Initial School Audit and monitoring visits	Deputy CEO, Education Standards Officer
	Review and challenge the impact of Pupil Premium in terms of educational outcomes	Trust pupil premium reviews	Standards Officer
	Ensure collective worship arrangements are in place	Internal audit Curriculum Review	Standards Officer
	Undertake Admissions appeals and processes	Reviewed through Trust committee and approved at Trust Board	Trust committee and Trust Board
<b>Ensuring financial probity</b>			
Ensuring financial probity	Receive and respond to the external auditor's report	External Audit Report received centrally and comments are made centrally	Finance Team Audit Committee
	Ensure robustness in benchmarking and academy value for money	The Trust provide benchmarking information that is reviewed by School Leader, Audit Committee and Trust Board	Finance Team Audit Committee Trust Board
	Determining the use of academies premises and ensuring premises are adequately maintained	Finance/Audit/Risk Committee Health & Safety Inspections	Estates Team
	Ensure SEN, Pupil Premium and Sports Funding impact positively on pupil outcomes	Standards Officer Visits Pupil Premium reviews	Standards Officer