

## Trust Board and Governance Structure

Members	Directors	Executive Team	Headteachers	Local Governing Committee
<p>Appoint and remove Members</p> <p>Appoint and remove Directors</p> <p>Review and amend Articles of Association</p> <p>Receive an annual report from Trustees and the CEO on The Oak Partnership's performance</p> <p>Change the name of The Oak Partnership</p>	<p>To review and amend:</p> <ul style="list-style-type: none"> <li>- The Scheme of Delegation</li> <li>- The Terms of Reference for the Trust Board</li> <li>- The Terms of Reference for sub-committees</li> <li>- The constitution and Terms of Reference for Local Governor committees including the number of required Foundation Representatives</li> <li>- The Terms of Reference for delegation to the Executive Team</li> </ul> <p>Determine The Oak Partnership vision, values and ethos</p> <p>Setting The Oak Partnership's wider strategy and agree KPIs to inform progress of 3-5 year plan</p> <p>Establish Governance Structure for The Oak Partnership</p> <p>Appoint and remove CEO – (Inform Diocese)</p> <p>Appoint and remove a Company Secretary</p>	<p>Attend meetings of the Directors and to provide CEO report</p> <p>Support the appointment process of the Company Secretary and the Clerk</p> <p>Secure professional advice on behalf of the Directors as may be requested</p> <p>Succession plan for The Oak Partnership Executive Team and School Heads</p> <p>Establish and maintain a register of interests of the Executive Team and publish this in accordance with regulation</p> <p>Support Directors and Academy Schools in the preparation of Partnership wide and school specific policy requirements</p> <p>Enhance Partnership wide collaboration</p> <p>Ensure the engagement of the Academy Heads with the Executive Team in the decision making process through the Strategic Leadership Group</p> <p>Report annually on effectiveness of LGCs</p>	<p>Implement the vision and ethos of the Academy School and The Oak Partnership at local level</p> <p>Attend meetings of the LGC and provide an Academy Head report</p> <p>Tailor Partnership wide policies to Academy School policy as recommended by the SLG and/or Executive Team</p> <p>Engage with the Executive Team in the decision making process, sharing expertise as Lead Professionals in their Academy School through attendance and participation at Strategic Leadership Group meetings</p> <p>Support the appointment process of the Clerk to LGC, in line with The Oak Partnership central strategy</p> <p>Establish and maintain a register of interests of the school staff and publish this in accordance with regulation</p>	<p>Contextualise The Oak Partnership wide vision and strategy within each Academy School</p> <p>Determine the Academy School vision and ethos in collaboration with the Academy Head</p> <p>Ensure that the Academy School has a medium to long term vision for its future and that there is a robust strategy in place for achieving its vision</p> <p>Monitor and support the implementation of the vision and ethos of the Academy School</p> <p>Appoint and remove Clerk to LGC</p> <p>Submit nomination for Chair of LGC to the Trust Board for ratification</p> <p>Remove Chair, vice Chair and local governors of the LGC, subject to Trust Board ratification.</p> <p>Election of Parent Local Governors</p> <p>Ensure the spiritual wellbeing of the pupils (Foundation LGC)</p> <p>Receive and review termly Academy Head's report</p>

	<p>Appoint and remove Trust Board Clerk</p> <p>Appoint Chair of Trust Board and Trust Board Committees</p> <p>To ensure effective communication between Directors and LGCs</p> <p>To support the Chairs on the leadership of their respective LGCs</p> <p>Produce and submit an annual report to Members on the performance of The Oak Partnership and publish as required</p> <p>Ensure that The Oak Partnership is compliant with requirements as laid out by the DfE, including publishing requirements on website</p> <p>Establish a register of interests in compliance with requirements set out in the Academies Financial Handbook</p> <p>Lead on Director recruitment</p> <p>Carry out a skills audit and review Directors performance setting out priorities for governance improvement in the following academic year, including 360 review of Chair</p> <p>Agree Headteacher report format</p> <p>Agree LGC annual schedule of business</p> <p>Receive and review termly CEO report</p> <p>Hold CEO to account for effective implementation of strategy</p>			<p>Review and amend policies of the Academy School (in line with The Oak Partnership policy)</p> <p>To implement a means whereby the LGC and TOP can receive and react to pupil, parent and staff feedback</p> <p>Work with School Leaders to establish and maintain relationships with members of the local community, church and diocese</p> <p>Ensure the Academy School website is compliant with requirements laid out by DfE</p> <p>Carry out a skills audit and review LGC performance setting out priorities for governance improvement in the following academic year, including 360 review of Chair</p> <p>Succession plan for the Academy Head in conjunction with the Executive Team (Informing the diocese of any changes that impacts on a Church School)</p> <p>Establish and maintain a register of interests of the local governors and publish this in accordance with regulation</p> <p>Decide on Academy School level logo, branding and uniform</p>
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	Decide on Partnership level logo and branding			
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**Staffing**

Members	Directors	Executive Team	Headteachers	Local Governing Committee
	<p>Appoint a Audit and Finance Committee</p> <p>Define overarching management structure and budgets across The Oak Partnership</p> <p>Appoint, suspend and dismiss the CEO (Diocese to be informed to support in appointment process)</p> <p>Conduct Performance Management review of CEO</p> <p>Appoint, suspend and dismiss members of the Executive Team in consultation with the CEO</p> <p>Agree approach to staff policies and procedures</p> <p>Appoint, suspend and dismiss the Company Secretary and Clerk</p> <p>Conduct Performance Management of the Company Secretary and Clerk</p> <p>Ratify Academy Head appointments</p> <p>Director approval of pay review recommendations if there is an impact on Academy School budget allocation.</p>	<p>Participate in the process to appoint Academy Head with the delegated authority of the Trust Board (CEO) (Inform Diocese of any changes in leadership - for church Schools only)</p> <p>Appointment panel will include CEO, Chair of Directors and LGC – determine pay scale and Job Description of Academy Head</p> <p>Advise Directors on Partnership wide principles, policies and procedures and ensure effective implementation</p> <p>Monitor and review staffing changes across Academy Schools</p> <p>Performance Management of Executive Team (CEO)</p> <p>Appoint, suspend and dismiss members of the Executive Team, acting through a committee of Directors</p> <p>Recommend central staff structure</p> <p>Participate in the Performance Management of Academy Head in conjunction with LGC</p> <p>Pay review recommendations, resulting from PM will be referred to the</p>	<p>Determine staffing requirements within Academy School and budget accordingly</p> <p>Implement The Oak Partnership wide principles, policies and procedures in the Academy School</p> <p>Appoint, dismiss and PM of Academy School teaching and support staff</p> <p>Appoint, dismiss and PM of Academy School SLT</p> <p>Approve applications for early retirement and leave of absence</p> <p>Pay review recommendations resulting from PM will be referred to LGC for ratification in line with Academy School policy</p> <p>Pay review recommendations, resulting from PM will be referred to the Executive Team if there is an impact on Academy School budget allocation</p>	<p>Determine the SLT, teaching and non-teaching structures for the Academy School</p> <p>Participate in the Performance Management of Academy Head in conjunction with CEO</p> <p>Support Academy Head in the development and review of the staffing structure for the Academy School and the appointment of Academy staff</p> <p>Ensure effective communication between the Academy Head, the Directors and the Executive Team</p> <p>Ensure that The Oak Partnership policies on all HR matters are implemented, monitored and scrutinised in the Academy School</p> <p>Monitor and scrutinise the implementation of The Oak Partnership policies at the Academy School in relation to HR matters</p>

		<p>Executive Team if there is an impact on Academy School budget allocation</p> <p>Development of Partnership wide staffing policies</p> <p>Agree Academy School staffing structure in conjunction with LGC</p> <p>Approval and consult on staff policies (appraisal, grievance, discipline, capability, pay, appointments, induction, dismissal)</p> <p>Facilitate discussions with unions and agree Oak Partnership policies</p>		
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### Finance

Members	Directors	Executive Team	Headteachers	Local Governing Committee
<p>Appoint external auditors</p> <p>Sign off statutory accounts at the AGM</p>	<p>Appoint internal auditors and receive reports</p> <p>Recommend the approval of annual accounts and report to Members at AGM</p> <p>Approve the financial scheme of delegation and review on an annual basis for The Oak Partnership and for Academy School delegation</p> <p>Appoint an Audit and Finance Committee</p> <p>Approve the annual budget for The Oak Partnership</p>	<p>Appointment of Chief Financial Officer</p> <p>Scrutinise the budgets for Academy Schools and report regularly to The Oak Partnership Audit and Finance Committee</p> <p>Prepare annual statutory accounts for Director approval</p> <p>Ensure central financial procedures are implemented effectively</p> <p>Monitor effective use of local financial procedures</p> <p>Ensure local financial procedures are implemented effectively</p>	<p>Ensure the preparation of the annual budget for the Academy School with the assistance of relevant staff and Executive Team input as appropriate</p> <p>Monitor the income and expenditure and cash flow of the Academy School</p> <p>Produce accurate and up to date reporting on Academy School financial data for LGC and Executive Team</p> <p>Provide information and assistance as required by the Executive Team in the preparation of statutory accounts and audit procedures</p> <p>Ensure proper financial controls are in place at the Academy School in line</p>	<p>Ensure local financial procedures are implemented and monitored effectively</p> <p>Monitor and evaluate value for money at Academy School level</p> <p>Monitor and review performance against agreed Academy School budget</p> <p>Appoint a local governor responsible for finance</p> <p>Approval annual budget for the Academy School, subject to ratification by the Finance and Audit Committee.</p> <p>Monitor the income and expenditure and cash flow of the Academy School</p>

	<p>Approve any significant changes to the approved budget</p> <p>Appoint an accounting officer</p> <p>Agree The Oak Partnership toplisce/charging policy</p> <p>Agree local financial delegation for each Academy School</p> <p>Consider any significant variances on delegated budgets reported by Academy School LGC for approval</p> <p>Agree Partnership wide expenses policy</p> <p>Agree Partnership wide charging and remissions policy</p> <p>Monitor use of financial procedures</p> <p>Action external and internal auditors report recommendations</p> <p>Monitor and Evaluate value for money of overall Partnership performance</p> <p>Ensure contractual arrangements comply with regulations and strategy</p> <p>Authorise financial outgoings not covered by scheme of delegation</p> <p>Ensure financial controls are in place</p> <p>Submit annual report and accounts</p> <p>Maintain a register of business interests</p>	<p>Support the Academy School in implementing sound financial scheme of delegation as determined by The Oak Partnership</p> <p>Prepare the annual budget for The Oak Partnership</p> <p>Prepare the consolidated budget forecast for Academy Schools</p> <p>Produce accurate and up to date reporting on Partnership wide financial data</p> <p>Develop Partnership wide procurement strategies to ensure value for money</p> <p>Monitor the income and expenditure and cash flow of The Oak Partnership</p> <p>Prepare monitoring reports for Directors</p> <p>CEO act as accounting officer</p> <p>Ensure proper financial controls are in place</p> <p>Maintain a register of interests for the Executive Team</p> <p>Set up and approve staff expenses for the Executive Team</p> <p>Implement the Directors expenses policy</p> <p>Open bank accounts</p> <p>Ensure adequate risk and financial and asset management systems are in place</p>	<p>with the financial scheme of delegation determined by The Oak Partnership</p> <p>Report variances from the budget to the LGC</p> <p>Ensure provision of free school meals to pupils meeting the criteria</p> <p>Set up and approve staff expenses at the Academy School</p> <p>Budget virements of up to £1000 can be actioned without prior approval from LGC</p> <p>Purchase and procurment in line with financial scheme of delegation.</p>	<p>Ensure any variances from the budget are reported to the Audit and Finance Committee</p> <p>Provide information and assistance as required by the Executive Team in the preparation of statutory accounts and audit procedures</p> <p>Ensure proper financial controls are in place at the Academy School in line with the financial scheme of delegation determined by The Oak Partnership</p> <p>Complete financial auditing documentation as detailed in the financial scheme of delegation</p> <p>Maintain a register of business interests</p> <p>Ensure provision of free school meals to pupils meeting the criteria</p> <p>Implement and monitor a Governors expenses policy.</p> <p>Budget virements of up to £5000 can be actioned without prior approval from Executive Team</p> <p>Purchase and procurment in line with financial scheme of delegation.</p>
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	<p>Establish, approve and monitor a Directors expenses policy</p> <p>Budget virements of up to £25000 can be actioned by the F&amp;A Committee. Over £25000 by the MAT Board of Directors.</p> <p>All borrowing and investments, upon production of a report from the Executive Team.</p> <p>Purchase and procurement in line with financial scheme of delegation.</p>	<p>across The Oak Partnership and report to the Board of Directors</p> <p>Review any significant variances on delegated budgets reported by the Academy School LGC and seek approval from the Board of Directors</p> <p>Budget virements of up to £15000 can be actioned without prior approval from F&amp;A Committee</p> <p>Purchase and procurement in line with financial scheme of delegation.</p>		
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**Health and Safety, Risk Management, Premises and ICT**

Members	Directors	Executive Team *	Headteachers	Local Governing Committee
	<p>Agree and review Partnership expansion plan</p> <p>Implement expansion plan, exploring academy development, assessing opportunity against capacity and risk</p> <p>Complete due diligence</p> <p>Approve expansion and permit acquisition of upcoming Academy School</p> <p>Establish Partnership wide data protection and freedom of information</p>	<p>Ensure Partnership risk management policies are in place and adhered to</p> <p>Implementation and maintenance of The Oak Partnership risk register</p> <p>Review the risk reports supplied by the LGC and make any recommendations to the Board of Directors</p> <p>Monitor arrangements for the effective supervision of building maintenance and minor works</p>	<p>Implementation and maintenance of Academy School risk register</p> <p>Prepare a Health and Safety policy for the Academy School consistent with The Oak Partnership policy</p> <p>Maintain and monitor the accident book and agree appropriate actions taken</p> <p>Ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>Review security of premises and equipment and work with the Executive</p>	<p>Appoint a local governor for Health and Safety</p> <p>Review the risk register of the Academy School and prepare the risk report for the Executive Team and Board of Directors</p> <p>Adopt a Health and Safety policy for the Academy School consistent with The Oak partnership policy</p> <p>Review and implementation of the policy and ensure that appropriate risk</p>

	<p>policies and procedures and whistle blowing procedure</p> <p>Establish a financial contingency plan with appropriate level of reserves to ensure continued operation in the event of substantial financial loss</p> <p>Review risk management and maintain a risk register</p> <p>*Make an annual 'Land Buildings and Collection Tool' (LBCT) return to the Diocese as required by the ESFA.</p> <p>Approve insurance arrangements</p> <p>Review and maintain a buildings strategy and asset management planning arrangements</p> <p>To adopt The Oak Partnership Health and Safety Policy</p> <p>To adopt The Oak Partnership Lettings Policy</p> <p>Implement Partnership ICT strategy to prioritise pupil well being and maximise efficiency</p> <p>Adopt data protection policies and procedures to comply with GDPR legislation</p> <p>Adopt a Freedom of Information policy to comply with legislation</p> <p>Publish policies on website</p>	<p>Propose The Oak Partnership Health and Safety policy</p> <p>Monitor the implementation of The Oak Partnership Health and Safety policy across the Academy Schools</p> <p>Procure buildings and related insurance and make proposals to the Trustees</p> <p>Prepare a buildings strategy and asset management planning arrangements</p> <p>Draw up and agree an accessibility plan for each Academy school with the Academy Head and LGC</p> <p>Lead on strategic oversight of effectiveness of premises and ICT strategies</p> <p>Co-ordinate network groups and SLG, promoting sharing best practice and improve Partnership strategies</p> <p>Responsible for Partnership compliance and Health and safety legislation</p> <p>*Make an annual 'Land Buildings and Collection Tool' (LBCT) return to the Diocese as required by the ESFA.</p> <p>Ensure compliance with all GDPR legislation and good practice across The Oak Partnership</p> <p>Support Academy Schools on the effective safe storage of data</p>	<p>Team to ensure appropriate insurance cover is obtained</p> <p>Implement The Oak Partnership Lettings policy</p> <p>Liaise with the Executive Team on the accessibility plan for the Academy School</p> <p>Ensure the publication of Academy School information, ensuring that all electronic communication, including web pages are compliant and up to date</p> <p>Maintain accurate and secure pupil records</p> <p>Maintain accurate and secure staff records for the Academy School</p> <p>Ensure safe disposal of equipment including mobile phones and laptops</p> <p>Maintain Academy School Asset Management Register</p> <p>Ensure that the Academy School site remains safe – compliance testing/maintenance/ fire risk assessments</p> <p>Apply critical incident policy at Academy School level</p> <p>Implement findings from statutory inspections</p>	<p>assessments are being carried out in the Academy School</p> <p>Participate in site inspections to review any health and safety issues and the security of premises and equipment</p> <p>Decide local level Health and Safety procedures in line with The Oak Partnership policy</p> <p>Approve Academy School Lettings procedure in line with The Oak Partnership policy</p> <p>Ensure the effective implementation of the GDPR policies and procedures in the Academy School</p> <p>Ensure systems are in place consistent with The Oak Partnership policies and procedures and strategy for effective communication with pupils, parents and the wider community</p> <p>Identify priorities for EFA capital improvement bids in consultation with Executive Team</p> <p>Adopt critical incident policy at Academy School level</p>
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	<p>Priorities EFA capital improvement bids in consultation with Executive Team.</p>	<p>Maintain accurate and secure records for the Executive Team</p> <p>Ensure safe disposal of equipment including mobile phones and laptops</p> <p>Maintain Trust Asset Management Register</p> <p>Produce EFA capital improvement bids</p> <p>Ensure building condition surveys are periodically undertaken</p> <p>Manage contracts for building/estate management</p> <p>Draw up and agree a critical incident policy</p>		
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**MAT and School Improvement**

Members	Directors	Executive Team	Headteachers	Local Governing Committee
	<p>Ensure The Oak Partnership promotes pupil wellbeing and attainment as priorities</p> <p>Cultivate a focus on improving teaching and learning</p> <p>Publish and regularly review MAT Development Plan, taking learning from self evaluation, OfSTED findings, lessons learned and best practice guidance</p>	<p>Develop and agree format for SDP and SEF through the Strategic Leadership Group</p> <p>Quality assure SEF implementation</p> <p>Promote awareness of national changes in education policy, developing Partnership wide strategies and procedures</p> <p>Develop Network Groups for the sharing of best practice, exploring</p>	<p>Create and share SEF with SLG and CEO</p> <p>Create SDP, identifying priorities through SEF relevant to individual Academy School</p> <p>Implementation of Partnership wide teaching priorities at local level</p> <p>Create and share SIAMS SEF for church schools in preparation for Section 48 Inspection.</p>	<p>Monitor and challenge Academy School progress against SDP and SEF data</p> <p>Hold Academy School SLT to account for implementing Academy School curriculum</p> <p>Monitor and challenge quality of teaching and learning and pupil attainment with the Academy School</p>



	<p>Develop an Oak Partnership strategy for Academy School improvement planning and self evaluation</p> <p>Agree The Oak Partnership approach to intervention for Academy Schools causing concern</p> <p>Action intervention plans, where required, in line with intervention strategy</p>	<p>perspectives on challenges facing education community</p> <p>Assist Academy Heads to develop Academy School curriculum in line with The Oak Partnership strategy</p>		
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**Pupil Voice and Family Engagement**

Members	Directors	Executive Team	Headteachers	Local Governing Committee
	<p>Decide on how to report Oak Partnership and Academy School progress to parents</p> <p>Agree the academic year in liaison with LGC</p> <p>Set Admissions policy</p> <p>As admissions authority (1) mainstream academies: establish independent admissions appeal panel to address parent appeals</p> <p>As admissions authority (2) special school: establish process to address disagreements with commissioning local authority subsequent to placement consultations</p>	<p>Decide on enrichment and extended services offer and stop if not sustainable</p> <p>Ensure school food standards are met and the provision of free school meals to those eligible</p>	<p>Development and enhancement of curriculum, decide which subjects should be taught and apply teaching and other resources where required</p> <p>Implementation strategy for parental and pupil voice</p> <p>Agree Collective Worship strategy in line with legislation and funding agreement</p>	<p>Agree the academic year in liaison with Board of Directors</p> <p>Agree the school day</p> <p>Decide on enrichment and extended services offer and stop if not sustainable</p> <p>Ensure school food standards are met and the provision of free school meals to those eligible</p> <p>Agree and monitor implementation of broad and balanced curriculum, delegating sufficient resources, questioning SLT on suitability and rationale</p> <p>Consult on changes made to admissions arrangements or where no changes made, consult at least every seven years</p>

	<p>Establish The Oak Partnership complaints policy and ensure compliance with this</p> <p>Implement timely policy review schedule</p>			<p>Monitor Academy School website compliance with regulations, including local governance structure and governor details</p> <p>Agree strategy to promote parental, pupil and local stakeholder voice</p> <p>Agree sex and relationship education policy and ensure parents are informed of their rights (NB Guidance from Diocese for Church Schools)</p> <p>Agree RE provision in compliance with statutory requirements (RE Statement of Entitlement) and The Oak Partnership deeds</p> <p>Agree Academy School SEND policy</p> <p>Agree Academy School safeguarding and child protection policy</p> <p>Responsible for Academy School equality information and objectives statement</p> <p>Implement timely policy review schedule</p>
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**Curriculum and Standards**

Members	Directors	Executive Team	Headteachers	Local Governing Committee
Receive an annual report from the Directors and CEO on standards, progress and attainment	Appoint a Curriculum and Standards Director	Provide oversight of the implementation of The Oak Partnership curriculum principles	Ensure a unique curriculum is delivered at each Academy School including	Approve the curriculum proposed by the Academy Head

	<p>Determine Partnership wide policy to ensure provision of a balanced and broad curriculum and include a prohibition on political indoctrination to allow a balanced treatment of political issues; and a written policy on sex and relationship education</p> <p>To determine The Oak Partnership policy on religious education collective worship, which reflects both community and church schools</p> <p>Receive a termly report from the Executive Team regarding standards</p> <p>Receive and approve MAT Development Plan</p> <p>Determine The Oak Partnership SEND principles and the SEND national code of practice and Disability Discrimination Act policy</p> <p>Hold the Executive Team to account for raising and maintaining high standards of progress and attainment</p> <p>Maintain and develop the Christian Distinctiveness of Church Academy Schools</p>	<p>Provide termly reports to the Directors regarding standards</p> <p>Provide oversight of the target setting for pupil achievement and progress by the Academy Head and monitor against targets</p> <p>Monitor the Key Performance Indicator Figures reported from the Academy Head relating to standards</p> <p>Provide oversight of the implementation of the National SEND Code of Practice and The Oak Partnership SEND principles</p> <p>Ensure compliance with the Disability Discrimination Act requirements within the Academy Schools and the Executive Team</p> <p>In collaboration with the Local Governing Committee hold Academy Heads to account for raising and maintaining high standards of progress and attainment</p> <p>Maintain and develop the Christian Distinctiveness of Church Academy Schools</p>	<p>compliance with any funding agreements</p> <p>Make provision for the religious education and collective worship as determined in The Oak Partnership policy and in line with Community or Church School Status</p> <p>Set targets for pupil achievement and progress and monitor against targets</p> <p>Report Key Performance Indicator Figures termly to the Executive Team and the LGC relating to standards</p> <p>Prepare draft SDP for submission to the LGC in conjunction with Executive Team to ensure that the plan is costed and expenditure is built into the budget forecast</p> <p>The Academy Head is responsible for setting the opening and closing times for Academy Schools, notifying the Directors of any changes and ensuring compliance with regulations</p> <p>School closures will be inline with Bad Weather policies and implemented with the approval of the CEO</p> <p>Designate a teacher to be responsible for co-ordinating SEND within the Academy School</p> <p>Liaise with the local authority and other agencies in respect of pupils who have SEND using The Oak Partnership</p>	<p>Ensure effective processes are in place for monitoring the quality assurance of teaching, learning and assessment, the curriculum, inclusion and the sharing of best practice across the Academy School, within The Oak Partnership and beyond</p> <p>Develop, monitor and approve the Academy SDP</p> <p>Monitor the Key Performance Indicators reported from the Academy Head relating to standards</p> <p>Set the opening and closing times, in conjunction with the Academy Head, of the Academy School</p> <p>Appoint a local governor responsible for attainment, incorporating SEND, inclusion, Pupil Premium, EAL and LAC</p> <p>Review and maintain the Academy School SEND policy in line with The Oak Partnership SEND policy</p> <p>Provide oversight of the implementation of the policy within the Academy School and compliance with the Disability Discrimination Act requirements</p> <p>In collaboration with the Executive Team hold Academy Heads to account for raising and maintaining high standards of progress and attainment</p>
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			<p>resources and contacts to establish support</p> <p>Make provision for SEND pupils with or without EHCP</p> <p>Ensure compliance with the Disability Discrimination Act requirements within the Academy School</p> <p>Responsible for raising and maintaining high standards of progress and attainment</p> <p>Maintain and develop the Christian Distinctiveness of Church Academy Schools</p>	Maintain and develop the Christian Distinctiveness of Church Academy Schools
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### Safeguarding

Members	Directors	Executive Team	Headteachers	Local Governing Committee
	<p>Adopt The Oak partnership safeguarding and child protection policy</p> <p>Adopt The Oak Partnership PREVENT policy</p> <p>Ensure recruitment policy and volunteer agreement address safeguarding and safer recruitment requirements</p> <p>Directors commit to attend regular safeguarding training as integral to their role as a Director</p>	<p>Ensure that each Academy School has appointed a designated teacher to support Looked After Children</p> <p>Make arrangements for safeguarding audits to be conducted by independent personnel</p> <p>Report to Directors the procedures in place for safeguarding and on matters as they arise</p> <p>Ensure the Educational Visits policy is compliant with insurance and regulatory advice</p>	<p>Appoint a designated teacher to support Looked After Children and to ensure the role is compliant with statutory guidance</p> <p>Appoint a designated safeguarding lead and deputy safeguarding lead to ensure compliance with statutory guidance</p> <p>Implement the safeguarding and child protection policy for the Academy School</p> <p>Maintain the single central record</p> <p>Approve educational visits in conjunction with the LGC ensuring</p>	<p>Appoint a designated governor for safeguarding</p> <p>Review and maintain a safeguarding and child protection policy for the Academy School which is consistent with The Oak Partnership policy</p> <p>Ensure completion of the single central record and its regular up dating</p> <p>Receive notification of educational visits and ensure compliance with the Educational Visits policy and completion of appropriate risk assessments</p>

	Adopt The Oak Partnership policy on Educational Visits and off site learning opportunities	<p>Ensure that all central staff are safeguarding and PREVENT trained and that all Academy Schools are compliant</p> <p>Ensure that recruitment policies and volunteer agreements are in place and compliant with safeguarding and safer recruitment requirements</p> <p>Maintain the Single Central Record for the centrally employed staff team and contractors</p>	<p>compliance with the Educational Visits policy and appropriate risk assessments</p> <p>Ensure that all Academy School staff are safeguarding and PREVENT trained and compliant</p> <p>Implement recruitment policies and volunteer agreements, ensuring compliance with safeguarding and safer recruitment requirements</p>	<p>Ensure that all Academy School staff and governors are safeguarding and PREVENT trained and compliant</p> <p>Ensure that any governor involved in the recruitment of staff has safer recruitment training</p> <p>Governors commit to attend regular safeguarding training as integral to their role as a governor</p>
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### **Behaviour**

Members	Directors	Executive Team	Headteachers	Local Governing Committee
	Adopt The Oak Partnership Behaviour principles	<p>Prepare The Oak Partnership Behaviour Principles for adoption by the Directors</p> <p>Review the overall pattern of exclusions and report to Directors</p>	<p>Prepare a Behaviour policy for the Academy School consistent with The Oak Partnership Behaviour principles</p> <p>Exclude a pupil on a fixed term or permanent basis in line with regulation</p>	<p>Adopt and ensure the implementation of the Academy School Behaviour policy and ensure consistency with The Oak Partnership Behaviour principles</p> <p>Convene a committee to review any exclusion of a pupil as required</p>

### **Admissions**

Members	Directors	Executive Team	Headteachers	Local Governing Committee

	<p>Adopt The Oak Partnership Admissions policy</p> <p>Determine Admission Arrangements</p> <p>As admissions authority (1) mainstream academies: establish independent admissions appeal panel to address parent appeals</p> <p>As admissions authority (2) special school: establish process to address disagreements with commissioning local authority subsequent to placement consultations</p>	<p>Propose The Oak Partnership Admissions policy and make necessary arrangements for implementation</p> <p>Provide oversight and support of the implementation of the Admissions arrangements across The Oak Partnership</p>	<p>Provide direction to the LGC as to requirements under the Admissions policy and Appeals codes</p> <p>Ensure compliance with The Oak Partnership Admissions policy</p> <p>Make arrangements for determining admissions and hearing admissions appeals if required</p> <p>Ensure participation in the Fair Access protocol</p>	<p>Undertake consultation, and pre-consultation with the diocese where appropriate, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes</p> <p>Make arrangements for determining admissions and hearing admissions appeals</p> <p>Ensure effective arrangements are in place for pupil recruitment</p> <p>Contribute to the development of and ensure compliance through review of the Academy School promotional materials and websites</p>
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#### Other Pupil Related Matters

Members	Directors	Executive Team	Headteachers	Local Governing Committee
	<p>Receive a termly report from the Executive Team regarding attendance, pupil premium impact and incidents of discrimination</p> <p>Adopt The Oak Partnership Complaints policy and receive reports from the Executive Team regarding the level of complaints across The Oak Partnership</p> <p>Approve Academy School session times, term dates and holidays (INSET)</p>	<p>Monitor the levels of attendance in the Academy Schools, including unauthorised absence and report termly to the Directors</p> <p>Monitor the impact of Pupil Premium across the Academy Schools and report termly to the Directors</p> <p>Review the level of complaints across Academy Schools and report termly to Directors</p>	<p>Maintain a register of pupil attendance</p> <p>Report on attendance and absence as part of Key Performance Indicators</p> <p>Ensure that the Academy School meets for 380 sessions per academic year</p> <p>Ensure effective deployment of the pupil premium and monitor and report on impact</p> <p>Prepare an Academy School complaints policy compliant with The Oak</p>	<p>Review attendance and pupil absences as part of the Key Performance Indicators</p> <p>Appoint a local governor responsible for statutory grants including Pupil Premium</p> <p>Monitor the impact of the Pupil Premium within the Academy School</p> <p>Implement the Complaints policy</p>

	<p>Days) as recommended by the Executive Team</p> <p>Adopt The Oak Partnership policy on Attendance</p>	<p>Review the level of racial, homophobic or other discriminatory incidents across Academy Schools and report termly to the Directors</p> <p>Set time of Academy School sessions and dates of Academy School terms and holidays for approval by Directors in consultation with Academy Heads and LGCs</p>	<p>Partnership policy and hear complaints at the relevant stage</p> <p>Support The Oak Partnership in the provision of Extended School activities relevant and appropriate to the Academy School</p>	<p>Hear complaints at a relevant stage</p> <p>Ensure effective arrangements are in place for pupil support and representation at the Academy School</p> <p>Support The Oak Partnership and the Academy Heads in the provision of Extended School activities relevant and appropriate to the Academy School</p>
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