

## The Warriner Multi Academy Trust Scheme of Delegation 2023-24

### Our vision:

Continue to grow a **family of likeminded** schools underpinned by our **moral purpose** to drive **educational excellence**

- Driven by our moral purpose, we place the needs of all our young people at the centre of everything that we do
- The work of the Trust to have a sustained impact upon school improvement
- Built upon their individual foundations, all schools to retain what makes them unique whilst still making a distinctive contribution to the Trust

## Introduction

The Warriner Multi Academy Trust (WMAT or the Trust), is a charitable company limited by guarantee which is governed by its Board of Trustees at a strategic level. The Board of Trustees is accountable to the Secretary of State for the performance of all of the schools within the Trust and for setting the strategic direction of the Trust.

The Board of Trustees have established a governance structure that it believes best supports effective governance and best supports the delivery of the Trust's vision for its schools and young people. This includes the establishment of an Academy Committee (AC) for each of its schools, to act as a link between the Trust and the parents and the community, feeding into the Trust's oversight and management of the school. The Academy Committee supports the Trust Board ensure that the school's unique vision, ethos and values are established including the Christian ethos of the Trust's Church schools.

The Board of Trustees also delegates some of its own authority directly to the Chief Executive Officer, as the most senior member of staff in the Trust and Accounting Officer, who in turn may delegate authority to other senior leaders in the Trust, whilst always remaining personally accountable to the Trust Board.

This Scheme of Delegation sets out in detail the lines of accountability and delegation. It will be reviewed on an annual basis, but the Trustees reserve the right to review and amend this scheme at any time if required.

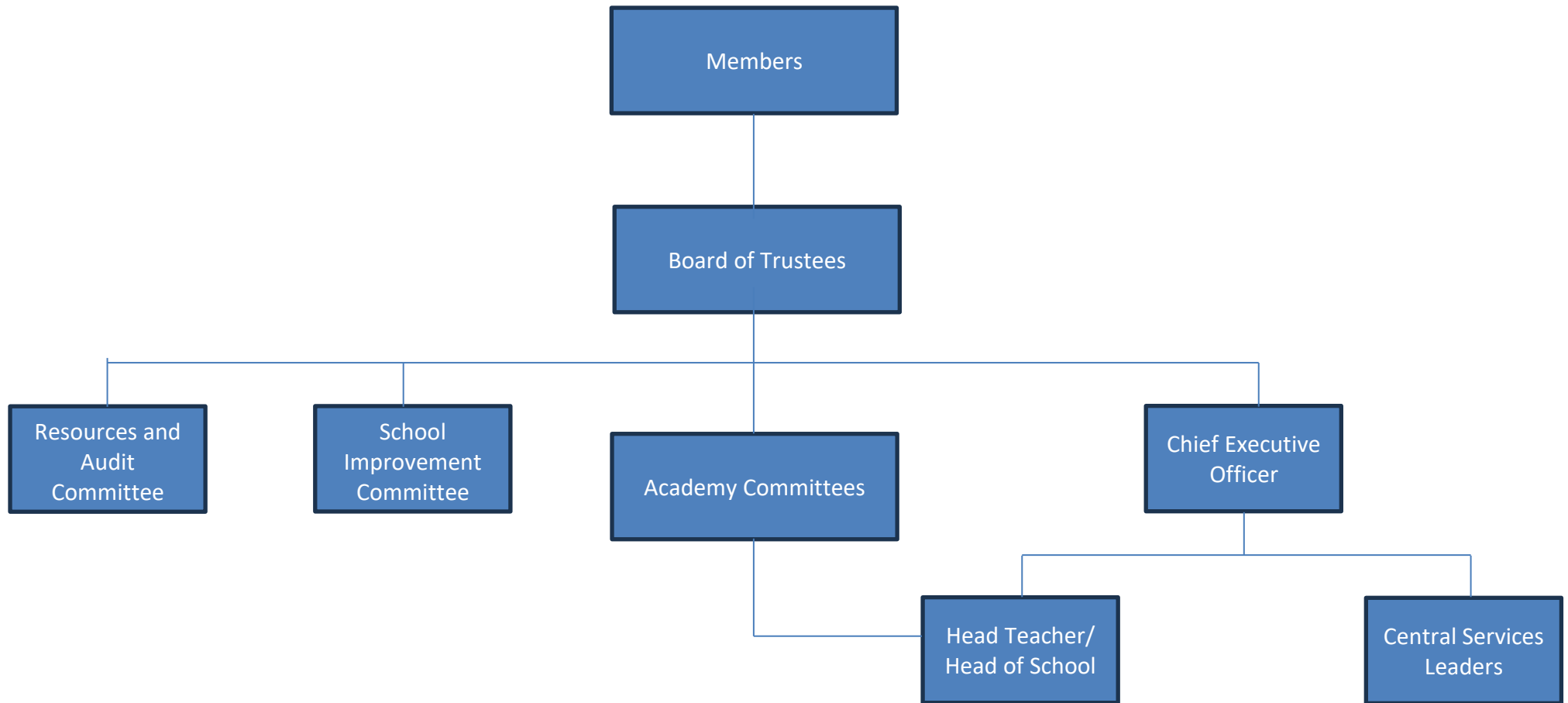
**Appendix A** - Academy Committees Constitution and Terms of Reference.

**Appendix B** - WMAT Policy delegation

**Appendix C** - Schedules of Business for the Trust Board and Academy Committees. *(Resources and Audit Committee and the School Improvement Committee Terms of Reference can be found in separate documents)*

**The Warriner Multi Academy Trust Scheme of Delegation including, the Academy Committee Terms of Reference, and the WMAT Policy Delegation, were approved by the Board of Trustees in their meeting on 18<sup>th</sup> October 2023. Updates agreed on 7<sup>th</sup> February 2024**

WMAT GOVERNANCE AND SENIOR LEADERSHIP STRUCTURE



## Role of Trust Members

- The members of the trust are guardians of the governance of the trust and must ensure it carries out its charitable objective.
- The members agree the trust's articles of association, appoint trustees and appoint the trust's external auditors.
- The members should receive information about the trust's business and receive the annual report and accounts. If they have concerns that the trust is not carrying out its charitable objective, members should remove trustees that are failing to fulfil this responsibility.
- The Trust Members are comprised of;
  - The Diocesan Board of Education acting corporately or the Diocesan Director of Education or their representative
  - Two individual members nominated by the Diocesan Board of Education
  - The Chair of the Trust Board
  - One member appointed as an individual by the other Members recommended by the Trustees.

## Role of the Board of Trustees

- The Warriner Multi Academy Trust is a charitable company and so the trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors (within the terms of the Companies Act 2006). In the Warriner MAT the Board of Trustees are referred to as "Trustees".
- The Chair of Trustees is responsible for ensuring the effective functioning of the Board and setting professional standards of governance.
- The Trustees have overall responsibility and ultimate decision making authority for the work of the Trust and are legally accountable for all statutory functions and for the performance of all the schools within the Trust; they do this by carrying out the core governance functions, as set out in the Academy Trust Handbook;
  - 1. Ensuring clarity of vision, ethos and strategic direction**
  - 2. Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;**
  - 3. Overseeing the financial performance of the organisation and making sure its money is well spent**

- The Trust Board organises its governance structure in such a way as to maximise the skills and context of different layers of governance to avoid duplication and to effectively deliver the functions of Governance to support the vision of the Trust and its individual schools. It does this by delegating some duties to its Academy Committees, its Resource and Audit Committee, its School improvement Committee and to the CEO, through this Scheme of Delegation.
- The Trust Board works with the Trust SLT to ensure clarity of vision, ethos and strategic direction as per the first core function of governance.
- The Board of Trustees maintains direct accountability (through its Resources Committee) for most of the third core governance accountability; “Overseeing the financial performance of the organisation and making sure its money is well spent” including agreeing a 5 year budget with Head Teachers and Chairs of Governors and scrutinising management accounts monthly against the agreed budget. They will also monitor risk factors and ensure that the WMAT Central Services finance team meets all the requirements of the Academy Trust Handbook.
- All Trustees are appointed by the Trust Members. They appoint a minimum of 5 Trustees. There is no maximum number.

### **Role of the Chief Executive Officer**

- The trustees delegate the day-to-day management of the trust to The Chief Executive Officer, line managing them in line with the trust’s appraisal policy.
- The CEO is also the Accounting Officer, and so is responsible not only for the performance of the trust as a whole but has a personal responsibility to parliament for the regularity, propriety and value for money, and for assuring the board about compliance with the funding agreement and the Academy Trust Handbook
- The CEO line manages the Senior Leadership Team of the WMAT, comprising Head Teachers, Head of Schools and the Central Executive team.
- The CEO is an ex officio Trustee of the WMAT. They will report to the Trust Board and its committees. The CEO will be in attendance at Academy Committee meetings at schools where they are the Executive Head Teacher.

### **Role of the Academy Committee**

- Academy Committees (ACs) are committees of the Board of Trustee. They operate under the delegations set out in this document and the Academy Committee Terms of Reference, both of which are approved by the Board of Trustees.
- Those elected/appointed to serve on an Academy Committee are members of a committee of the Board of Trustees and are referred to as “Governors”. The term “Governors” is not used in the same sense as when it is used in maintained schools where Governors act in accordance with school governance regulations.
- Even where responsibility is delegated to the AC, it is the Board of Trustees or “Trust”, as the legal entity, that holds statutory accountability and not the AC.

- The Trust Board has delegated to the Academy Committees the responsibility for ensuring clarity of vision and ethos at a school level, ensuring that the schools vision and ethos fits within that of the Trust including the trust’s moral purpose and to ensure that each school retains what makes them unique. In the trust’s church schools the Academy Committee are delegated the responsibility of developing with the school leadership team the school’s Christian ethos, values and vision.
- By maintaining financial scrutiny with the Trustees the aim is to allow the Academy Committees the time to focus on the 2<sup>nd</sup> core function of governance; “Holding executive leaders to account for the a) educational performance of the organisation and its pupils, b) the performance management of its staff.”. The Trustees believe that local governors are best placed to fully understand the context and challenges of their school and are therefore essential in delivering this accountability.
- Academy Committees are tasked with scrutinizing management information thus providing assurance to trustees that the school is;
  - Operating within the ethos and values of the trust and creating a positive climate for all stakeholders
  - Working within agreed policies
  - Meeting the agreed targets
  - Engaging with stakeholders
  - Acting as an ambassador for the Trust

### **Role of the Head Teacher / Head of School**

- The CEO delegates the day-to-day management of the trust’s schools to Headteachers or Head of School, line managing them in accordance with the trust’s appraisal policy.
- The Trustees and the Academy Committee delegates such powers and functions as are required for the internal organisation, management and control of the school (including the implementation of all policies approved by Trustees and the AC) and for the direction of the teaching and the curriculum at the school. They are responsible for managing the delegated budget and resources agreed by the Trustees. They are responsible for all functions as may be assigned under their job description and contract of employment.
- The "relevant body" for appraisal of Head Teachers and Head of School within the Multi Academy Trust is a group led by the CEO of the Trust, to include the School Improvement Director and at least 1 member of the Academy Committee.
- The Head Teacher or Head of School is an ex officio member of the Academy Committee.

- The Headteacher and Head of School shall be appointed by the Trustees on the recommendation of the recruitment panel. The panel will consist of the CEO, a Trustee and 1 or 3 local governors. In our Church schools the panel will also include a representative of the Oxfordshire Diocesan Board of Education. The appointment at Church schools, will be made with the agreement of the Oxford Diocesan Director of Education.

## **OTHER MATTERS**

- The Trustees and Governors have a duty to act independently and not as agents of those who may have appointed them and will act with integrity, objectivity and honesty in the best interests of the Trust and the school and shall be open about decisions and be able to justify those decisions except in so far as any matter may be considered confidential.
- The income and property of the School must be applied solely towards the provision of the Objects as detailed in the Articles of Association.
- The Trustees and Governors will need to complete an annual declaration of their business interests, conflicts and related party matters.
- Any Trustee or 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 member of the AC/Trust Board shall disclose that fact to the other members of the AC/Trust Board as soon as they become aware of it (in compliance with the Academy Trust Handbook). A member of the AC/Trust Board must absent themselves from any discussions of the AC or any sub committee in which it is possible that a conflict will arise between their duty to act solely in the interests of the School and any duty or personal interest (including but not limited to any Personal Financial Interest).
- The Trustees and Governors have a duty to attend meetings regularly in order to carry out their responsibilities. Where attendance level falls below 50% over an academic year, the Chair will discuss with the Trustee/Governor whether they are able to commit the necessary time to their role. It will be at the discretion of the Chair as to whether they feel it is appropriate to have this conversation sooner.

## WARRINER MULTI ACADEMY TRUST SCHEME OF DELEGATION

The schedule below sets out the responsibilities of the Trust Board, as imposed by the Academies Financial Handbook and the Trust’s funding agreement and it explains how those responsibilities have been delegated.

This should be considered in conjunction with the Academy Committee terms of reference and the specific policies of the Trust.

This table is indicative and if direction by the Trustees is inconsistent with the table, that direction will prevail.

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
<b>Vision</b>	1.	Determine Trust’s vision, ethos, values and strategy to achieve them		✓		✓		
	2.	Determine schools vision, ethos, values and strategy to achieve within the direction set by the Trust				✓	✓	✓
	3.	Determine trust-wide policies which reflect the Trust’s vision ethos and values and meet statutory requirements <i>See policy delegation in appendix B</i>		✓	✓ RC			
	4.	Determine school level policies which reflects the schools ethos and values including in the Church schools its Christian ethos and values, and meet statutory requirements <i>See policy delegation in appendix B</i>					✓	✓
	5.	To consider requests from other schools to join the Multi Academy Trust		✓				
<b>Central Services</b>	6.	To determine the scope and monitor the effectiveness and value for money of the mandatory core services to be delivered by the Trust on behalf of its Academies			✓ RC			
	7.	To identify those additional services to be procured on behalf of individual academies			✓ RC			



Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	8.	To ensure centrally procured services provide value for money			✓ RC			
<b>Finance and Audit</b>	9.	To determine each schools contribution to Central Services.		✓				
	10.	Production of a school's proposed 5 year budget.  *Joint work HT or HoS with LGB lead finance governor and central services finance team				✓	✓	✓*
	11.	To approve 5 year budgets for the trust and its schools to support delivery of Trust's and its schools strategic priorities.  *On receipt of a recommendation from the R&A committee		✓*				
	12.	To implement the individual schools budget					✓	✓
	13.	Receipt and scrutiny of monthly budget monitoring reports for the WMAT, Central Services and its schools.			✓ R&A sub group			
	14.	To approve any virement between Central Services budget headings and/or likely individual budget overspends ( <i>Refer to Financial scheme of delegation for approval limits</i> )			✓ RC	✓		
	15.	To approve any virement between individual school budget headings and/or likely individual budget overspends ( <i>refer to Financial scheme of delegation for approval limits</i> )			✓ RC	✓		✓

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	16.	To approve any overspend variance against the Central Services budget ( <i>Refer to Financial scheme of delegation for approval limits</i> )			✓ RC	✓		
	17.	To approve any overspend variance against the agreed individual school budget ( <i>Refer to Financial scheme of delegation for approval limits</i> )			✓	✓		✓
	18.	To establish financial decision levels and limits – <i>see Finance and control policy for financial scheme of delegation</i>		✓				
	19.	To recommend the appointment of external auditors to the Members.		✓				
	20.	To appoint the external auditors.	✓					
	21.	To enter into contracts up to the limits of delegation and within an agreed budget			✓ RC			
	22.	To authorise payments on central items within agreed financial limits ref WMAT			✓ RC	✓		
	23.	To authorise payments within agreed financial limits at individual schools				✓		✓
	24.	To have oversight of the internal system of control to minimize risk, including tracking of progress on audit recommendations and ESFA reporting requirements			✓ RC			
	25.	To establish risk register and conduct regular review			✓ RC		✓	

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	26.	Approval of audited annual report and accounts  <i>*after the consideration and recommendation of the WMAT Finance and Audit committee</i>		✓*				
	27.	Receive audited annual report and accounts	✓					
	28.	To notify the WMAT of any changes to fixed assets used by the school						✓
	29.	To approve discretions requested in line with the LGPS discretion policy			✓ R&A			
HR	30.	To approve Head teacher /Head of School appointments on the recommendation of the CEO  <i>Church schools, appointments must have the approval of the ODBE</i>		✓				
	31.	To recommend Head Teacher/Head of School appointments  <i>On behalf of the HT recruitment panel inc CEO, 1 Trustee, 1 or 3 Gov.</i>				✓*		
	32.	To approve Trust Senior Leadership appointments				✓		
	33.	Appoint teachers and non teaching staff						✓
	34.	Dismissal of CEO		✓ Trustee panel				
	35.	Dismissal of HT/HoS/Deputy/Trust SLT		✓ Trustee panel				

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	36.	Dismissal of other school staff					✓ Governor panel	
	37.	Dismissal of other central services staff		✓ Trustee panel				
	38.	Dismissal of school support staff within probationary period						✓
	39.	Dismissal of central services support staff within probationary period				✓		
	40.	Suspension of CEO		✓ Chair of trustee or other trustee in their absence				
	41.	Suspension of HT/HoS/Deputy/Trust SLT				✓ (Chair of Trustees in CEO's absence)		
	42.	Suspension of other school staff						✓ (CEO in Head's absence)
	43.	Suspension of other central services staff				✓ (Chair of Trustees in CEO's absence)		
	44.	Ending suspension of CEO		✓ Chair of trustee or other trustee				

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
				in their absence				
	45.	Ending suspension of HT/HoS/deputy/Trust SLT				✓ (Chair of Trustees in CEO's absence)		
	46.	Ending suspension of other school staff						✓ (CEO in Head's absence)
	47.	Ending suspension of other central services staff				✓ (Chair of Trustees in CEO's absence)		
	48.	Approve annual recommendations on teacher and Head Teacher/Head of School pay progression on the recommendation of the CEO after discussion with HTs			✓RC			
	49.	Determination of CEO pay and pay progression			✓RC			
	50.	Hearing pay progression appeals			✓RC			
	51.	To line manage the Head Teacher and Head of School				✓		
	52.	To line manage the CEO		✓				
Education	53.	To deliver The Trust curriculum to meet the needs of the school's specific context and statutory requirements.				✓	✓	✓
	54.	To be responsible for standards of teaching and educational outcomes				✓	✓	✓

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	55.	Monitor standards of teaching and pupil educational outcomes			✓SIC	✓	✓	✓
	56.	To agree the use of fixed term or permanent exclusion				✓		✓
	57.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)					✓	
	58.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)					✓	
	59.	To consider, consult on and propose change of age range or size of Academies within the MAT		✓				
	60.	To set the times of the school day.				✓	✓	✓
	61.	To set the dates of school terms and holidays		✓				
<b>Premises &amp; Insurance</b>	62.	To ensure appropriate Buildings insurance and personal liability insurance is in place.			✓RC			
	63.	To monitor school buildings strategy or master plan			✓RC			
	64.	To monitor properly funded maintenance plan			✓RC			
	65.	To monitor and report to Central Services team, day to day maintenance of the buildings and facilities used in respect of the school – having a regard at all times to the safety of the users of the buildings and facilities					✓	✓

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	66.	Co-ordination and submission of capital bids <i>CEO will further delegate to Strategic Business Director</i>				✓		
	67.	To ensure that health and safety regulations are followed			✓RC		✓	✓
	68.	To ensure an annual health and safety audit is carried out			✓RC	✓		
	69.	To implement recommendations of the H&S audit .					✓	✓
<b>Trust Governance</b>	70.	Establish and review Trust Governance structure.						
	71.	Approve AC and trust committee terms of reference		✓				
	72.	Appoint Trust and School Governance Professionals		✓				
	73.	To appoint Trustee appointed Governors to Academy Committees		✓				
	74.	To remove Governors from the Academy Committee in accordance with procedure set out in the AC terms of reference		✓				
	75.	To set up a Register of Members, Trustees and Governors Business Interests		✓				
	76.	Consider whether or not to exercise delegation of functions to individuals or committees through annual review of Scheme of Delegation		✓				
	77.	To determine the development needs of Trustees and governors and put in place an appropriate programme		✓				

Function	No	Tasks	Members	Trustees	Committee	CEO	AC	HT/HoS
	78.			✓				
Safeguarding	79.	To ensure that the safeguarding policy is implemented				✓	✓	✓
	80.	Oversight of Safeguarding compliance		✓ SIC		✓		
	81.	To ensure staff and governors comply with statutory safeguarding training				✓	✓	✓
	82.	Ensure accuracy and completeness of the Single Central Record				✓		✓
<b>Compliance</b>	83.	Implement statutory and trust wide policies					✓	✓
	84.	To consult before determining setting admissions policies for all trust schools.		✓				
	85.	To agree admissions: application decisions					✓	
<b>Stakeholder Engagement</b>	86.	Seek feedback from Stakeholders (staff, parents and pupils) on performance of school and feedback to Trustees at least annually. -					✓	✓



## **Appendix A – WMAT Academy Committee Constitution and Terms of Reference**

The constitution of each Academy Committee is as follows:

### **Bishop Carpenter**

A total of 12 governors to include the following:

- 2 elected parent governors
- 1 elected staff governor
- 1 Headteacher/Head of School
- 7 Foundation governors appointed by the trustees in partnership with the Oxford Diocesan Board of Education of whom 1 will be appointed on the nomination of the Trustees of the Educational Foundation of Christobella Countess Saye and Sele
- 1 trustee appointed governor

### **Bishop Loveday**

A total of 12 governors to include the following;

- 3 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- 7 Foundation governors appointed by the trustees in partnership with the ODBE and with up to 4 nominations from the Bodicote Parochial Church Council.

### **Farthinghoe**

A total of up to 11 governors to include the following;

- 2 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- Up to 7 trustee appointed governors

### **Finmere**

A total of 8 Governors to include the following;

- 2 elected parents governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- 2 Foundation Governors - appointed by the trustees in partnership with ODBE – one of whom is the Rector of Shelswell ex officio
- 2 trustee appointed governors

**Gravenhill**

A total of up to 12 governors to include the following:

- 2 elected parent governors
- 1 elected staff governor
- 1 Head teacher/Head of School
- Up to 8 trustee appointed governors

**Hornton**

A total of up to 11 governors to include the following;

- 2 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- Up to 7 trustee appointed governors

**Sibford Gower**

A total of up to 12 governors to include the following:

- 2 elected parent governors
- 1 elected staff governor
- 1 Head teacher/Head of School
- Up to 8 trustee appointed governors

**The Warriner:**

A total of up to 16 governors to include the following;

- 4 elected parent governors
- 1 elected staff governor
- 1 Headteacher/Head of School
- Up to 10 trustee appointed governors

## ACADEMY COMMITTEE – TERMS OF REFERENCE

### **Purpose of the AC Terms of Reference:**

For Academy Committees of the Warriner Multi Academy Trust to have a clear understanding of their responsibilities as delegated to them in the Scheme of Delegation.

The Terms of Reference should be considered alongside the WMAT Scheme of Delegation. Where any direction from the Trust Board is different than the Term of Reference or the Scheme of Delegation, then that direction shall prevail. Where it is judged by The Trust Board that the Academy Committee is not able to effectively fulfill its responsibilities then some or all of its delegated responsibilities will be removed and the Trust Board will have a responsibility to establish an interim Board to support the Academy Committee to improve.

### **Membership of the Academy Committee:**

1. See Scheme of Delegation for the constitution of the Academy Committee
2. Academy Committee members (Governors) will serve for a period of 4 years, unless stated differently at the time of appointment.
3. Staff and parents will be elected via elections. The Headteacher or Head of School will be a governor ex officio. All other governors are appointed. Appointed Governors will be recommended to the appointing body based on a skills analysis of the governing body and any requirements of the appointing body. The number of governors who are staff members can not exceed more than 1/3 of the total number of governors on the governing body.
4. A chair and vice-chair will be elected annually by the Academy Committee for a period of 1 year. The Chair and Vice-Chair must always be a serving Governor or Trustee. Governors who are members of staff can not be Chair or Vice Chair of Governors or Chair of a Sub Committee. If the AC is unable to appoint a Chair the Trustees may appoint one. They may be reappointed for further years as determined.
5. A Governance Professional (also known as clerk to the governors) will be appointed by the WMAT.
6. The AC will appoint a lead governor for Special Educational Needs, Health and Safety, Safeguarding, Attendance and Finance. The Lead Governors will operate in line with the WMAT Lead Governor Job Descriptions.
7. The AC will establish a Head Teacher/Head of School appraisal panel at the start of each academic year (Chair plus minimum 1 other Governor) to performance manage the Head Teacher appraisal process with the CEO of the WMAT and the School Improvement Director.

8. The AC will establish a disciplinary panel if the need arises in accordance with the WMAT exclusion, staff disciplinary, staff grievance and complaints policies. This will be managed and supported by a member of the Trust's Governance Support Team.
9. Governors, appointed or elected, can be removed by the Trust Board in the following circumstances;
  - It has been agreed by the AC that they have knowingly broken the Governors Code of conduct.
  - An agenda item was tabled at a AC meeting " to consider the removal of ..... from the Academy Committee", a proposal outlining the reason for their removal must be considered that was circulated a week before the meeting and the Governor must be given the opportunity to respond in that meeting. The Governor will be asked to leave the meeting so that the rest of the governors can consider whether or not to recommend their removal to the Trustees.

**Quorum:** Minimum 50% of the current membership of the governing board or 4 Governors, whichever is greater.

#### **Conduct of the meetings of the Academy Committee and sub committees**

1. Each member of the Academy Committee shall act in the best interests of the School and in accordance with the Governors Code of Conduct at all times and must keep confidential all information of a confidential nature obtained by them relating to the school or the Trust.
2. The Academy Committee will meet at least 3 times a year or as often as is required to meet these terms of reference.
3. An Academy Committee meeting can be a physical meeting, a video conference or a telephone conference. The agenda must state clearly how the meeting is to be held.
4. The Governance Professional will prepare a draft agenda based on the WMAT yearly governance business schedule and send to the Chair of Governors at least 2 weeks before the meeting. The Chair will agree the final draft allowing for changing national and local context.
5. Agenda and paperwork will be circulated by the Governance Professional at least 7 days before the meeting .
6. If both the Chair and Vice-Chair are absent from a meeting of the AC, those Governors present may elect one of their number to chair that meeting
7. The Academy Committee may delegate (subject to any statutory requirements) any of its functions to the Head Teacher/Head of School, to an individual member of the AC or to a subcommittee of the AC but no individual or sub-committee may delegate further unless expressly authorised to do so by the AC.
8. The AC may establish its own sub-committees to facilitate the efficient running of the School and to tie in to the overarching governance timetable of the Trust together with statutory requirements.

9. The AC will review the sub-committee structure, terms of reference, constitution and membership of any sub-committee and all other delegations of power including lead governor roles at least once each year, usually in the last meeting of the academic year.
10. Minutes of every AC meeting shall be made available to the Trustees upon request.
11. When circumstances dictate that a decision is required by the Academy Committee before the date of the next meeting, then it can be taken as a written resolution and approved electronically.
12. Every decision made via a written resolution, a committee or an individual shall be reported and minuted at the next available meeting of the AC.
13. Every Trustee of the WMAT, including the Chief Executive Officer, shall be entitled to attend any meetings of the AC and of any sub-committee established by the AC
14. The AC and any sub-committee may invite attendance by persons who are neither Governors nor committee members where such attendance is considered by the members of the AC or sub-committee to benefit its deliberations.
15. The membership of any sub-committee may include persons who do not also serve on the AC, provided that a majority of the members of any such sub-committee shall be members of the AC or Trustees.
16. Copies of the minutes of Academy Committee and sub-committee meetings are to be circulated to all members of the AC and those who are entitled to attend AC meetings.
17. Copies of all minutes and papers (excluding confidential papers and minutes) will be made available for inspection by any person requesting to see them.
18. Every question to be decided at a meeting of the AC shall be determined by a majority of the votes of the Governors present and voting on the question. Each Governor shall have one vote. Where there is an equal division of votes, the chair of the meeting shall have a casting vote in addition to any other vote they have had.

### **Responsibilities of the Academy Committee;**

1. To develop with the Head Teacher the vision, ethos and values of the school within the Trust's vision, including within our Church school its Christian ethos. Monitor the strategic priorities against the vision.
2. Developing, reviewing and monitoring of School Development Plan through meetings and a governor monitoring schedule clearly linked to the SDP priorities.
3. Monitor and evaluate the standards and performance of the school, through scrutiny of progress, attainment, behaviour and attendance data, effective questioning and monitoring visits into school.
4. To monitor the educational progress of the students in the school (including specific cohorts; Pupil Premium, Free School Meals, SEND, students from different starting points, most able, gender) through the evaluation of results, external data and internal pupil progress data against targets and resulting action plans.
5. To monitor the use of Pupil Premium funding to ensure progress in line with national expectations from different starting points.
6. To monitor the use of the Sports premium funding and ensure it is spent in accordance with DfE published guidelines.
7. To monitor the quality of teaching and learning through scrutiny of the HT report.
8. To support the Headteacher in their functions and to receive from the Headteacher and consider such reports as the AC may require.
9. To be aware of and take into account views of parents, pupils, staff and the wider community that its school serves and report on these as appropriate to the Trustees.
10. To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the WMAT Trust Board
11. To monitor implementation and impact of the curriculum in line with the Ofsted framework.
12. Review Pupil Numbers through scrutiny of the HT report and consider implications on funding and the budget.
13. Receive Trustees monitoring of spend against budget and ensure implementation of recommended actions.
14. Lead finance Governor to work with HT to submit a 5 year budget to Trustees for approval.

15. To consider the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment and to make recommendations to the WMAT Trust Board.
16. To monitor the day-to-day maintenance of the buildings and facilities used in respect of the School, having a regard at all times to the safety of the users of the buildings and the facilities and to the legal responsibilities of the Trust Board as owners of such buildings and facilities.
17. To determine (and keep under review) such policies as the Trustees may delegate to the AC (as specified in the WMAT Policy delegation and review schedule) and to advise WMAT on the impact of agreed policies including but not limited to;
  - special educational needs policy and information report annually
  - child protection policy annually
  - safeguarding
18. Review compliance with statutory requirements; Safeguarding, student behaviour and discipline, Health and Safety, SEND, Sports Premium, Pupil Premium, Equality, British values, Curriculum, religious education and collective worship, data protection and the implementation of charging and remission policies.
19. The AC will ensure that all complaints are recorded and dealt with in accordance with the agreed WMAT Complaints Policy. This includes keeping complaints available for inspection by Ofsted - the Chief Executive Officer may also request to see the file.
20. Checking that the statutory required information is published on the school's website
21. Ensuring that the AC meets its own reporting and training responsibilities including;
  - Obtain a DBS certificate for each of its governors
  - Declaration of interests at least annually and at relevant meetings
  - Complete safeguarding and prevent training every 4 years.
  - Read Keeping Children Safe in Education annually.
  - Complete effective governor training within 6 months of the start of a new term of office
  - Complete effective governor training before 4 year term expires if the intention is to stand for another term.
  - Attend WMAT Governor Training

**General provisions**

- The AC will report to the Trust Board both generally and specifically as the Trustees may require.
- The AC shall at all times act in accordance with the WMAT's Finance Policies, its Financial Manual and the Academies Financial Handbook.
- Where an urgent decision is required which cannot wait until the next meeting the Chief Executive will have delegated authority to make a decision and must then report this to the next meeting of the AC.
- All Governors will act in accordance of the Trust's Code of Conduct which includes regular attendance at meeting, completion of statutory training, attendance at Trust training.



Appendix B – WMAT Policy schedule and delegation

<b>Policy/document</b>	<b>Minimum Review frequency</b>	<b>APPROVAL DELEGATED TO</b>	<b>Should it be published?</b>
<b>Accessibility plan</b>	3 YR	SCHOOL - AC	Website
<b>Admissions arrangements</b>	1 YR	TRUST BOARD	Website
<b>Anti - Bullying (this can be within behaviour policy)</b>	3 YR	SCHOOL - AC	Website
<b>Appraisal Policy for Head Teachers</b>	2 YR	TRUST – RESOURCES	Internal
<b>Appraisal Policy for Support Staff</b>	2 YR	TRUST – RESOURCES	Internal
<b>Asbestos</b>	2 YR	TRUST - RESOURCES	Internal
<b>Assessment Policy (Primaries)</b>	2 YR	TRUST - RESOURCES	
<b>Attendance Policy</b>	1 YR	SCHOOL - AC	Website
<b>Behaviour principles written statement</b>	3 YR	TRUST - SIC	Website
<b>Behaviour policy</b>	3 YR	SCHOOL - AC	Website
<b>Contingency and Business Continuity Plan</b>	1 YR	WMAT - RESOURCES	internal
<b>Capability of staff policy (review with teacher appraisal policy)</b>	2 YR	WMAT - RESOURCES	Internal
<b>CCTV Policy</b>	2 YR	TWS AC	Website
<b>Central Service Funding and Appeals Policy</b>	1 YR	TRUST– RESOURCES	Internal
<b>Charging and remissions policy</b>	2 YR	TRUST – RESOURCES	Website
<b>Children with health needs who cannot attend school</b>	2 YR	TRUST - RESOURCES	Website

<b>Child protection policy and safeguarding procedures</b>	1 yr	SCHOOL - AC	Website
<b>Code of Conduct for Parents</b>	3 YR	TRUST - SIC	Website
<b>Code of Conduct for Staff</b>	2 YR	TRUST– RESOURCES	Internal
<b>Collective worship policy</b>	2 YR	SCHOOL – AC	Website
<b>Complaints Policy</b>	2 YR	TRUST – RESOURCES	Website
<b>Contractor Policies</b>	2 YR	TRUST – RESOURCES	Internal
<b>Contingency and Business Continuity Plan</b>		TRUST – RESOURCES	Internal
<b>Curriculum Policy</b>	2 YR	PRIMARY – SIC SECONDARY - AC	Website
<b>Data protection policy and Privacy Notices</b>	1 YR	TRUST – RESOURCES	Website
<b>Designated Teacher for Looked After and previously looked after children</b>	2 YR	TRUST - RESOURCES	Website
<b>Dignity at work policy</b>	2 YR	TRUST - RESOURCES	Internal
<b>Discipline and Grievance Policy for Staff</b>	2 YR	TRUST – Resources	internal
<b>Driving at Work Policy</b>	3 YR	TRUST – RESOURCES	internal
<b>Drugs protocol</b>	3 YR	TWS - AC	Website
<b>Early Career Teacher Induction Policy</b>	2 YR	TRUST- RESOURCES	internal
<b>Early Years Foundation Stage</b>	2 YR	SCHOOL - AC	Website
<b>E-safety and Acceptable IT user agreement</b>	2 YR	TRUST – RESOURCES	Website
<b>Equality Policy</b>	4YR	TRUST - RESOURCES	Website
<b>Equality Policy impact statement</b>	1YR	SCHOOL - AC	Website

<b>Exclusion and suspension of pupils policy</b>	3 YR	TRUST– RESOURCES	Website
<b>Financial procedure, administration and control policy</b>	1 YR	TRUST – RESOURCES	Internal
<b>First Aid Policy</b>	2 YR	TRUST Resources	Internal
<b>Flexible Working Policy</b>	2 YR	TRUST Resources	Internal
<b>Freedom of information Publication Scheme</b>	3 YR	TRUST - RESOURCES	Website
<b>Gifts and hospitality policy</b>	3 YR	TRUST – RESOURCES	Internal
<b>Governor School Visits and Monitoring policy</b>	1 YR	TRUST - SIC	Internal
<b>Governors, Trustees and Members allowances policy</b>	3 YR	TRUST - RESOURCES	Internal
<b>Health and safety and risk assessment policy</b>	2 YR	TRUST– RESOURCES	Website
<b>Home Visits Protocol</b>	1 YR	TWS SLT	Website
<b>Homework Protocol</b>	1YR	TWS SLT	Website
<b>Mobile Device Policy</b>	1YR	TWS SLT	Website
<b>Handbook for Governors and Trustees (in Gov code of conduct</b>	1 YR	TRUST – SIC	Governor Hub
<b>Investment Policy</b>	2 YR	TRUST – RESOURCES	Website
<b>Legionnaires Policy</b>	3 YR	TRUST - RESOURCES	Internal
<b>Managing sickness absence policy</b>	2 YR	TRUST - RESOURCES	Internal
<b>Pay policy for Teachers</b>	1YR	TRUST - RESOURCES	Internal
<b>Pay Policy for Support staff</b>	1 YR	TRUST - RESOURCES	internal

<b>Pay protection policy</b>	1 YR	TRUST - RESOURCES	Internal
<b>Positive handling policy</b>	3 YR	TRUST – RESOURCES	Internal
<b>Probationary Period policy for Support Staff</b>	2 YR	TRUST - RESOURCES	Internal
<b>Professional Growth Policy for Teachers (Growing Great Teachers)</b>	1 YR	TRUST - RESOURCES	Internal
<b>Provider access policy statement</b>	1 YR	TWS - AC	Website – careers
<b>Pupil Premium report for publication</b>	1 YR	SCHOOL - AC	Website
<b>Reference Policy</b>	1 YR	TRUST – RESOURCES	Internal
<b>Relationship and Sex education policy</b>	2 YR	PRIMARY – WMAT SECONDARY - AC	Website
<b>Safer Recruitment Policy</b>	1 YR	WMAT - SIC	Website
<b>Special Educational Needs Policy</b>	1YR	SCHOOL - AC	Website
<b>School Uniform Policy</b>	2 YR	SCHOOL - AC	Website
<b>SEND report to Govs</b>	1 YR	SCHOOL - AC	Website
<b>Sportspremium report to Gov and parents (publication deadline for current year - July)</b>	1 YR	SCHOOL - AC	Website
<b>Staff leaver and exit interview policy</b>	1 YR	TRUST – RESOURCES	
<b>Supporting pupils at school with medical conditions</b>	2 YR	SCHOOL - AC	Website
<b>Staff wellbeing strategy</b>	2 YR	TRUST - RESOURCES	Internal
<b>Whistle blowing policy</b>	1 YR	TRUST – RESOURCES	Internal

## APPENDIX C – SCHEDULE OF BUSINESS

### TRUST BOARD SCHEDULE OF BUSINESS

Term 1 (Sep)	Term 1 (Oct)	Term 2	Term 3	Term 4	Term 5	Term 6
Receive report to Academy Committees on previous year	Receive CEO report	Receive CEO report and update to SDP	Receive CEO report	Receive CEO report and update to SDP	Receive CEO report	Receive CEO report and update to SDP
Receive and review evaluation of WMAT strategic development plan						
Receive and agree new strategic development plan						
Consider applications/due diligence to join the WMAT	Consider applications/due diligence to join the WMAT	Consider applications/due diligence to join the WMAT	Consider applications/due diligence to join the WMAT	Consider applications/ due diligence to join the WMAT	Consider applications/due diligence to join the WMAT	Consider applications/due diligence to join the WMAT
	Receive Committee reports	Receive committee reports	Receive committee reports	Receive committee reports	Receive committee reports	Receive committee reports
	Consider for approval STCPD pay recommendation from Resources committee	Consider for approval WMAT audited report and accounts for submissions to the ESFA			Consider for approval recommended Central Services contributions	Consider for approval WMAT and individual schools budget for submission to the ESFA
	Consider for approval “delegation of financial powers” from Resources committee.					Review Trust’s risk register and consider if the Trust is effectively managing risk
	Consider changes to admission policy require consultation		Receive admission policies for determination			Receive stakeholder engagement reports from Academy Committees
Governor nominations for consideration	Governor nominations for consideration	Governor nominations for consideration	Governor nominations for consideration	Governor nominations for consideration	Governor nominations for consideration	Governor nominations for consideration
Trustee membership updates	Trustee membership updates	Trustee membership updates	Trustee membership updates	Trustee membership updates	Trustee membership updates	Trustee membership updates
Election of Chair and Vice Chair				Agree Governor training buy in services	Review effectiveness of Governance structure and delegation	Receive for approval Scheme of Delegation, policy delegation and committee Terms of reference

Review of WMAT vision					Receive WMAT training feedback and agree training schedule for next year.	Agree committee membership and any specific trustee roles
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PRIMARY ACADEMY COMMITTEES – SCHEDULE OF BUSINESS

Term 1 (Sep)	Term 2	Term 3	Term 4	Term 5	Term 6
Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes
CEO of the WMAT to deliver annual report and seek feedback on WMAT vision	<b>Receive Peer review feedback</b>		<b>Receive Peer review feedback</b>		
<b>Receive and scrutinise external data; School position statement, OCC headline summary data</b>		<b>Receive and scrutinise external data; IDSR, ASP</b>		<b>Receive and scrutinise any available external data</b>	
Receive and scrutinise internal Summer Term Attainment Data Report (SATs results)	Receive and scrutinise HT report	Receive and scrutinise internal Autumn Term Attainment Data report	Receive and scrutinise HT report	Receive and scrutinise internal Spring Term Attainment Data report	Receive and scrutinise HT report
Receive evaluation of last year's School Development/Learning improvement plan	Receive school risk register		Receive updated SDP/ LIP	Receive school risk register	
Receive an agree this year's SDP/LIP	Receive stakeholder engagement schedule	Receive analysis of any stakeholder voice collected	Receive analysis of any stakeholder voice collected	Receive analysis of any stakeholder voice collected	Receive completed stakeholder engagement schedule and report
<b>Governor Monitoring;</b> <ul style="list-style-type: none"> <li>Receive proposed governor monitoring schedule as agreed by Chair and HT</li> </ul>	<b>Governor monitoring:</b> <ul style="list-style-type: none"> <li>Receive updated monitoring schedule</li> <li>Receive completed visit records</li> </ul>	<b>Governor monitoring:</b> <ul style="list-style-type: none"> <li>Receive updated monitoring schedule</li> <li>Receive completed visit records</li> </ul>	<b>Governor monitoring:</b> <ul style="list-style-type: none"> <li>Receive updated monitoring schedule</li> <li>Receive completed visit records</li> </ul>	<b>Governor monitoring:</b> <ul style="list-style-type: none"> <li>Receive updated monitoring schedule</li> <li>Receive completed visit records</li> </ul>	<b>Governor monitoring:</b> <ul style="list-style-type: none"> <li>Receive updated monitoring schedule</li> <li>Receive completed visit records</li> </ul>

<ul style="list-style-type: none"> <li>• Receive Governor monitoring Policy</li> <li>• Receive any completed visit records</li> </ul>					
<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Agree Lead Governor roles/responsibilities</li> <li>• Membership updates</li> <li>• training completed</li> <li>• feedback from chair's meeting</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Review policy delegation</li> <li>• Membership updates</li> <li>• training completed</li> <li>• feedback from chairs meeting</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates,</li> <li>• training completed</li> <li>• feedback from chairs meeting</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates,</li> <li>• training completed</li> <li>• feedback from chairs meeting</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates,</li> <li>• training completed</li> <li>• feedback from chairs meeting</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates</li> <li>• training completed</li> <li>• Feedback from chairs meeting</li> </ul>
<b>Review Academy Committee skills matrix</b>				<b>Review effectiveness of governance</b>	<b>Election of Chair and Vice Chair</b>
<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• Scheme of Delegation inc AC Terms of reference</li> <li>• Governor Code of conduct</li> <li>• policy updates</li> <li>• financial summary</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> <li>• determined Admissions Policy</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• Budget as agreed between HT/lead finance gov and Resources committee</li> <li>• policy updates</li> <li>• financial summary</li> </ul>
	<b>Receive local authority Safeguarding audit report</b>				
	<b>Policies and reports for approval;</b> <ul style="list-style-type: none"> <li>• Safeguarding policy</li> <li>• Pupil Premium report</li> </ul>	<b>Policies and reports for approval;</b> <ul style="list-style-type: none"> <li>• Equality Policy Impact Statement</li> </ul>	<b>Policies and reports for approval;</b> <ul style="list-style-type: none"> <li>• Curriculum policy</li> </ul>		<b>Policies and reports for approval;</b> <ul style="list-style-type: none"> <li>• Sports Premium Report</li> <li>• SEND information report</li> <li>• SEND Policy</li> </ul>

	Consider <b>Admissions policy</b> for consultation from trustees				
Premises and Health and Safety updates	Premises and Health and Safety updates	Premises and Health and Safety updates	Premises and Health and Safety updates	Premises and Health and Safety updates	Premises and Health and Safety updates
Safeguarding updates	Safeguarding updates	Safeguarding update	Safeguarding updates	Safeguarding updates	Safeguarding updates



<b>Secondary Academy Committee – Schedule of Business</b>			
<b>AC meeting 12/10/23</b>	<b>AC meeting 7/12/23</b>	<b>AC meeting 27/3/24</b>	<b>AC meeting 11/7/24</b>
Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes	Welcome, apologies, declarations of interest, approval of minutes
CEO of the WMAT to deliver annual report and seek feedback on WMAT vision			
<b>Receive evaluation of last year’s SDP</b>	<b>Receive and scrutinise HT report</b>	<b>Receive and scrutinise HT report</b>	<b>Receive and scrutinise HT report</b>
<b>Receive and agree this year’s SDP</b>	<b>Receive school risk register</b>	<b>Receive updated SDP</b>	<b>Receive school risk register</b>
	<b>Receive stakeholder engagement schedule</b>	<b>Receive analysis of any stakeholder voice collected</b>	<b>Receive completed stakeholder engagement schedule and report</b>
<b>Link Governor Monitoring:</b> <ul style="list-style-type: none"> <li>• Agree Lead Governor roles/ responsibilities</li> <li>• Receive link governor monitoring schedule</li> <li>• Receive Governor monitoring Policy</li> <li>• Receive completed visit records</li> </ul>	<b>Link Governor Monitoring:</b> <ul style="list-style-type: none"> <li>• Receive updated monitoring schedule</li> <li>• Receive completed visit records</li> </ul>	<b>Link Governor Monitoring:</b> <ul style="list-style-type: none"> <li>• Receive updated monitoring schedule</li> <li>• Receive completed visit records</li> </ul>	<b>Link Governor Monitoring:</b> <ul style="list-style-type: none"> <li>• Receive updated monitoring schedule</li> <li>• Receive completed visit records</li> </ul>
<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates</li> <li>• Training updates</li> <li>• feedback from chairs meeting</li> <li>• feedback from admissions committee</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates</li> <li>• training updates</li> <li>• feedback from chairs meeting</li> <li>• feedback from admissions committee</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates</li> <li>• Training updates</li> <li>• Feedback from chairs meeting</li> <li>• Feedback from admissions committee</li> </ul>	<b>Academy Committee updates;</b> <ul style="list-style-type: none"> <li>• Membership updates</li> <li>• training updates</li> <li>• Feedback from chairs meeting</li> <li>• Feedback from admissions committee</li> </ul>
<b>Review Academy Committee skills matrix</b>		<b>Review Effectiveness of Governance</b>	<b>Election of Chair and Vice Chair</b>

<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• Scheme of Delegation inc AC Terms of reference (consider extent to which they are being met)</li> <li>• Code of conduct</li> <li>• policy updates</li> <li>• financial summary</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> </ul>	<b>Receive from the Trustees</b> <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> <li>• Receive determined <b>Admissions Policy</b></li> </ul>	Receive from the Trustees <ul style="list-style-type: none"> <li>• policy updates</li> <li>• financial summary</li> <li>• Budget as agreed between HT/lead finance gov and Resources committee</li> </ul>
	Receive OCC <b>Safeguarding audit report</b>		
<b>Receive policies and reports for approval;</b> <ul style="list-style-type: none"> <li>• Child Protection/ Safeguarding policy</li> <li>• SEND policy</li> <li>• SEND information report</li> </ul>	<b>Policies and report for approval:</b> <ul style="list-style-type: none"> <li>• Pupil premium report</li> </ul>		<b>Policies and reports for approval:</b> <ul style="list-style-type: none"> <li>• Equality Policy Impact statement</li> </ul>
	Consider <b>Admissions policy</b> for consultation from trustees if applicable		
Premises and Health and Safety updates	Premises and Health and Safety updates	Premises Health and Safety	Premises and Health and Safety
Safeguarding updates	Safeguarding updates	Safeguarding updates	Safeguarding updates

CDC meeting	CDC meeting	CDC meeting	CDC meeting
			Election of committee chair
Receive and scrutinise Summer Term exam Data	Receive and scrutinise internal DP1 data.	Receive and scrutinise internal DP2 data.	Receive and scrutinise internal DP3 data.

Receive and scrutinise external data; School position statement, OCC headline summary data		Receive and scrutinise external data; IDSR, ASP	Review Committee terms of reference
Curriculum review updates	Curriculum review updates	Curriculum review updates	Curriculum review updates
Receive delegated policies for approval including: <ul style="list-style-type: none"> <li>• Curriculum policy (Annually)</li> <li>• RSE policy (every 2 years)</li> <li>• provider access policy statement (Annually)</li> </ul>			

Admissions meeting	Admissions meeting	Admissions meeting	Admissions meeting	Admissions meeting
				Election of committee chair
Review term 6 attendance/ behaviour/ admissions/ exclusions data sheet	Review term 1 attendance/ behaviour/ admissions/ exclusions data sheet	Review term 2 attendance/ behaviour/ admissions/ exclusions data sheet	Review term 3 attendance/ behaviour/ admissions/ exclusions data sheet	Review term 4 & 5 attendance/ behaviour/ admissions/ exclusions data sheet
Review and consider Admissions Policy for consultation (annual)				Review Committee terms of reference
Receive and approve delegated policies for approval including: <ul style="list-style-type: none"> <li>• Confidentiality protocol (annual)</li> <li>• Attendance Policy (annual)</li> <li>• safe at school policy (every 3 years)</li> <li>• Drugs protocol (every 3 years) due Jan 2023</li> <li>• behaviour policy inc WMAT behaviour principles (every 3 years)</li> </ul>				