The Warriner Multi Academy Trust
Scheme of Delegation 2026-27

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 to 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.

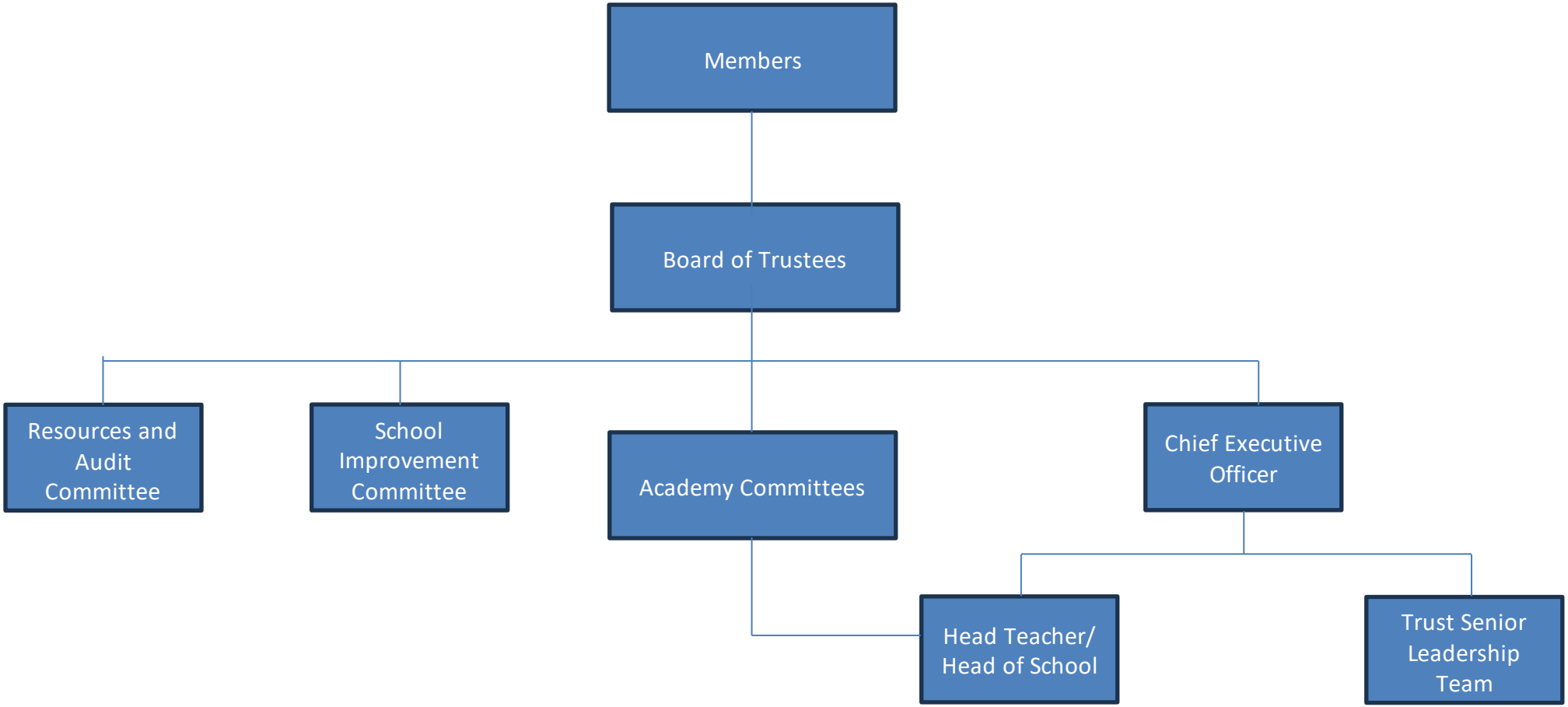
Appendix A - Academy Committees Constitution and Terms of Reference.

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 the 21st October 2026.

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 Trust Board is the legally liable body and therefore structures its governance arrangements and its delegation in such a way to best meet its's purpose as set out in the Academy Trust Handbook (1.1)

"The academy trust is the legal entity with the board having collective accountability and responsibility for the academy trust and assuring itself that there is compliance with regulatory, contractual, and statutory requirements. The academy trust board provides:

• Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier

• Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained.

• Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement."

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 Head Teachers/Heads of School and the Trust Senior Leadership 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.

- Academy Committees are tasked with scrutinizing management information and holding school leaders to account for;
  - Operating within the Strategy, vision and values of the trust and creating a positive climate for all stakeholders
  - Standards; pupil outcomes, teaching and learning, pupil attendance and behaviour
  - Safeguarding
  - Compliance
  - Engaging with stakeholders

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 Trust Board and Academy Committee) 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.

The schedule below sets out the responsibilities of the Trust Board, as imposed by the Academy Trust 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.

Reading the grid
A – Accountable and approver
R – Responsible for delivery and does the work to achieve the task
C - Consulted prior to decision being made

Notes; The CEO may delegate their responsibilities further to the Trust Senior Leadership Team.

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
Vision	1.	Determine Trust's vision, strategy and priorities to achieve them		A			R	C	C
	2.	Determine school's vision, strategy and priorities to achieve within the direction set by the Trust						A	R
	3.	Determine trust-wide policies which reflect the Trust's vision ,ethos and values and meet statutory requirements *See policy delegation in appendix B*			A		R		
	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 *See policy delegation in appendix B*						A	R

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	5.	Consider requests from other schools to join the Multi Academy Trust		A	R		R		
Finance and Audit	6.	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			A		R		
	7.	Determine each schools contribution to Central Services.		A			R		
	8.	Agree budget plan to support delivery of Trust strategic objectives. * On receipt of a recommendation from the R&A committee		A			R		
	9.	Agree budget plan to support deliver of school strategic priorities *On receipt of a recommendation from the R&A committee		A				C	R
	10.	Implement the individual schools budget							A
	11.	Agree monitoring and reporting arrangements for Trust and School budgets			A		R		
	12.	Monitor Trust and School budget			A		R		
	13.	Establish financial decision levels and limits – *see Finance and control policy for financial scheme of delegation*		A			R		

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	14.	undertake appropriate financial training covering financial management, control, monitoring and reporting.		R					
	15.	Ensure integrated curriculum and financial planning approach		A			R		
	16.	Recommend the appointment of external auditors to the Members.		A					
	17.	Appoint/remove the external auditors.	A	R					
	18.	To have oversight of the internal system of control to minimize risk, including tracking of progress on audit recommendations and ESFA reporting requirements			A		R		
	19.	Establish and monitor trust risk register			A		R		
	20.	Establish and monitor school risk register						A	R
	21.	Approval of audited annual report and accounts **after the consideration and recommendation of the WMAT Finance and Audit committee*		A*	R				
	22.	Receive audited annual report and accounts	A						
	23.	Notify the WMAT of any changes to fixed assets used by the school							A
	24.	Notify board where trust's ability to operate as going concern is at risk		A			R		
	25.	Ensure compliance with mandatory procurement frameworks (supply staff, energy, MIS)			A		R		

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
HR	26.	Appoint CEO		A					
	27.	Approve Head teacher /Head of School appointments on the recommendation of the CEO *(On behalf of the HT recruitment panel inc CEO, 1 Trustee, 1 or 3 Gov.)* *Church schools, appointments must have the approval of the ODBE*		A			R		
	28.	Approve Trust Senior Leadership appointments		A			R		
	29.	Obtain DfE approval before advertising posts with remuneration exceeding £174,000 or performance-related pay above £25,000 (from 1 October 2026)		A			R		
	30.	Appoint teachers and non teaching staff (*within agreed budget only – any variance must be approved by the CEO)							A*
	31.	Dismissal of CEO		A (Trustee panel)					
	32.	Dismissal of HT/HoS/Deputy/Trust SLT		A (Trustee panel)					
	33.	Dismissal of other school staff						A (Governor panel)	
	34.	Dismissal of other central services staff		A (Trustee panel)					
	35.	Dismissal of school support staff within probationary period							A

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	36.	Dismissal of central services support staff within probationary period					A		
	37.	Suspension of CEO		A (Chair of trustee or other trustee in their absence)					
	38.	Suspension of HT/HoS/Deputy/Trust SLT					A (Chair of Trustees in CEO's absence)		
	39.	Suspension of other school staff							A (CEO in Head's absence)
	40.	Suspension of other central services staff					A (Chair of Trustees in CEO's absence)		
	41.	Ending suspension of CEO		A (Chair of trustee or other trustee in their absence)					
	42.	Ending suspension of HT/HoS/deputy/Trust SLT					A (Chair of Trustees in CEO's absence)		

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	43.	Ending suspension of other school staff							A (CEO in Head's absence)
	44.	Ending suspension of other central services staff					A (Chair of Trustees in CEO's absence)		
	45.	Approve annual recommendations on teacher and Head Teacher/Head of School pay progression on the recommendation of the CEO after discussion with HTs			A		R		
	46.	Determination of CEO pay and pay progression			A				
	47.	Hearing pay progression appeals			A				
	48.	Performance manage the Head Teacher and Head of School					A		
	49.	Performance manage the CEO		A					
	50.	Approve discretions requested in line with the LGPS and teachers discretion policy		A					
	51.	Determine Executive Team staffing structure		A			R		
	52.	Determine School staffing structure		A			C	C	R
Education	53.	Approve Trust wide curriculum		A			R	C	C

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	54.	Deliver The Trust curriculum to meet the needs of the school's specific context and statutory requirements.							A
	55.	Deliver high standards of teaching and learning					A		A
	56.	Monitor standards of teaching and pupil educational outcomes across the Trust				A	R		
	57.	Monitor standards of teaching and pupil education outcomes in individual schools						A	R
	58.	Plan and deliver individual school improvement interventions and strategies					A		A
	59.	Review headteacher decision to suspend/exclude pupils						A	
	60.	Monitor rates of exclusion across the Trust				A	R		
	61.	Monitor rates of exclusion in individual school						A	R
	62.	Monitor rates of pupil attendance across the Trust				A	R		
	63.	Monitor rates of pupil attendance in individual schools						A	R
	64.	To consider, consult on and propose change of age range or size of Academies within the MAT		A					R
	65.	To set the times of the school day.					C	C	A
	66.	To set the dates of school terms and holidays		A			R	C	C

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	67.	Determine and monitor use of pupil premium and sports premium						A	R
Premises & Insurance	68.	Ensure appropriate Buildings insurance and personal liability insurance is in place.			A		R		
	69.	Monitor academy estates to ensure safe and well maintained			A		R		
	70.	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							R
	71.	Co-ordination and submission of capital bids *CEO will further delegate to CFO*					A		
	72.	Ensure that health and safety regulations are followed			A				R
	73.	Ensure an annual health and safety audit is carried out			A				
	74.	Implement recommendations of the H&S audit .							A
	75.	Agree premises management documents, including Estate vision, Estate strategy and asset management plan.			A		R	C	C
Trust Governance	76.	Appoint/remove members	A						
	77.	Appoint/remove trustees	A	R					
	78.	Elect Chair of Trustees		A					

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	79.	Elect Chair of Academy Committee						A	
	80.	Appoint/remove board committee chairs			A	A			
	81.	Appoint/remove Governors to Academy Committees		A				R	
	82.	Establish and review Trust Governance structure.							
	83.	Approve AC and trust committee terms of reference		A					
	84.	Appoint/remove Trust and School Governance Professionals		A					
	85.	Set up a Register of Members, Trustees and Governors Business Interests		A					
	86.	Review and Approve Scheme of Delegation		A			R	C	
	87.	Determine the development needs of Trustees and governors and put in place an appropriate programme		A					
	88.	Approve articles of Association	A	R					
	89.	Complete Annual review on governance effectiveness		A				A	
	90.	Ensure Trust website is compliant and effective		A			R		
	91.	Ensure School websites are compliant and effective							A

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
Safeguarding	92.	Implementation of safeguarding policy in each school						A	R
	93.	Monitoring of Safeguarding compliance across the Trust				A	R		
	94.	Appointment of Lead Safeguarding Trustee		A					
	95.	Appointment of Lead safeguarding Governor						A	
	96.	To ensure staff and governors comply with statutory safeguarding training					A		
	97.	Ensure accuracy and completeness of the Single Central Record				A	R		R
Compliance	98.	Implement statutory and trust wide policies							A
	99.	Determine admissions policies for all trust schools.		A			R	C	C
	100.	Establish subcommittee to agree individual admission decisions						A	R
	101.	Appointment of lead Trustee and Governor roles (inc new requirement for 2026: lead allergy Governor)		A				A	
Stakeholder Engagement	102.	Seek feedback from Stakeholders (staff, parents and pupils) on performance of school and feedback to Trustees at least annually. -						A	R
Sustainability	103.	Development of a Climate Action Plan with measurable targets.						C	A
	104.	Appointment of lead sustainability Governor						A	

Function	No	Tasks	Members	Trustees	Resources and Audit Committee	School Improvement Committee	CEO	AC	HT/HoS
	105.	Appointment of lead Sustainability Trustee		A					
Digital and Technology Standards	106.	Monitor progress towards meeting DfE's six core standards.			A		R		
Inclusion	107.	Appointment of Lead Inclusion Trustee or Committee for oversight of inclusion including SEND		A		R			
	108.	Monitor inclusion practice and outcomes across trust schools						A	R

Appendix A – WMAT Academy Committee Constitution and Terms of Reference

The constitution of each Academy Committee is as set out below. In addition, Trustees can appoint up to two additional Trustee-Appointed Governors to an Academy Committee where this is considered necessary and where individuals possess the skills, knowledge or experience required to strengthen governance and support the strategic priorities of the school.

Bishop Carpenter - A total of 12 governors to include the following:

- 2 elected parent governors
- 1 elected staff governor
- 1 Headteacher/Head of School
- 5 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;

- 2 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.
- 1 trustee appointed governor

Farthinghoe - A total of 8 governors to include the following;

- 2 elected parent governors
- 1 elected staff governor
- 1 Head Teacher/Head of School
- 4 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 10 governors to include the following:

2 elected parent governors
1 elected staff governor
1 Head teacher/Head of School
6 trustee appointed governors

Grendon Underwood - A total of 10 governors to include the following:

2 elected parent governors
1 elected staff governor
1 Head teacher/Head of School
6 trustee appointed governors

Hornton - A total of 10 governors to include the following;

2 elected parent governors
1 elected staff governor
1 Head Teacher/Head of School
6 trustee appointed governors

Sibford Gower - A total of 10 governors to include the following:

2 elected parent governors
1 elected staff governor
1 Head teacher/Head of School
6 trustee appointed governors

The Priors - A total of 10 governors to include the following:

2 elected parent governors
1 elected staff governor
1 Head teacher/Head of School
6 trustee appointed governors

The Warriner - A total of 12 governors to include the following;

2 elected parent governors
1 elected staff governor
1 Headteacher/Head of School
8 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 Trust.
6. The AC will appoint a lead governor for Inclusion (including Special Educational Needs, Pupil Premium, Equality and Diversity), Health and Safety, Safeguarding, Attendance, sustainability, finance and Allergies. Plus a careers lead for secondary. The Lead Governors will operate in line with the WMAT Lead Governor Job Descriptions.
7. The AC will establish a panel if the need arises in accordance with the Trust's **Admissions, exclusions, staff disciplinary, staff grievance and complaints** policies. This will be managed and supported by a member of the Trust's Governance Support Team.

8. 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 hybrid of the 2. The agenda must state clearly how the meeting is to be held and how people have joined.
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;

STRATEGY AND VISION

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.

STANDARDS

3. Hold the Head Teacher to account for the **standards and performance** of the school through monitoring and strategic challenge in AC meetings and monitoring visits for the following areas;

- Pupil progress (including specific cohorts; Pupil Premium, Free School Meals, SEND, students from different starting points, most able, gender)
- Pupil attainment
- Quality of teaching and learning
- Pupil behaviour
- Pupil attendance
- Use of pupil premium funding in line with DfE publish guidelines
- Use of sports premium funding in line with DfE published guidelines

SAFEGUARDING

4. Ensure safeguarding considerations underpin all governance responsibilities and facilitate a whole-school approach to safeguarding.
5. Appoint a safeguarding lead governor
6. Ensure all staff and Governors read KCSIE annually

STAKEHOLDERS

7. 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.

FINANCE & RISK MANAGEMENT

8. Monitor School's Risk Register
9. Receive Trustees monitoring of spend against budget and ensure implementation of recommended actions.
10. Lead finance Governor to work with HT to submit a 5 year budget to Trustees for approval.
11. To consider and report to Trust Board issues which have implications for Financial decisions;

    - curriculum
    - suitability of buildings and facilities
    - general maintenance and Health and safety
    - pupil numbers
    - staffing

COMPLIANCE

12. To determine and ensure compliance with statutory requirements of 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.
13. To carry out responsibilities with regards to Admissions decisions in line with statutory requirements and the Admissions Decisions Committee Terms of Reference

SELF EVALUATION

14. Review Governance effectiveness in line with Trust requirements at least annually

TRAINING AND REPORTING

15. 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 Financial Administration and Control Manual and the Academy Trust 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

Policy/document	Minimum Review frequency	APPROVAL DELEGATED TO	Should it be published?
Absence Policy (staff)	2 YR	TRUST - RESOURCES	Internal
Accessibility plan	3 YR	SCHOOL - AC	Website
Admissions arrangements	1 YR	TRUST BOARD	Website
Alcohol and drugs policy for staff	2 YR	TRUST – RESOURCES	Internal
Allergy Safety (with local appendix)	2 YR	TRUST - RESOURCES	Website
Anti - Bullying (this can be within behaviour policy)	3 YR	SCHOOL - AC	Website
Appraisal Policy for Head Teachers	2 YR	TRUST – RESOURCES	Internal
Artificial intelligence policy	1 YR	TRUST – Resources	Website
Asbestos	2 YR	TRUST - RESOURCES	Internal
Assessment Policy (Primaries)	2 YR	TRUST - RESOURCES	
Attendance Policy	1 YR	SCHOOL - AC	Website
Behaviour principles written statement	3 YR	TRUST - SIC	Website
Behaviour policy	3 YR	SCHOOL - AC	Website
Capability of staff policy *(review with teacher appraisal policy)*	2 YR	WMAT - RESOURCES	Internal
CCTV Policy	2 YR	TWS AC	Website
Central Service Funding and Appeals Policy	1 YR	TRUST– RESOURCES	Internal

Charging and remissions policy	2 YR	TRUST – RESOURCES	Website
Children with health needs who cannot attend school	2 YR	TRUST - RESOURCES	Website
Child protection policy and safeguarding procedures	1 yr	SCHOOL - AC	Website
Code of Conduct for Parents	3 YR	TRUST - SIC	Website
Code of Conduct for Staff	2 YR	TRUST– RESOURCES	Internal
Collective worship policy	2 YR	SCHOOL – AC	Website
Confidentiality policy	3YR	TWS AC	Website
Complaints Policy	2 YR	TRUST – RESOURCES	Website
Contractor Policies	2 YR	TRUST – RESOURCES	Internal
Contingency and Business Continuity Plan		TRUST – RESOURCES	Internal
Contractor management policy	2 YR	TRUST – RESOURCES	Internal
Curriculum Policy	2 YR	PRIMARY – SIC SECONDARY - AC	Website
Cycling protocol	3 YR	TWS H&S manager	website
Data protection policy and Privacy Notices	1 YR	TRUST – RESOURCES	Website
Designated Teacher for Looked After and previously looked after children	2 YR	TRUST - RESOURCES	Website
Dignity at work policy	2 YR	TRUST - RESOURCES	Internal
Disciplinary Policy for Staff	2 YR	TRUST – Resources	internal
Domestic Abuse policy for staff	2 YR	TRUST - RESOURCES	Internal
Driving at Work Policy	3 YR	TRUST – RESOURCES	internal
Drugs protocol	3 YR	TWS - AC	Website

Early Career Teacher Induction Policy	2 YR	TRUST- RESOURCES	internal
Early Years Foundation Stage	2 YR	SCHOOL - AC	Website
Early Role Support Policy for Teachers	2 YR	TRUST - RESOURCES	Internal
Educational and residential visits	2 YR	TRUST - RESOURCES	Website
E-safety and Acceptable IT user agreement	2 YR	TRUST – RESOURCES	Website
Equality Policy	4YR	TRUST - RESOURCES	Website
Equality Policy impact statement	1YR	SCHOOL - AC	Website
Exclusion and suspension of pupils policy	3 YR	TRUST– RESOURCES	Website
Family and parental leave policy	2 YR	TRUST	Internal
Financial procedure, administration and control policy	1 YR	TRUST – RESOURCES	Internal
First Aid Policy	2 YR	TRUST Resources	Internal
Flexible Working Policy	2 YR	TRUST Resources	Internal
Freedom of information Publication Scheme	3 YR	TRUST - RESOURCES	Website
Gifts and hospitality policy	3 YR	TRUST – RESOURCES	Internal
Governor School Visits and Monitoring policy	1 YR	TRUST - SIC	Internal
Governors, Trustees and Members allowances policy	3 YR	TRUST - RESOURCES	Internal
Grievance Policy for Staff	2 YR	TRUST - RESOURCES	Internal
Health and safety and risk assessment policy	2 YR	TRUST– RESOURCES	Website
Home school agreement	3 YR	School – Head/SLT	Website

Home Visits Protocol	1 YR	TWS SLT	Website
Homework Protocol	1YR	TWS SLT	Website
Mobile Device Policy	1YR	TWS SLT	Website
Handbook for Governors and Trustees (inc Gov code of conduct)	1 YR	TRUST – SIC	Governor Hub
Investment Policy	2 YR	TRUST – RESOURCES	Website
Legionnaires Policy	3 YR	TRUST - RESOURCES	Internal
LGPS Discretions Policy	3 YR	TRUST – RESOURCES	Internal
Menopause Policy	3 YR	Trust - RESOURCES	Internal
Nursery Admission policy	1 YR	School - AC	
Pay policy for Teachers	1YR	TRUST - RESOURCES	Internal
Pay Policy for Support staff	1 YR	TRUST - RESOURCES	internal
Pay protection policy	1 YR	TRUST - RESOURCES	Internal
Positive handling policy	3 YR	TRUST – RESOURCES	Internal
Probationary Period policy for Support Staff	2 YR	TRUST - RESOURCES	Internal
Professional Growth Policy for Teachers (Growing Great Teachers)	1 YR	TRUST - RESOURCES	Internal
Professional Growth Policy for Support Staff (Growing Great Support Staff)	1 YR	TRUSTY - RESOURCES	internal
Provider access policy statement	1 YR	TWS - AC	Website – careers
Premises Management			
Pupil Premium report for publication	1 YR	SCHOOL - AC	Website
Reference Policy	1 YR	TRUST – RESOURCES	Internal

Relationship and Sex education policy	2 YR	PRIMARY – WMAT SECONDARY - AC	Website
Reserves policy and pooling Policy	2 YR	TRUST - RESOURCES	Internal
Risk Management Policy	2 YR	TRUST - RESOURCES	Internal
Safer Recruitment Policy	1 YR	WMAT - SIC	Website
Special Educational Needs Policy	1YR	SCHOOL - AC	Website
School Uniform Policy	2 YR	SCHOOL - AC	Website
SEND report to Govs	1 YR	SCHOOL - AC	Website
Sportspremium report to Gov and parents (publication deadline for current year - July)	1 YR	SCHOOL - AC	Website
Staff leaver and exit interview policy	1 YR	TRUST – RESOURCES	Internal
Supporting pupils at school with medical conditions	2 YR	SCHOOL - AC	Website
Staff wellbeing strategy	2 YR	TRUST - RESOURCES	Internal
Use of fixed term contracts	1 YR	TRUST - RESOURCES	Internal
Whistle blowing policy	1 YR	TRUST – RESOURCES	Internal
Workplace violence and assaults policy	2 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	Receive farm strategic plan		Receive farm strategic plan		Receive farm strategic plan	Receive committee reports
Receive and approve admissions decision committee terms of reference	Receive Committee reports	Receive committee reports	Receive committee reports	Receive committee reports	Receive committee reports	receive assurance statement from CEO demonstrating how the proposed budget supports curriculum delivery, school improvement priorities and pupil outcomes.
Receive for approval Scheme of Delegation, policy delegation and committee Terms of reference	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
	Consider for approval "delegation of financial powers" from Resources committee.		Receive and review trust risk register			Review Trust's risk register and consider if the Trust is effectively managing risk
	Consider changes to admission policies requiring 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 and Review code of conduct for next academic year
Sustainability/ climate action plan updates		Sustainability/ climate action plan updates	Sustainability/ climate action plan updates	Sustainability/ climate action plan updates	Sustainability/ climate action plan updates	Receive and consider results from Trust Board and AC effectiveness reviews.

Review of WMAT vision					Receive WMAT training feedback and agree training schedule for next year.	Agree committee membership and any specific trustee roles

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 to deliver annual report and seek feedback on WMAT vision	**Receive Peer review feedback**			**Receive mid-year Peer review feedback**	
Receive WMAT Safeguarding Audit (If available)	**Receive WMAT Safeguarding Audit (if available)**			**Receive WMAT Safeguarding Audit (If available)**	**Receive WMAT Safeguarding Audit (If available)**
Receive and approve Admissions Decisions minutes (if applicable)	**Receive and approve Admissions Decisions minutes (if applicable)**	**Receive and approve Admissions Decisions minutes (if applicable)**	**Receive and approve Admissions Decisions minutes (if applicable)**	**Receive and approve Admissions Decisions minutes (if applicable)**	**Receive and approve Admissions Decisions minutes (if applicable)**
		Receive and scrutinise available external data; IDSR, ASP		**Receive and scrutinise any available external data**	
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 and scrutinise school risk register**		**Receive updated SDP/ LIP**	**Receive and scrutinise school risk register**	
Receive an agree this year's SDP/LIP	**Receive proposed stakeholder engagement schedule**	**Receive updated stakeholder engagement report**	**Receive updated stakeholder engagement report**	**Receive updated stakeholder engagement report**	**Receive completed stakeholder engagement schedule and report**

Receive and scrutinise Attendance report	**Receive and scrutinise Attendance report**	**Receive and scrutinise Attendance report**	**Receive and scrutinise Attendance report**	**Receive and scrutinise attendance report**	**Receive and scrutinise attendance report**
Governor Monitoring; • Receive proposed governor monitoring schedule as agreed by Chair and HT • Receive Governor monitoring Policy • Receive any completed visit records	**Governor monitoring:** • Receive updated monitoring schedule • Receive completed visit records	**Governor monitoring:** • Receive updated monitoring schedule • Receive completed visit records	**Governor monitoring:** • Receive updated monitoring schedule • Receive completed visit records	**Governor monitoring:** • Receive updated monitoring schedule • Receive completed visit records	**Governor monitoring:** • Receive updated monitoring schedule • Receive completed visit records
Academy Committee updates; • Agree Lead Governor roles/ responsibilities • Cyber Security Training (to be completed in the meeting) • Membership updates • Governor training • feedback from chair's meeting	**Academy Committee updates;** • Review policy delegation • Receive KCSIE Summary • Membership updates • Governor training • feedback from chairs meeting	**Academy Committee updates;** • Membership updates, • Governor training • feedback from chairs meeting	**Academy Committee updates;** • Membership updates, • Governor training • feedback from chairs meeting	**Academy Committee updates;** • Membership updates, • Governor training • feedback from chairs meeting	**Academy Committee updates;** • Membership updates • Governor training • Feedback from chairs meeting
	Mid-year Review of effectiveness		**Discuss and complete effective governance tool'**	**Receive and review analysis of effective governance**	**Election of Chair and Vice Chair**
Receive from the Trustees • Scheme of Delegation inc AC Terms of reference • Governor Code of conduct • policy updates (approved at trust level) • financial summary	**Receive from the Trustees** • policy updates (approved at trust level) • financial summary • admissions policy (if consultation is required)	**Receive from the Trustees** • policy updates (approved at trust level) • financial summary	**Receive from the Trustees** • policy updates (approved at trust level) • financial summary • determined Admissions Policy	**Receive from the Trustees** • policy updates (approved at trust level) • financial summary	**Receive from the Trustees** • Budget as agreed between HT/ chair and Resources committee • policy updates (approved at trust level) • financial summary

• WMAT Trustee & Governor induction Handbook					
	Inclusive mainstream funding strategy statement				
Sustainability/ climate action plan updates	**Sustainability/ climate action plan updates**	**Sustainability/ climate action plan updates**	**Sustainability/ climate action plan updates**	**Sustainability/ climate action plan updates**	**Sustainability/ climate action plan updates**
Policies and reports for approval (see Every for review dates)	**Policies and reports for approval (see Every for review dates)**	**Policies and reports for approval (see Every for review dates)**	**Policies and reports for approval (see Every for review dates)**	**Policies and reports for (see Every for review dates)**	**Policies and reports for approval (see Every for review dates)**
	Receive local authority Safeguarding audit audit (OCC schools)				**Receive and approve PE & sports premium document for publication.**
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

THE WARRINER AC SCHEDULE OF BUSINESS

AC meeting 1	AC meeting 2	AC meeting 3	AC meeting 4
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			
Receive evaluation of last year's SDP	**Receive and scrutinise HT report**	**Receive and scrutinise HT report**	**Receive and scrutinise HT report**
Receive and agree this year's SDP	**Receive school risk register**	**Receive updated SDP**	**Receive school risk register**
	Receive stakeholder engagement schedule	**Receive summary of any stakeholder voice collected**	**Receive completed stakeholder engagement schedule and report**
Link Governor Monitoring: • Agree Lead Governor roles/ responsibilities • Receive link governor monitoring schedule • Receive Governor monitoring Policy • Receive completed visit records	**Link Governor Monitoring:** • Receive updated monitoring schedule • Receive completed visit records	**Link Governor Monitoring:** • Receive updated monitoring schedule • Receive completed visit records	**Link Governor Monitoring:** • Receive updated monitoring schedule • Receive completed visit records
Academy Committee updates; • Membership updates • Register of Business Interests • Training updates • feedback from chairs meeting • feedback from admissions committee	**Academy Committee updates;** • Membership updates • training updates • feedback from chairs meeting • feedback from admissions committee	**Academy Committee updates;** • Membership updates • Training updates • Feedback from chairs meeting • Feedback from admissions committee	**Academy Committee updates;** • Membership updates • training updates • Feedback from chairs meeting • Feedback from admissions committee
Review Academy Committee skills matrix	**Receive Inclusive Mainstream Funding Strategy**	**Review Effectiveness of Governance**	**Election of Chair and Vice Chair**
Receive Website Compliance Report		**Receive PP Strategy Impact Report**	**Receive GDPR Compliance Report**
Receive from the Trustees • Scheme of Delegation inc AC Terms of reference (consider extent to which they are being met) • Code of conduct	**Receive from the Trustees** • policy updates • financial summary	**Receive from the Trustees** • policy updates • financial summary • Receive determined **Admissions Policy**	Receive from the Trustees • policy updates • financial summary • Budget as agreed between HT/lead finance gov and Resources committee

• policy updates • financial summary			
Sustainability / climate action plan updates	**Sustainability / climate action plan updates**	**Sustainability / climate action plan updates**	**Sustainability / climate action plan updates**
	Receive OCC Safeguarding audit report		
Receive policies and reports for approval	**Policies and report for approval**	**Policies and report for approval**	**Policies and reports for approval**
	Consider Admissions policy 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**

TWS Curriculum and Data (sub committee) Schedule of Business

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 available external data;	Receive destination data for previous Yr11 & Yr13	Receive and scrutinise available external data; IDSR, ASP
		Review Committee terms of reference for AC approval
Curriculum review updates	Curriculum review updates	Curriculum review updates

TWS Admissions (Sub Committee) Schedule of Business

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: • Confidentiality protocol (annual) • Attendance Policy (annual) • safe at school policy (every 3 years) • Drugs protocol (every 3 years) • behaviour policy inc WMAT behaviour principles (every 3 years)				