



The Oak Academy Trust

Trustee and Committee Roles and Responsibilities – Barnham Primary School

Legislative Documents

The Trustees and Committees will be guided by the following documents:

Articles of Association
Funding Agreements
The Academies Financial Handbook
The Governors' Handbook

Trustees

As stated in The Governors Handbook the key responsible of the Trustees of both The Oak Academy Trust and Barnham Primary School will be:

- to ensure clarity of vision, ethos and strategic direction
- to hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- to oversee the financial performance of the school and making sure its money is well spent.

Teaching and Learning

In addition through twice termly Teaching and Learning meetings Trustees will:

- ensure that the school curriculum is broad, balanced and relevant to the needs of the children at Barnham Primary School
- monitor and review the progress of groups within the school, including SEND and Pupil Premium
- monitor and review progress towards targets – both academic and against key outcomes
- review and monitor the use of Exclusions
- monitor and review the progress of groups within the school, including Pupil Premium and those pupils on Free School Meals.
- monitor and review complaints
- analyse internal and external data, monitoring performance and trends against targets and local and national information
- ensure that all professional development has impact on the child, individual and whole school
- monitor the impact of the PPJ (Personal and Professional Journey) process on the child, individual and whole school
- ratify pay recommendations
- receive information on the staff structure and any staff appointments. Where appointments are at a senior level – Trustees will be involved in the recruitment process.

Finance and Compliance

Through termly finance and compliance meetings the Trustees will ensure that the requirements of the Academies Financial Handbook are met.

In addition Trustees will monitor:





- Health and Safety
- Premises Development
- Policies/Risk Assessments
- Ensure Insurances are in place
- Approve all residential trips

Committees

Head Teacher Review Committee

The Head Teacher Review Committee will review the Head Teacher's performance which will include setting targets related to School Improvement and Personal Development and agreeing pay recommendations.

Pay Committee

The pay committee is responsible for reviewing, challenging and then recommending to Trustees the pay awards put forward by the Head Teacher and School Business Manager. It will ensure contractual and statutory entitlements are in place together with all equal opportunity policies.

Audit

An internal audit visit will be carried out by the Chair of Governors termly. The Academies Financial Handbook will provide guidance for this visit.

Project Committees

Project Committees will be established as and when required by Trustees. They will be for a specific purpose and the scope of the work to be undertaken will be set out. Timescales, responsibilities and reporting mechanisms will also be agreed. A Project Committee will be established if it is necessary to form a complaints or appeals panel.

Monthly Update Meetings

Head Teacher/Chair

Items to be discussed will include:

School Improvement Development Plan
Finance
Staffing
Pupils
Locality matters
Operational overview
Any other business.

School Business Manager/Chair

Items to be discussed will include:





- Budget monitoring
- Procurement
- HR
- Premises

Reporting

Teaching and Learning/School Development

In addition to set agenda items the following information will be provided:

At the first meeting of each term the Head Teacher will provide an update on The Oak Academy Trust.

At the third meeting of each term the Head Teacher will provide a report the provides updates where necessary on the following:

- Pupil Achievement
- Rainbow Curriculum
- School Improvement Development Plan
- Locality
- Statutory Reporting – exclusions, racist incidents, attendance, safeguarding
- Wider Education Developments

School Business Manager – Finance and Compliance

The School Business Manager will provide a report termly. As a minimum it will provide:

- Budget Monitoring Information
- Premises Update
- Health and Safety Update
- Policy Information
- Project Updates
- Training/Professional Development Review
- Academy Compliance Issues

Lead Trustees

The following Trustees have strategic oversight for the following areas and will liaise with the relevant members of staff as and when necessary to gain further understanding, provide challenge or support as required.

Area	Lead Trustee
Safeguarding and Child Protection	Richard Wallace
Health and Safety	Phil Wiltshire
Premises	Phil Wiltshire
Travel Plan/Eco/BEST	Ian Patrick





SEND/Groups/Pupil Premium	Justine Potter
Curriculum Development	Becky McAuley
Achievement	Richard Wallace
Finance	Richard Wallace
Data and Assessment	Tony Occleshaw

