



## **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.

#### **Full Board of Trustees Meeting**

Termly meetings of the full board of Trustees to receive:

- Headteacher's report
- FACC report – verbal feedback
- School Improvement Committee report – verbal feedback
- monitor and review the progress of groups within the school, including SEND and Pupil Premium
- monitor and review progress to towards targets – both academic and against key outcomes
- review and monitor the use of Exclusions
- monitor and review the progress of groups within the Pupil Premium
- 

#### **School Improvement**

In addition through termly School Improvement meetings Trustees will:

- ensure that the school curriculum is broad, balanced and relevant to the needs of the children at Barnham Primary School
- 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
- and make recommendations to the full board of trustees on these areas

#### **Finance, Audit and Compliance Committee**

The FACC has delegated responsibility for all financial decisions at a Trust and school level. These will be feedback at the following Full Board meeting.





Through termly FACC 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 Assessment, including the risk of fraud
- ensure Insurances are in place
- approve all residential trips
- 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.
- monitor and review complaints
- HR issues

## **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 agreeing 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.

### **Finance Trustee Visits**

A Finance Trustee Visit will be carried out by the Chair of Trustees monthly. 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  
Staffing  
Pupils





Locality matters  
Operational overview  
Any other business.

**School Business Manager/Chair**

Items to be discussed will include:

- Budget monitoring and financial matters
- Procurement
- HR
- Premises
- School Business Manager

**Quorum**

The quorum for Full Trustee and School Improvement Committee meetings is four. For Finance, Audit and Compliance meetings it is two. The proportion of Trustees present who are employed by The Trust should not be equal to or exceed that of non-employed Trustees. If this were to occur the meeting would be rearranged until these criteria can be met.

**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	Martin Emmett/Becky McAuley
Health and Safety	Phil Wiltshire
Premises	Phil Wiltshire
Travel Plan	Ian Patrick
SEND/SSC	Justine Potter
Pupil Premium	Martin Emmett
School Improvement	Mary Bolch
Pupil Outcomes	Tony Occleshaw
Finance	Phil Wiltshire
Data and Assessment	Tony Occleshaw
Pupil Wellbeing	Justine Potter
Staff Wellbeing	Martin Emmett

