



# **An Daras Multi-Academy Trust**

## **Communication Protocol with Academy Members**

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

<b>Status: Approved</b>	
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Version	v1.0
Statutory	
Adopted v1.0	<b>September 2015</b>
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Advisory Committee	ADMAT Members Board of Directors Local Governing Advisory Board
Linked Documents and Policies	EFA Academy Financial Handbook ADMAT Code of Conduct for Directors/Local Governors

# An Daras Multi Academy Trust



## COMMUNICATION PROTOCOL WITH ACADEMY MEMBERS

### BACKGROUND

An Daras Multi Academy Trust (the “**MAT**”) recognises and values the role played by the Members of the MAT. Whilst the Board of Trustees/Directors (the “**Board**”) of the MAT manages the business of the MAT and the academies it runs (the “**Academies**”) on a day to day basis, the Trustees/Directors are ultimately accountable to the Members for this.

Whilst the Members have only limited powers, the responsibilities of a Member of the MAT are to:

- Be a ‘guardian’ of the MAT
- Support the MAT and be an advocate for it
- Ensure that the MAT is acting within its Objects as set out in the Articles of Association
- Safeguard and promote the values of the MAT and the Academies
- Carry out their business effectively, including a commitment to continued professional development
- Appoint (and where necessary remove) one or more Trustees/Directors of the MAT

The Board is responsible for ensuring that the Members have sufficient information to allow them to fulfil their responsibilities effectively. This protocol sets out the general principles and details the type of information which should be provided.

### GENERAL PRINCIPLES

In order for the governance of the MAT to be effective, it must be built on a bed-rock of trust between the different tiers of governance. This can only be achieved where there is:

- A clear vision and a shared set of core values across the MAT
- Confidence that the right people are in the right roles
- Clarity on respective roles and responsibilities
- Commitment to work together and to support others to fulfil their roles effectively
- Effective channels of communication between different tiers of governance

All those involved in the governance of the MAT are expected to uphold the seven principles of public life identified by the Nolan Committee on Standards in Public Life (May 1996) and ensure that these principles inform the exercise of their duties. The principles are:

- **selflessness** - take decisions solely based on the vision and values of DBAT and the Academies
- **integrity** – not be compromised in carrying duties by outside organisations or personal interest
- **objectivity** – remain impartial and ensure choices are made on merit alone
- **accountability** – be responsible for decisions and actions
- **openness** – give reasons for actions wherever possible and restrict information only when the wider public interest clearly demands
- **honesty** – declare any private interests and take steps to resolve any conflicts arising in a way that protects the public interest
- **leadership** – promote these principles by example

In relation to this protocol, specific regard should be had to the importance of maintaining a spirit of openness, honesty, mutual support and good faith between the different tiers of governance to

ensure that everyone has sufficient information to fulfil their duties without being overwhelmed with unnecessary information or detail.

#### **ROLE OF THE CHAIR**

The responsibility for communicating with Members is delegated to the Chair of Trustees/Directors (the “Chair”). The Chair may be supported by the Clerk to the Board but remains ultimately accountable.

#### **METHOD OF COMMUNICATION**

Information will usually be provided to Members by email. If a Member does not have an email address, information shall be provided to that Member by second class post. It is the responsibility of an individual Member to ensure that the Chair has accurate and up-to-date contact information for them.

Information may also be provided to Members at a General Meeting, called in accordance with the Articles of Association.

#### **INFORMATION TO BE PROVIDED**

##### **New MAT or Induction of New Member**

Within the first month following conversion to academy status or on the appointment of a new Member of the MAT, the Members(s) should be provided with the following information:

- Articles of Association for the MAT
- The names and a pen portrait of each of the Trustees of the MAT
- The names of the Executive Head teacher and/or a Head teacher or Head of School (as applicable) of the Academies
- Contact details for the Chair and the Clerk to the Board
- A map showing the location of the Academies
- Plan of future business or growth possibilities
- Ofsted School Data Dashboard reports for the Academies (or equivalent)
- Copies of the last Ofsted reports for the Academies
- A summary of the current performance standards of the Academies
- A summary of the current financial position of the MAT and the Academies
- A list of the dates, times and locations of Board meetings to be held during the academic year

As part of their induction, the Member(s) should be given the opportunity to raise questions with the Chair and shall be provided with such other information as they may request and which, in the reasonable opinion of the Chair, is pertinent to the role of a Member of the MAT and providing the information would not create a significant administrative burden or undermine the smooth running of the MAT and/or the Academies..

The Member(s) should also be encouraged to attend training on their role as a Member where this is available.

##### **Information to be provided at the start of each academic year**

At the start of each academic year, the Members shall be provided with a list of the dates, times and locations of Board meetings to be held during that academic year.

### **Information to be provided in year**

Members should be provided with a copy of the Annual Return, Annual Accounts and School Performance Table information for the Academies as soon as practical after these have been published.

#### Minutes of meetings

Members should be provided with copies of the minutes of all Board meetings as soon as practical after they have been approved by the Board.

Members shall also be provided, on request, with copies of the approved minutes of Board Committee meetings (including meetings of the Local Governing Bodies), agendas and any document considered at any such a meeting.

#### Specific incident reporting

Members should also be informed as soon as practicable in the event of the following occurring:

- Notification from Ofsted that they intend to inspect the MAT or one of its Academies
- The publication of an Ofsted report relating to the MAT or one of its Academies (a copy of the report should also be provided to Members)
- Notification from the Executive Head Teacher and/or a Head teacher or Head of School of an Academy that they intend to resign or retire
- The appointment, resignation or removal of a Trustee/Director of the MAT
- The permanent exclusion of a pupil
- A formal complaint has been made about the MAT and/or an Academy by a parent and/or carer to the Secretary of State
- Details of matters which will or may bring the MAT and/or the Academies into disrepute
- A change to the date, time or location of a Board meeting
- Such other information which, in the reasonable opinion of the Chair, ought to be brought to the attention of the Members

The Members shall also be consulted by the Board where it is proposed that another school join the MAT and/or an Academy wishes to leave the MAT.

### **Information to be provided annually**

The Board shall provide the Members with an annual report summarising the following information:

- The achievements and challenges faced by the MAT and the Academies during the previous year
- Details of how the ethos of the MAT and the Academies has been promoted during the previous year
- The educational performance of the Academies including achievement and quality of teaching
- Current financial information relating to the MAT and the Academies
- The MAT action plan and priorities for the coming year

This report will usually be provided at an annual General Meeting.

### **REQUEST FOR MEMBERS' RESOLUTIONS**

Where the approval or consent of the Members is required, the Chair shall:

- Inform the Members of the nature of the matter requiring Members' consent

- Advise whether a decision is required by way of a Written Resolution or at a General Meeting called in accordance with the Articles of Association
- Advise the timescale by which a decision of the Members is required
- Provide any information or copies of any documents relating to the matter for the Members to consider not less than 10 school days before a decision is required

The Board should ensure that requests for Members' consent are submitted in a timely and organised fashion.

Agreed: **September 2015**

Next review: **September 2017**

Signed on behalf of the Members.....

Signed on behalf of the Board of Trustees/Directors.....

Date.....