



# An Daras Multi-Academy Trust

## FULL BOARD OF DIRECTORS – Cyclical Plan v2

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

|                         |  |
|-------------------------|--|
| <b>Status: Approved</b> |  |
| Recommended             |  |
| Version                 | 2  |
| Statutory               | Yes  |
| Adopted v2              | <b>Sept 17</b>   |
| Review v2               | <b>Sept 18</b>   |
| Advisory Committee      | MAT Board  |
| Linked Documents        | EFA Academy Financial Handbook<br>ADMAT Articles of Association<br>ADMAT Master Funding Agreement<br>ADMAT Supplementary Funding Agreement |

# An Daras Multi Academy Trust

## FULL BOARD OF DIRECTORS CYCLICAL PLAN 2017-2018 v2



### Linked Internal Documents -

- ADMAT LGAB – Terms of Reference/Scheme of Delegation Community Schools
- ADMAT LGAB Terms of Reference/Scheme of Delegation VC Schools
- ADMAT LGAB Terms of Reference/Scheme of Delegation VA Schools
- ADMAT Scheme of Delegation – Overview 2017
- ADMAT Committee Terms of Reference/Cyclical Plans - 2017
- ADMAT Governance Decision Planner - 2017

Under the Articles of Association of An Daras Multi Academy Trust, the Board of Directors may delegate to any director, committee, the Chief Executive Officer, Executive Head teacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Directors may impose and may be revoked or altered.

Where any power or function of the Directors has been exercised by any committee, that person or committee shall report to the Directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Directors immediately following the taking of the action or the making of the decision.

The Directors may establish any committee to exercise powers and functions of the Directors. The constitution, membership and proceedings of any committee of the Directors shall be determined by the Directors. The establishment, terms of reference, constitution and membership of any committee of the Directors shall be reviewed at least once in every twelve months. The membership of any committee of the Directors may include persons who are not Directors, provided that a majority of members of any such committee shall be Directors. The Directors may determine that some or all of the members of a committee who are not Directors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors.

The Board of Directors is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as;

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the MAT, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of the MAT's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the MAT be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the MAT's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the MAT's risk management for its annual report and accounts).

#### **RESPONSIBILITIES of ADMAT BOARD**

The **role of the ADMAT Board** is to provide strategic direction and oversight across the MAT, which is consistent with its objects, vision and values. It is responsible for governance and for establishing the leadership and management and advisory framework of the MAT to achieve its strategic objectives and fulfil the terms of its Funding Agreement.

The ADMAT Board retains authority and responsibility for the following, although these duties are discharged by the MAT in a way which reflects the local characteristics of its schools.

#### **Compliance and Governance**

- Compliance with all statutory regulations and Acts of Parliament governing the operation of schools and the Trust, including health and safety
- Compliance with the provisions of the Funding Agreement and Supplementary Funding Agreements
- Determination of the corporate strategic planning and context of the Trust and its schools

- Establishing monitoring procedures to ensure compliance and objectives met

### **Appointments and Training**

- Putting in place processes for: (i) making appointments within the Trust's remit; and (ii) the Head teacher/Head of School making appointments for LGAB within its own remit
- In relation to the Head teacher/Head of School and LGAB, to appoint a Lead Adviser or Improvement Partner
- Appointment of the Head teacher/Head of School at school, in consultation with the relevant Local Governing Advisory Board
- In relation to each Local Governing Advisory Board, to appoint the Clerk to the Local Governing Advisory Board
- To appoint internal auditors to carry out the Responsible Officer function for the school
- Providing Director and Local Governor training and evaluation
- Facilitating the support, training and challenge of Head teachers/Heads of School in MAT

### **Finances**

- Establishing a funding model for use across the Trust and the schools, and a scheme of financial delegation for each school
- Agreement of the Trust's and schools' annual budgets, so that the Trust and schools' strategic objectives are met
- Compliance with the Academies Financial Handbook including, but without limitation, determination of procurement policies for the Trust
- Oversight with regard to the finances of the Trust and its schools including, but without limitation, responsibility for compliance with the financial and accounting requirements details within the Funding Agreement
- Putting in place guidelines for the local maintenance of assets and appropriate registers

## **Policies and Targets**

- Agreement to the educational targets of the schools as advised by the Local Governing Advisory Board, and MAT CEO
- Monitoring and evaluating performance in relation to agreed targets and SIP for each school
- Determining any additional financial and reporting targets for the school
- Determining a Trust-wide safeguarding policy (to be implemented as appropriate at local level)
- Determining a Trust-wide health and safety policy (to be implemented as appropriate at local level)
- As the legal employer of all staff, responsibility for human resource policies and procedures and appropriate terms and conditions of service and
- Determination of the admissions policy and arrangements for the school (in consultation with Local Governing Advisory Board) in accordance with admissions law and DfE codes of practice

## FULL BOARD OF DIRECTORS CYCLICAL PLAN 2017-2018 v2

| Autumn  | Spring   | Summer  |
|---|--|---|
| Directors to declare/sign: Pecuniary Interests  | Directors to declare/ sign: Pecuniary Interests  | Directors to declare/ sign: Pecuniary Interests   |
| Elect Board Chair and Vice Chair<br>Elect Director representatives for defined roles and responsibilities   |  |   |
| Review: <ul style="list-style-type: none"> <li>• Committee TORs</li> <li>• ADMAT Statutory Decision Planner</li> <li>• ADMAT Scheme of Delegation</li> <li>• ADMAT Code of Conduct</li> <li>• “Characteristics of a Successful MAT”</li> <li>• MAT Vision and Aims</li> </ul> | Review: <ul style="list-style-type: none"> <li>• Compliance with Funding Agreement</li> <li>• “Characteristics of a Successful MAT”</li> <li>• Complaints and compliments</li> </ul> | Review: <ul style="list-style-type: none"> <li>• “Characteristics of a Successful MAT”</li> <li>• Complaints and compliments</li> <li>• <b>Christian Foundation delivery against - Articles of Association, Funding Agreements, Church Supplementary Agreements and Diocesan Agreements.</b></li> </ul> |
| Review/Amend SEF, MAT Improvement Plan and Risk Register as necessary   | Review/Amend SEF, MAT Improvement Plan and Risk Register as necessary  | Review/Amend SEF, MAT Improvement Plan and Risk Register as necessary   |
|   | Appoint Responsible Officer (recommended by Au)  | Appoint External Auditor (recommended by Au)  |
| Review: LGAB Committee appointments and resignations, including appointment of Chairs   | Receive: S174/157 Safeguarding annual return and action plan   | Revise: Annual Director Trustees Report for annual audit  |
| Review: Items brought forward from LGAB meetings  | Review: Items brought forward from LGAB meetings   | Review: Items brought forward from LGAB meetings  |
| Receive: ADMAT Committee meetings, minutes and items requiring further approval, discussion or action   | Receive: ADMAT Committee meetings, minutes and items requiring further approval, discussion or action  | Receive: ADMAT Committee meetings, minutes and items requiring further approval, discussion or action (including – budget approval)   |
| Receive: CEO Report to Board  | Receive: CEO Report to Board   | Receive: CEO Report to Board  |
| Review: Skills and training to be done<br>Feedback from skills audit <sup>1</sup> - Committee members training needs for this year  |  | Review: Skills and training conducted   |