



# An Daras Multi-Academy Trust

## Local Governing Advisory Board – Cyclical Plan v3

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

Status: Approved	
Recommended	
Version	3
Statutory	Yes
Adopted v3	<b>Sept 17</b>
Review v3	<b>Sept 18</b>
Advisory Committee	N/A - MAT Board
Linked Documents	EFA Academy Financial Handbook ADMAT Articles of Association ADMAT Master Funding Agreement ADMAT Supplementary Funding Agreement

## An Daras Multi Academy Trust

### LOCAL GOVERNING BODY 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 2017/2018
- ADMAT Committee Terms of Reference/Cyclical Plans – 2017/2018
- ADMAT Governance Decision Planner - 2017/2018

#### Authority (Extract from the ADMAT Scheme of Delegation – Overview 2017/2018)

The Board of Directors hereby resolves to establish a committee(s) of the Board of Directors to be known as Local Governing Advisory Board Committee(s) and will cover MAT arrangements in delegated matters relating to individual school settings. It will also cover Church Foundation development where appropriate.

The Chair and members of the LGAB Committee(s) shall be appointed by the Board of Directors.

Directors who are not members of LGAB Committee(s) should have the right of attendance. The clerk will circulate minutes of meetings of the committee to all members of the Board of Directors.

The CEO will not normally attend LGAB Committee meetings. This responsibility is delegated to the individual Head Teacher /Head of School as appropriate.

The Board of Directors shall determine how often the LGAB Committee(s) shall meet. The external auditor may request a meeting if he or she considers one necessary.

The LGAB Committee(s) is an advisory body with no executive powers. However, it is authorised by the Board of Directors to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the LGAB Committee(s) in the conduct of its inquiries.

The LGAB Committee(s) is authorised to obtain independent professional advice if it considers this necessary.

**Purpose of the Local Governing Advisory Board** (Extract from ADMAT Scheme of Delegation – Overview 2017/2018)

Red items are church aided school specific.

- The Local Governing Advisory Body (LGAB) enables independent oversight of the activities and direction of the school. It provides guidance, support and acts as a critical friend offering challenge to the individual when appropriate. It is responsible for setting and agreeing policies and procedures within the ADMAT framework. LGAB ensure the school functions well and maintains the proper range of academic and social objectives.
- In order to ensure the continuing close relationship between the Church School and its local church and community, it is a requirement that Church of England Academies in Community-led MATs have local governance (individual board, Ethos Committee or 'hub') where Foundation Governors are the minority or majority.

**General Clauses** (Extract from ADMAT LGAB Terms of Reference – 2017/2018)

**5.1** Members of the LGAB are not, and nothing within this document is intended to make them, charity trustees within the terms of section 97(1) of the Charities Act 1993.

**5.2** Each Local Governor shall act in the best interests of the Trust and school at all times.

**5.3** Each Local Governor must keep confidential all information of a confidential nature obtained by them relating to the school and the Trust. No papers circulated in the course of duties as a Local Governor should be passed to any third party (excepting the Head Teacher/Head of School who may need to do so in the course of his/her professional duties).

**5.4** The Trust reserves the right to withdraw some or all of the delegated powers from the Local Governing Advisory Board, to add to the LGAB's number, or extremis, to disband the LGAB; this is deemed undesirable and highly unlikely in view of the LGAB selection process and 5.5 below.

**5.5** Each Local Governor is required to take part in formal training provided or suggested by ADMAT and to take advantage of on-going support from their Head Teacher/Head of School and ADMAT Officers.

## LOCAL GOVERNING BODY CYCLICAL PLAN 2017-2018 v3

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Governors to declare/sign: Pecuniary Interests	Governors to declare/sign: Pecuniary Interests	Governors to declare/sign: Pecuniary Interests	Governors to declare/sign: Pecuniary Interests	Governors to declare/sign: Pecuniary Interests	Governors to declare/sign: Pecuniary Interests
Re-elect Chair and Vice Chair					
Governors to sign: <ul style="list-style-type: none"> <li>Pecuniary Interests</li> <li>Code of conduct</li> <li>Keeping Children Safe in Education</li> <li>Governor Eligibility Declaration Forms</li> </ul>					
Review: <ul style="list-style-type: none"> <li>TORs</li> <li>Statutory Decision Planner</li> <li>Scheme of Delegation</li> <li>Compliance with Funding Agreement</li> </ul>	Review: Christian character and distinctiveness review impact			Review: Ethos and vision (past and future)	
	HoS/HT report		HoS/HT report		Hos/HT report
SEF review	Review Risk Register	SEF review	Review Risk Register	SEF review	Agree Risk Register for next Academic Year
Review SIP monitor/visit plan for academic year	AIP update & agreement SIAMS Action Plan update		AIP update and next steps SIAMS Action Plan update		AIP update and next steps SIAMS Action Plan update
Review initial SATs data and set pupil targets					
Visible Learning Update		Visible Learning Update		Visible Learning Update	
Confirm Governor Impact Statement					Agree Governor Impact Statement
Discuss Governor portfolio/responsibilities	Agree visit cycle – linked with AIP priorities		Governor visit feedback		Governor visit feedback

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
	Governor visit feedback				
Review staff directed hours and MAT Non-Negotiable Expectations for Teaching Staff	Update on teaching staff performance management and pay	Update on HoS/HT performance management	Appointment procedure review (including evidence of gaps in employment)	Update on teaching staff performance management and pay  Update on HoS/HT performance management (following mid-years)	
	Budget review		Budget review		Budget review
	Premises Update Fixed Asset Register		Premises Update		Premises Update
	Safeguarding Governor's report  PE impact Governor's report (including funding plan)	H&S Governor's report	Safeguarding Governor's report  PPG Impact Governors report	H&S Governor's report	Safeguarding Governor's report  Governor's SEN report
Agree SEND local offer Agree PPG provision		Review use of and policy on exclusion	Extra-curriculum provision review	Curriculum review including British Values and SMSC provision <b>Spiritual development – impact review</b>	Educational services for pupils and parents  EAL proficiency levels
Review Discipline and Behaviour in school	Keeping Children Safe in Education – mechanisms in place to support staff understanding	RE/Collective worship compliance	Review Risk Assessment Process	Review website compliance  On-line safety compliance review	Review parental engagement
	Holiday/Inset dates for 18-19		380 session confirmation Day timings confirmation	Nutritional review of school meals	
Skills and training <ul style="list-style-type: none"> <li>Feedback from skills audit<sup>1</sup></li> <li>Analysis of training needs (including</li> </ul>		Training: Prevent  RILO Forms		Training: Basic child protection for adults  RILO forms	

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
safeguarding training/ <b>Diocesan training</b> ) <ul style="list-style-type: none"> <li>Introduce RILO forms for training</li> </ul>					
<b>Policies – Awareness (ADMAT Policies)</b>					
Pecuniary Interests	Risk Management Strategy	Volunteer	Gifts and Hospitality	Drug awareness	Staff CPD
Freedom of Information	Anti-Fraud and Corruption	Whistle blowing	Mobile Phone	Inclusion	Health and Safety
Child Protection and Safeguarding	Charging and Remissions	Staff Grievance	Staff Leave of Absence	Restraint	Performance Management
Best Value	Radicalisation/Extremism prevention	Safer Recruitment			Capability
<b>Policies – Review (ADMAT/Academy Specific Policies)</b>					
Accessibility Plan	SRE	RE	Anti-Bullying	T&L	Home/School agreement
Equality Objectives	Admissions agreement	Exclusion (see above)	Marking	Curriculum	Complaints
Discipline & Behaviour	4 x subject	Educational Visits	Lettings	British Values	Remaining subject policies
Admissions Consultation		Asbestos management		<b>Church Ethos</b>	
SEND		4 x subject		On-line safety	

<sup>i</sup> Governor skills audit will be issued by the Clerk prior to summer break. These should be returned by the deadline so that they can be collated and then discussed at the first meeting of the year. From this information, a requirement of training needs will be put together.