

TURNER SCHOOLS GOVERNANCE SCHEME

INTRODUCTION

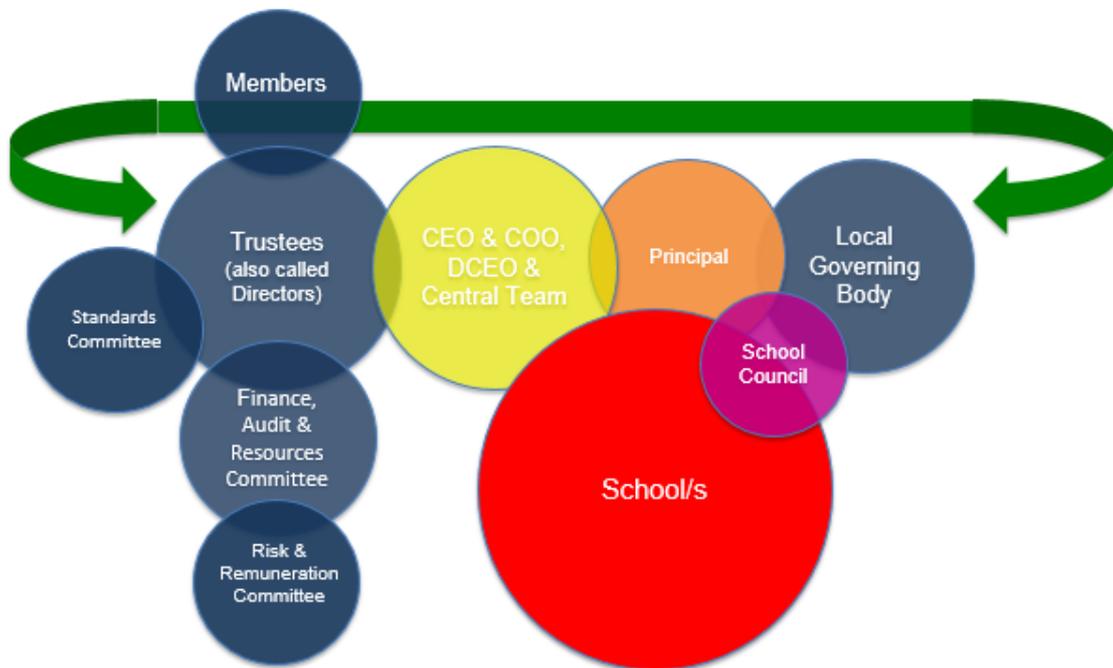
Turner Schools is an exempt charity; this means we operate like any other charity but as an Academy Trust (or MAT) we are regulated by the Secretary of State for Education.

The main documents that set out how we operate are our Articles of Association, which define our internal structure, and the Master Funding Agreement (MFA) which is the legal contract with the Secretary of State under which we run our schools. In addition, there are separate Supplemental Funding Agreements (SFAs) for each individual school.

We are also governed by the Department for Education’s Academies Financial Handbook as well as various legislation relating to both schools and charities.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714474/Academies_Financial_Handbook_2018.pdf

Turner Schools Governance Structure



(Formal Trust committees are coloured navy blue)

GOVERNANCE REMIT

Our formal structures are designed to give robust oversight and management of our academies without unnecessarily restricting innovation.

We have five Members who are responsible for appointing our Trustees, also known as Directors. Our Members meet at least once each year.

At present we have eight Trustees who provide strategic oversight and ensure the Trust meets its legal obligations, both directly and through its subcommittees. Our Trustees meet four times each year and the Finance, Audit & Risk Committee meets three times each year. The Remuneration Committee meets once a year as a minimum. The Standards Committee meets at least twice a year.

Formulation of strategy and day-to-day operations are delegated to the chief executive, Dr Jo Saxton. She is supported by our Academy Principals (and Executive Principals and Heads if in post) as well as by the professionals in our Executive Team.

Our Principals are challenged and supported by Local Governing Bodies (LGBs). LGBs meet at least three times a year. Our LGBs are advisory, with the exception of Exclusions and Conduct for which they may form committees as appropriate from the members of the LGB and/or Trust Board as necessary and these are governed according to trust policy rather than by committee terms of reference. These may be individual to each Academy or – where appropriate – operate across a number of schools. Our governors are appointed by the Trust Board or CEO, ensuring we have a balance of skills required to oversee a modern school. Trustees may serve as LGB Chairs.

Parental opinion is gathered through two elected parent governors.

Pupil opinions inform the Principal and LGB via a School Council. Pupil voice sessions take place in LGB meetings from time to time within the year. Our Principals also meet frequently with parents at open evenings and other events throughout the year.

The Trust Board hears parent and pupil voice directly as LGB Chairs are also Board Directors, and indirectly via LGB minutes.

This Governance Scheme is reviewed annually and/or in consultation with the Department of Education.

FORMAL TRUST COMMITTEES & RESPONSIBILITIES

1. MEMBERS (5)

Duties:

- To appoint/remove Trustees, and review their performance
- To review Annual Reports and Accounts
- To change the Articles

Governed by: Articles of Association

Meetings: One formal per year (Members AGM) One informal per year (School review)

Current Chair: Mr Dan Perrett

2. BOARD OF TRUSTEES (also known as Directors) (8)

Duties:

- To ensure quality of educational provision
- To set the strategic direction and Trust priorities
- To challenge and monitor performance
- To oversee management of finances and property
- To ensure compliance with charity and company law, including Health and Safety
- To ensure operation in accordance with the funding agreement
- To approve finance procedures and annual budgets, including performance related pay recommendations
- To approve the Annual Accounts and Reporting
- To determine and approve corporate policy
- To receive reports from committees
- To receive and monitor the Risk Register, Health and Safety and annual Safeguarding report
- To approve appointment of Auditors
- To hold Chief Executive to account

Reporting:

- Formal reporting to Members via Members' AGM on progress in the year and future plans and by CEO at intervals
- Produce financial statements and annual report

Governed by: Academies Financial Handbook Master & Supplemental Funding Agreements Governance Handbook

Meetings: Four per year

Current Chair: Professor Carl Lygo

3. FINANCE AUDIT & RESOURCES COMMITTEE (FARC)

A committee of minimum three members appointed by the Trust board, with at least one non-trustee member required. Chair to be a Trust Board Director and members to have appropriate financial qualifications and expertise. The Chief Executive may not be a member of this committee.

Duties:

- To provide oversight on internal controls and monitor financial performance at Trust and School level
- To receive internal audit reports
- To receive and monitor strategic risk registers
- To manage the 'responsible officer' function
- To review and recommend external auditors to Trust Board for approval

Reporting: Report to Trust Board via the committee Chair and through approved minutes

Governed by: Terms of Reference

Meetings: Three per year

Current Chair: Ms Manjinder Johal

4. RISK & REMUNERATION COMMITTEE (RRemCo)

A committee of minimum three members, chaired by a Trust Board Director with financial qualification with a minimum of two other members. Neither the Trust Chairman nor Chief Executive may be members of the committee.

Duties:

- To review pay and performance recommendations of the Trust Executive and Faculty
- To review and approve budgets on behalf of the Board

Reporting: To Trust Board via the committee Chair and approved minutes

Governed by: Terms of Reference

Meetings: At least once a year

Current Chair: Gary Cottle

5. STANDARDS COMMITTEE

A non-statutory committee, chaired by a Trust Board Director, and the Trust CEO. Trust Principals/Heads of School should be present at the Committee's meetings.

Duties:

- To review the educational performance of the Trust's schools in accordance with Board approved targets
- Within its remit the Committee is tasked with interrogating the progress of pupils towards targets and National Averages, including examining the performance of key groups – in particular those at disadvantage and with SEND.

Reporting: To Trust Board via the committee Chair and approved minutes

Governed by: Terms of Reference

Meetings: At least twice a year

Current Chair: Dame Sue John (Director)

6. LOCAL GOVERNING BODIES

At least three Trust-appointed advisors, known as Governors, plus up to two elected parent governors.

Each LGB to be chaired by a Trust Board Director (unless additional expertise is required in a specific circumstance).

Duties:

- To support the vision of the Trust
- To govern admissions/exclusions/complaints as necessary should Trust executive team be unable to resolve such matters
- To monitor local standards ensuring the school community understands how the school is doing compared with National expectations and Trust targets
- To act as critical friend to the Principal (or Executive Principal if in post)
- To represent the view of and engage with the local community
- To receive the Trust Board approved school budget
- To receive up to date information on the financial performance of the school
- To support the Trust or School in the appraisal/dismissal of Academy staff excluding Principal/Executive Principal if appropriate*
- To audit safeguarding procedures at local level from time to time
- To review application of local policy from time to time
- To set-up committees as required

Reporting: Reports to board of Trustees through LGB Chair and approved minutes

Governed by: Terms of Reference

Meetings: Three times per year minimum

Current Chair for Martello and Morehall joint LGB Chair: Jennie King

Current Chair for Folkestone Academy: Mike Buchanan

Current Chair for Turner Free School: Tracy Luke

*Principal performance management is undertaken by CEO & LGB Chair.