



The Oak Partnership

Governance Structure

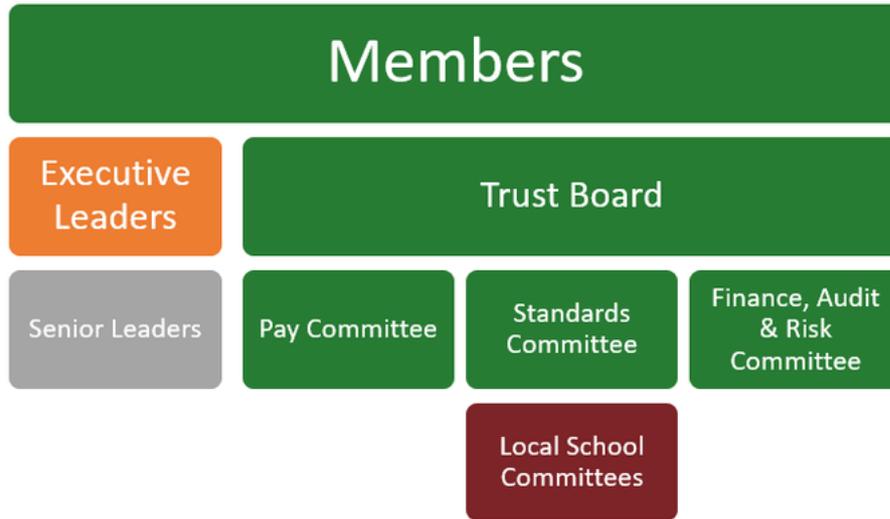
Approved by The Oak Partnership Trust:

Adopted by LSC:

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

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Structure (This needs editing)



Members

The Oak Partnership Trust was founded by members who have a general duty to exercise their powers to further the academy trust's charitable purpose.

They are tasked with assessing if the board of directors is performing well and, as such, are ensuring that the purpose of the trust is being met and its charitable object is being fulfilled. Each member will bring knowledge and expertise in their specific areas of practice. The members hold a meeting once a term and an annual general meeting (AGM) once a year.

As our trust has church schools, the Diocese of Bath & Wells has a corporate Member on the Members Board. The diocese also offer oversight and provide support to the trust; ensuring the maintenance of the religious character of the church schools.

Trust Board of Directors

The trust board is the decision making body of the academy trust and is accountable and responsible for all the academies in our trust. The Board oversees the educational standards, performance and finances of all the schools in the Trust. The Board determine what matters are delegated to sub committees, including the Local School Committee, through the Scheme of Delegation.

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Board Sub Committees

The Board has determined a number of sub committees that receive reports and report to the Full Board of Directors.

Localised Committees report into Trust Board Sub Committees		
Receive Reports From	Committee	Reports To
Headteacher and School Senior Leaders	School Improvement Group	Standards Committee
Headteacher and SIG	Local School Committee	Chairs Forum
Chief Executive Officer	Pay Committee	Finance Audit and Risk Committee
Trust Executive Business Manager	Performance Management Committee	
Trust Board Sub Committees Report into the Full Board		
Receive Reports From	Committee	Reports To
Executive Lead for School Improvement	Standards Committee	Full Board
Chief Executive Officer		
LSC Chairs	Chairs Forum	Full Board
Chief Executive Officer		
Trust Executive Business Manager	Finance, Audit and Risk Committee	Full Board
Chief Executive Officer		
Governance Professional	Nominations Committee	Full Board

Membership of the Trust Board Sub Committees (Standards, FAR and Nominations Committee) will come from the board of directors.

The Board will establish any additional sub committees as it considers necessary.

Executive Roles

The Oak Partnership consists of a number of schools and the Executive Leader is the **Chief Executive Officer** (CEO). The members have appointed the CEO to the Trust Board.

There are two additional centralised Executive Roles:

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Trust Executive Business Manager whose main function is to oversee the strategic delivery of the Effective and Efficient Business Function of the Trust. The TEBM reports to the FAR Committee.

The Executive Lead for School Improvement whose main function is to oversee the strategic delivery of the Quality of Education. The ELSI reports to the Standards Committee.

Headteachers (holding Trust Executive Responsibilities)

The Trust expects our experienced Headteachers to hold Trust-wide responsibilities. This includes:

Executive Headteacher for Selworthy is the **Executive Lead for Inclusion**, whose main function is to oversee the strategic delivery for inclusion, which includes SEND, Pupil Premium and all others identified as disadvantaged (an identified barrier to learning).

Headteacher for Blackbrook is the **Executive Lead for Strategic Delivery**, whose main function is to support the ELSI in implementing the Trust's strategic plans for continuous improvement in the quality of education.

These functions report to the Executive Lead for School Improvement and to the Standards Committee, when appropriate.

Headteachers and Heads of School

For those new to Headship and or with a Head of School role, the Trust expects an appropriate contribution to the wider work of the Trust.

The meeting structure, chaired by Executive Leaders, creates the opportunity for Heads to report back on the implementation and impact of these Trust workstreams.

School Improvement Group

The SIG is a committee of the main board of the Trust. This committee is chaired by the Executive Lead for School Improvement. Membership of the committee includes the Chief Executive Officer, the individual school Link Director, the Chair of the Standards Committee and the individual school leadership team.

The CEO, Link Director and Chair of the Standards Committee are invited to attend, participate and provide quality assurance.

The core purpose of the SIG is to ensure that the School has a robust strategy in place for achieving its vision within The Oak Partnership Trust and to monitor and support the implementation of the vision and ethos of the School. Monitor and challenge Academy School progress against SDP and SEF data; hold Academy Schools to account for implementing Academy School curriculum and monitor and

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challenge quality of teaching and learning and pupil attainment within the Academy School

The SIG meets once a term. The ELSI reports the outcomes of the SIG to the Standards Committee for scrutiny. The report is also shared with the LSC for information.

Delegated powers for the School Improvement Group are defined within the scheme of delegation and can also be found in the appendices of this document.

The Terms of Reference for this committee have been agreed by the Full Board of Directors.

Local School Committee

The LSC is a committee of the main board of the Trust. The chair of this committee is elected by the members of the LSC and ratified by the Trust Board. Membership of the Committee consists of the school headteacher, elected parent and staff representatives and co-opted members (including foundation members for our church schools).

The CEO is invited to attend these meetings.

The core purpose of the LSC is, in collaboration with the Academy Head, to determine the Academy School vision and ethos in the context of its own school community and its membership of the Oak Partnership. Work with School Leaders to establish and maintain relationships with members of the local community including agreeing a strategy to promote staff, parental, pupil and local stakeholder voice.

The LSC holds specific workstreams to ensure the effective use of resources for SEND and Pupil Premium, the effective implementation of Safeguarding policy and procedures including oversight of Health and Safety and site security.

The Trust Board will also call upon the LSC to convene committees to review any exclusions; hear any disciplinary appeals and hear complaints at a relevant level.

The LSC meets once a term, alternating with the SIG. The minutes of the meeting are sent to all attendees and to the CEO. The outcomes of these meetings are reported to the Chairs Forum.

Delegated powers for the Local School Committee are defined within the scheme of delegation and can also be found in the appendices of this document.

The Terms of Reference for this committee have been agreed by the Full Board of Directors.

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Appendix One: Delegated Powers for the School Improvement Group	
Governance	Ensure that the Academy School has a robust strategy in place for achieving its vision within the Partnership Monitor and support the implementation of the vision and ethos of the Academy School.
MAT and School Improvement	Monitor and challenge Academy School progress against SDP and SEF data (including Ofsted and SIAMS actions) Hold Academy School SLT to account for implementing Academy School curriculum Monitor and challenge quality of teaching and learning and pupil attainment within the Academy School.
Pupil Voice and Family Engagement	Agree and monitor implementation of broad and balanced curriculum, to achieve the Academy's vision questioning SLT on suitability and rationale Agree sex and relationship education policy and ensure parents are informed of their rights (NB Guidance from Diocese for Church Schools)
Curriculum and Standards	Ensure effective processes are in place for monitoring the quality assurance of teaching, learning and assessment, the curriculum, inclusion and the sharing of best practice across the Academy School, within The Oak Partnership and beyond Develop, monitor and approve the Academy SIP Monitor the Key Performance Indicators reported from the Academy Head relating to standards Hold Academy Heads to account for raising and maintaining high standards of progress and attainment.
Safeguarding	Ensure completion of the single central record and its regular up dating Receive notification of educational visits and ensure compliance with the Educational Visits policy and completion of appropriate risk assessments Ensure that all Academy School staff and LSCs are safeguarding and PREVENT trained and compliant Ensure that any LSC involved in the recruitment of staff has safer recruitment training.
Behaviour	Adopt and ensure the implementation of the Academy School Behaviour policy and ensure consistency with The Oak Partnership Behaviour principles.
Other Pupil Related Matters	Review attendance and pupil absences as part of the Key Performance Indicators.

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Appendix Two: Delegated Powers of the Local School Committee	
Governance	<p>In collaboration with the Academy Head determine the Academy School vision and ethos in the context of its own school community and its membership of the Oak Partnership.</p> <p>Monitor and support the implementation of the vision and ethos of the Academy School</p> <p>Ensure the spiritual wellbeing of the pupils (Foundation LSC)</p> <p>Receive and review termly Academy Head's report</p> <p>Work with School Leaders to establish and maintain relationships with members of the local community, including (for church schools) church and diocese</p> <p>Decide on Academy School level logo, branding and uniform</p>
MAT and School Improvement	<p>Receive report on Quality of Education within school from ELSI as information to consider how best they can support and challenge the school improvement strategy.</p>
Pupil Voice and Family Engagement	<p>Agree strategy to promote parental, pupil and local stakeholder voice</p> <p>Agree RE provision in compliance with statutory requirements (RE Statement of Entitlement) and The Oak Partnership deeds</p> <p>Agree Academy School SEND policy</p> <p>Agree Academy School safeguarding and child protection policy</p> <p>Responsible for Academy School equality information and objectives statement.</p>
Curriculum and Standards	<p>Appoint a local committee member responsible for monitoring and reporting on SEND, inclusion, Pupil Premium, EAL and LAC</p> <p>Review and maintain the Academy School SEND policy in line with The Oak Partnership SEND policy</p> <p>Provide oversight of the implementation of the policy within the Academy School and compliance with the Disability Discrimination Act requirements</p> <p>Maintain and develop the Christian Distinctiveness of Church Academy Schools</p>
Safeguarding	<p>Appoint a designated committee member for safeguarding</p> <p>Review and maintain a safeguarding and child protection policy for the Academy School which is consistent with The Oak Partnership policy</p> <p>Monitor safeguarding procedures and practice to ensure the school is fully compliant</p> <p>Commit to attending regular safeguarding training as integral to their role.</p>
Behaviour	<p>Convene a committee to review any exclusion of a pupil as required.</p>

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Staffing	Participate in the process to appoint Academy Head Ensure effective communication between the Academy Head, the Directors and the Executive Team Hear any disciplinary appeals through a three member panel.
Finance	Maintain a register of business interests Ensure provision of free school meals to pupils meeting the criteria Implement and monitor a committee expenses policy.
H&S, Risk Management, Premises and ICT	Review the risk register of the Academy School and prepare the risk report for the Executive Team and Board of Directors Adopt a Health and Safety policy for the Academy School consistent with The Oak partnership policy Review and implementation of the policy and ensure that appropriate risk assessments are being carried out in the Academy School Decide local level Health and Safety procedures in line with The Oak Partnership policy Ensure the effective implementation of the GDPR policies and procedures in the Academy School Ensure systems are in place consistent with The Oak Partnership policies and procedures and strategy for effective communication with pupils, parents and the wider community Adopt critical incident policy at Academy School Level.
Admissions	Ensure effective arrangements are in place for pupil recruitment Contribute to the development of and ensure compliance through review of the Academy School promotional materials and website.
Other Pupil Related Matters	Appoint a local LSC responsible for monitoring expenditure related to statutory grants including Pupil Premium Monitor the impact of the Pupil Premium within the Academy School Implement the Complaints policy Hear complaints at a relevant stage Ensure effective arrangements are in place for pupil support and representation at the Academy School.

Link Documents

Scheme of Delegation September 2022

Terms of Reference for Local School Committee

Terms of Reference for School Improvement Group

