

Scheme of Delegation

Responsible Committee:	Board of Trustees
Responsible Officer:	Chief Executive Officer Chief Operating Officer Director of Governance and Compliance
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Statutory:	Immediate
Adopted by:	Central Team All AE academies AAL

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PART 1 **INTRODUCTION**

Aldridge Education (Trust) is a company limited by guarantee and an exempt charity. The Trust is governed by a Board of Trustees who have overall responsibility and ultimate decision-making authority. The Trustees are accountable to the Secretary of State for all academies within the Trust, Aldridge Adult Learning (AAL) and the Central Team, and are responsible for compliance with government and ESFA requirements, company law and charity law.

The Trust's Memorandum and Articles of Association and Funding Agreements are the primary governing documents of the Trust which are further underpinned by guidance set out in the DfE Academies Financial Handbook and DfE Governance Handbook.

Whilst the Board of Trustees will always remain accountable, the Trust relies on the valuable input of non-executive volunteers, supported by an experienced team of staff. As a relatively small trust which covers a dispersed geographical area, the Trust Board has opted to delegate some governance and decision-making responsibilities to the:

- CEO, Executive Team and Principals
- Trust Level Committees
 - Education Standards Committee (ESC)
 - Finance & Resources Committee (FRC)
 - Remuneration Committee (REMCO)
- Local Governing Committees (LGC's)
 - School LGC's
 - AAL LGC
- Other Groups, Forums and Working Parties
 - Sir Rod Aldridge Cricket Centre Management Committee
 - Employee Forum
 - Health, Safety and Environment Forum
 - IT Working Party

In line with the Trust's core values and operating norms, a clear Scheme of Delegation defines the governance framework and lines of responsibility and accountability within the Trust. The purpose of our Scheme of Delegation is to ensure:

- Clarity about the roles of Members, Trustees, Governors, CEO, Executive Team and Principals
- The Trust operates in an effective way, avoiding duplication of efforts
- A culture and environment of openness, transparency and trust amongst all stakeholders

The Scheme of Delegation is a working document that will be subject to revisions as appropriate, in order to remain responsive to our changing context and circumstances.

ALDRIDGE EDUCATION
GOVERNANCE STRUCTURE

Members
Articles of Association
Constitution and Governance Structure
Trustees
Trust Performance

Trust Board
Strategic Vision and Direction
Governance and Compliance
Trust Committees
CEO (Accounting Officer)
Educational and Financial Performance
School Performance
Enterprise and Entrepreneurial Programmes

Education Standards Committee
Trust Improvement Plan
Self Evaluation Framework
Raising Standards and Attainment
Teaching & Learning
Curriculum, Assessment and Data
Attendance and Behaviour
Admissions and Exclusions
Safeguarding and Risk Register
Policies (Educational - Trust Level)

Local Governing Committees (Schools)
Principals Performance
Performance Monitoring (School Standards and Finances)
Pay Progression (School Level)
Admissions and Exclusions (School Level)
Health & Safety (School level)
Complaints, Hearings, Appeals and Panels (School Level)
Point of Consultation and Representation
Stakeholder Engagement
Community Engagement
Policies (School Level)

Local Governing Committees (AAL)
AAL Principal Performance
Strategic Plan and Vision
Business and Operating Plan
Quality Standards and Provision
Annual Budget and Budget Monitoring
Staffing and Resources
Health & Safety
Community and Stakeholder Engagement
Policies (AAL Specific)

Finance & Resources Committee
Scheme of Delegation
Funding and Financial Performance
Core Operational Delivery
Staffing and Resources
Audit and Risk Register
Health & Safety
Legal matters
Procurement
Due Diligence
Policies (Operational - Trust Level)

Remuneration Committee
Remuneration Process and Principles
Pay Related Policies
Executive Pay
Gender pay
Benchmarking Pay

The Scheme of Delegation and ARCI Matrix

The Scheme of Delegation uses the Governance Framework to recognise the importance of developing relationships with a common purpose and working together under processes and structures to achieve a consistency in practice across the Trust and in raising standards to the highest possible level of impact.

The Scheme of Delegation comprises:

- | | |
|--------|---|
| Part 1 | The governance framework defining the overall responsibilities and expectations across the Trust |
| Part 2 | Uses an ARCI Matrix defining both the governance and financial responsibilities and accountabilities separately |
| | Accountable Accountable and makes the final decision |
| | Responsible Responsible for carrying out the process or task and / or makes a recommendation |
| | Consult Consulted before the decision or action is taken |
| | Inform Informed before or after the decision is taken and kept up-to-date |
| Part 4 | Provides the Terms of References for Members, Trustees and Committees |
| Part 3 | Provides the Terms of References for working groups and forums |
| Part 5 | Policy Schedule which underpins and supports our work detailing trust policies and local policies |

PART 2 GOVERNANCE MATRIX

Accountable and makes the final decision

Responsible for carrying out the process or task and/or makes a recommendation

Consulted before the decision or action is taken

Informed before or after the decision or action is taken and kept up-to-date

Overview of Responsibilities and Accountabilities	Members	Trust Board	ESC	FRC	LGC's	CEO/COO Executive dependent on area	Principal	Notes
Governance Framework								
Articles of Association	A	R				I	I	
Changes to Funding Agreements		I		A		R	I	
Scheme of Delegation		A		R	I	R	I	
Terms of References - Committees		A			I	R	I	Terms of References forms part of Scheme of Delegation
Appointment and removal of Members and Trustees	A	R				I		
Election of Chair of Trust Board		A				I		
Appointment of Chair of LGCs		A			I	R	I	R is delegated to Dir of Governance
Appointment of Vice Chair of LGCs					A	I	R	
Recruitment and Removal of LGC Governors		I			A	R	I	
Appointment of clerk to LGC					C	R	I	R is delegated to Dir of Governance
Set up and Election of Chair of any other delegated Committees		A				R		R is led by Dir of Governance
Managing conflicts of interest		A & R				R		

Overview of Responsibilities and Accountabilities	Members	Trust Board	ESC	FRC	LGC's	GEO/COO Executive dependent on area	Principal	Notes
Strategy								
Setting the strategic vision, values and objectives of the Trust	I	A			I	R	I	
Setting the strategic vision, values and objectives of Academies and AAL		I			C	A	R	
Establish and monitor against the Strategic Plan and KPI'S	I	A				R		
Establish and monitor of Operational Strategies and Plans		I				A		
Establish and monitor Academy and AAL Development Plans		I			C	A	R	
Trust wide policies as per the Policy Register			A	A		R	C	ESC - Educational policies FRC - Non-educational policies
Academies and AAL polices as per the Policy Register					C	A	R	
Trust structure and growth (including TUPE and Contract Transfers)	I	A			I	R	I	
Due diligence		A				R		
Compliance								
Trust risk-register		A	R	R		R		ESC - Educational policies FRC - Non-educational policies
Academy and AAL based risk-register		I	I	I	A	A	R	ESC - Educational policies FRC - Non-educational policies
Compliance with all statutory & regulatory requirements (including Health & Safety)		A	R	R	R	R	R	
Safeguarding		I	I		R	A	R	Trust Board ultimately accountable
SCR		I		I		A	R	
Data Breaches		I		I		A	R	R is delegated to DPO's

Overview of Responsibilities and Accountabilities	Members	Trust Board	ESC	FRC	LGC's	GEO/COO Executive dependent on area	Principal	Notes
Education								
Educational Improvement Strategy		I	A			R	C	
Self-Evaluation Plans			I		R	A	R	
Curriculum and Timetable			C			A	R	
Teaching, Learning and Assessment			C			A	R	
Pupil Outcomes		I	I		R	A	R	
Behaviour Management			I		R	A	R	
Strategies for Pupil Premium			I		C	R	A	
Change of PAN		I		A	C	A	R	
Age range of PAN		I		A	C	A	R	
Change of school day					C	A	R	
Closure days					I	A	R	
Tern dates and INSET dates					I	C	A	
Census and attendance					I	I	A	
Admissions			I		I	C	A	
Exclusions – Fixed term			I		R	I	A	
Exclusions - Permanent			I		A	I	A	
Complaints, Hearings and Appeals			I		A	I	R	
Trips and Visits							A	

Overview of Responsibilities and Accountabilities	Members	Trust Board	ESC	FRC	LGC's	GEO/COO Executive dependent on area	Principal	Notes
Finance (Refer to detailed Financial Scheme of Delegation Part 2)								
Appoint external auditors	A			C		R		Annually at AGM
Internal and external audit		I		A		R		
Trust annual accounts	I	A		R		R		
Trust Budget plans – Approval and Monitoring		A		R		R		
Academy & AAL Budget plans – Monitoring		I		A	R	R	R	
Reserves Management		A		R		R		
Top slice and Pooled Funds		I		A		R		
Approval of grants and awards (<£30k)				I	I	A	R	Subject to written terms and conditions negotiated as two-way process
Approval of grants and awards (>£30k)				A	I	R	R	Subject to written terms and conditions negotiated as two-way process
Premises and ICT								
Long term lease or disposal of major capital assets		I		A	I	R	R	ESFA to be informed if lease is >7 years
Long term lettings (>1 year)				I		A	R	
Structural changes to buildings / land		I		C		A	R	
School condition allocations		I		A		R	C	
Major capital works and long-term building projects		I		A	I	R	C	
ICT Strategy				A		R	C	
ICT network and infrastructure				A		R	C	

Overview of Responsibilities and Accountabilities	Members	Trust Board	ESC	FRC & REMCO dependent on area	LGC's	CEO/COO Executive dependent on area	Principal	Notes
Staffing and Structures								
Staffing Structures								
National Structures		I		I		A	I	
Regional / Cluster Structures				I		A	I	
Academy and AAL Structures					C	C & I	A	
Appointments								
CEO	I	A			I	I (COO)	I	
COO				A	I	R (CEO)	I	
Principals and AAL Principal		I			C	A (CEO)		
Central Team Senior Leaders				I		A	I	
Academy and AAL Senior Leaders					C	I	A	
Academy and AAL based staff							A	
Posts funded from external grants, bids or donations				I		A	R	
Performance Management								
CEO		A (TB) R (Chair)		I				
COO, Academy and AAL Principal				C	C	A (CEO)		FRC - COO LGC - Principals
Central, Regional and Cluster Staff						A (COO)		
Academy and AAL Senior Leaders and all other staff							A	
Remuneration								
CEO & COO		A		R (REMCO)				REMCO to consult with others as appropriate
Principals and Central Team Senior Leaders				C (REMCO)	C	A		REMCO – Oversight of process only
Regional and Cluster Staff						A		
Academy and AAL Senior Leaders and all other staff							A	
Annual or national pay awards				C (REMCO)		A & R	I	

Overview of Responsibilities and Accountabilities	Members	Trust Board	ESC	FRC	LGC's	CEO/COO Executive dependent on area	Principal	Notes
Staffing and Structures (continued)								
Suspensions and Dismissals								
CEO	I	A			I	I	I	
COO and Principals		A			C	A (CEO)	I	C – for Principals
Central Team Senior Leaders				I		A (CEO) R (COO)	I	
Regional and Cluster Staff						A	I	
Academy and AAL Senior Leaders and all other staff					I	I	A	I – Senior leaders positions only
Restructuring, Reorganisation and Redundancy								
National Structures				A		A		
Regional / Cluster Structures				I		A	C	
Academy and AAL Level Structures						A	R	I – if significant
Approve Settlement Agreements				I		A	R	FRC (A) if over statutory entitlement
Other								
Staff Well-being				I	I	A	R	
Community and Enterprise								
Community Engagement Programmes		I			A	C	R	
Enterprise and Entrepreneurship		I			C	A	R	
Press and Communications								
Press responses – Trust level		I				A		I – if significant
Press responses – Academy and AAL level		I			I	C	A	I – if significant
Website, prospectus, uniform, marketing & PR (central and school based)					I	C	A	

PART 3 FINANCIAL MATRIX

Overview of Responsibilities and Accountabilities	Members	Trust Board	FRC	LGC's	CEO	COO	Principal	Finance Director	Budget Holder	DfE/ESFA
Budget Plans										
Approval of Trust and School budget plans	I	A	R		R	R				I
Budget monitoring		I	A	R	A	A	R	R	R	I
Budget virements > £25K					I	A	R	R	I	
Submit ESFA returns within agreed timescales					A	R				I
Purchasing (Authority with any combination of each marked 'R' and 'A')										
Accept quotes and tenders and approve spend up to £3k					A	A	A	R & A	R	
Accept quotes and tenders and approve spend between £3k and £10k (Min of 2 quotes)					A	A	A	R & A		
Accept quotes and tenders and approve spend between £10k and £25k (Min of 2 quotes)					A	A	R & A	R		
Accept quotes and tenders and approve spend between £25k and £50k (Min of 2 quotes)					A	A	R	I		
Accept quotes and tenders and approve spend between £50k and £100k (Min of 3 quotes)			I		A	R	R	I		
Accept quotes and tenders and approve spend between £100k and OJEU limits (Min of 3 quotes)			A		R	R	R	I		
Accept quotes and tenders and approve spend at OJEU limits or over (OJEU process)		I	A		R	R	C	I		
Authority to accept other than lowest quote <£10K						A	A	R		
Authority to accept other than lowest quote >£10K					A	A	R	R		
Approve proceeding with less than required no. of quotes <£10K						A	A	R		
Approve proceeding with less than required no. of quotes >£10K					A	A	R	R		

Overview of Responsibilities and Accountabilities	Members	Trust Board	FRC	LGC's	CEO	COO	Principal	Finance Director	Budget Holder	DfE/ESFA
Payroll and Expenses (Authority with any combination of each marked 'R' and 'A')										
Approval of monthly payroll					A	A	A & R	R		
Approval of overtime					A	A	A	R		
Approval of additional payments over and above contractual salary (up to £1k)					A	A & C	R	R		
Approval of additional payments over and above contractual salary (over £1k)			I		A & C	A & I	R			
Approval of CEO and Trustee Expenses (only A needed)		A (Chair)	A (Chair)		A & R (Trustees only)	A & R				
Transfers and Banking (Authority with any combination of each marked 'R' and 'A')										
Cheques and BACs (as per mandates)					A	A & R	R	R		
Intercompany transfers						A		R		
Other financial transactions										
Ensure invoices are issued accurately and promptly recorded						A	R	R		
Ensure debt collection arrangements are in place and followed through						A	R	R		
Ensure services provided to third parties are charged at full cost					A	A	R	R		
Writing off debts and losses			I		A	A	R	R		
+1% of total annual income or £45,000 whichever is smaller per single transaction (subject to a max. of £250,00)			I		R	R				A
Cumulatively, 5% of total annual income in any one financial year per category of transaction (subject to a max. of £250,000)			I		R	R				A
Enter into borrowing arrangements including finance leases and overdraft facilities from any source, which is repaid from grant monies or secured n assets			I		R	R				A
Approve grants, bids or other sponsor income funding >£30k			A	R	A	A	R	R	R	

Overview of Responsibilities and Accountabilities	Members	Trust Board	FRC	LGC's	CEO	COO	Principal	Finance Director	Budget Holder	DfE/ESFA
Management and security of assets										
Establish security of buildings, furniture, equipment, stocks and stores					I	A	R	R		
Maintain an inventory of all movable and valuable items of equipment					I	A	R	R		
Check annually that recorded assets exist and are in working order					I	A	R	R		
Maintain a record of all property borrowed by staff or students							A	R		
Ensure that adequate insurance cover is in place to cover the value of assets held					I	A	R	R		
Ensure that cash and financial assets are safely secured and controlled						A	R	R		
Disposal of general fixed assets <£5,000						I	A	R		
Disposal of general fixed assets >£5,000			I		A	A	R	R		
Non-contractual and ex gratia payments										
Non-contractual special payments as defined in the Academies Financial Handbook – up to £50,000			A		A	R				
Non-contractual special payments as defined in the Academies Financial Handbook – over £50,000		I	A		R	R				A
Ex gratia payments as defined by Academies Financial Handbook (any amount)			A		R	R				A

PART 4 BOARD AND COMMITTEES - TERMS OF REFERENCES

Trust Members	
Role and Purpose	<p>The Members of the Trust have a similar role to the shareholders of a company limited by guarantee. The Members are guardians of the constitution of the Trust and therefore have a different role and status to the Trust Board. The Members:</p> <ul style="list-style-type: none"> • are the subscribers to the Trust’s Memorandum of Association (where they are founding Members) • may amend the Articles of Association (the Articles include a definition of the Trust’s charitable objects and governance structure) subject to any restrictions in the Articles of Association or in the Trust’s Funding Agreement or charity law • have powers to appoint and remove Trustees in certain circumstances • at the AGM/GM, they appoint the Trust’s auditors and receive the Trust’s audited annual accounts
Responsibilities	<p>In order to fulfil their duties, Members are expected to:</p> <ol style="list-style-type: none"> 1. ensure the objectives of the Trust are met, through receipt of the Annual Report and Accounts and holding the Trust Board to account 2. appoint Trustees 3. determine the Trust’s constitution and governance structure through responsibility for any changes to the Articles of Association, as required 4. change the Trust name if required 5. attend an AGM or general meeting and participate in any communication during the academic year pertinent to Members, for example any changes proposed to the Articles of Association and to receive the Annual Accounts and to appoint external auditors 6. keep abreast of the challenges relevant to the performance of the Trust 7. receive Trust Board Minutes circulated following each meeting
Accountabilities	The Members are accountable to the Secretary of State for Education, Department for Education and Education Skills Funding Agency
Number and Appointments	<p>Refer to Articles 12 of the Articles of Association.</p> <p>The Trust currently has 3 Members.</p>
Meetings	<p>AGM (minimum) and General meeting</p> <p>All meetings will be fully minuted</p>

Board of Trustees

Role and Purpose

The Board of Trustees are also the Company Directors. The Trustees must ensure compliance with the Trust's charitable objects and with company and charity law, and adherence to the Trust's Funding Agreement with the Secretary of State. They exercise their responsibilities through setting the vision and policies for the Trust, ensuring strong and effective governance, entering into contractual relationships with third parties, and exercising powers of intervention if required. They have legal obligations through the Articles of the Trust, and also under company law as Directors and under charity law as Trustees, for the proper conduct of the business of the Trust.

The Board of Trustees manage the business of the Trust and should focus strongly on the three core functions of governance:

1. ensuring clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent

The Board of Trustees may appoint and establish separate committees as appropriate, bringing in expertise in the six areas of effective governance:

1. Strategic Leadership
2. Accountability
3. People
4. Structures
5. Compliance
6. Evaluation

Responsibilities

The Trustees are responsible for the general control, and management of the Trust, in accordance with the provisions set out in the memorandum and articles of association and its funding agreements. It is legally responsible and accountable for all statutory functions, for the performance of all schools and AAL within the Trust.

In order to fulfil their duties, Trustees are expected to:

1. establish and regularly review the vision, values and objectives of the Trust in consultation with constituent academies and entities
2. ensure that the Trust complies with charity and company law
3. operate the Trust in accordance with the Funding Agreement signed with the Secretary of State
4. ensure the quality of education provision and oversee standards and outcomes across the Trust, including:
 - annual target setting for the Trust in general
 - overseeing key performance data for the Trust
 - challenging and monitoring the performance of individual academies and AAL
 - review the recommendations made by its Committees
 - review recommendations of REMCO in relation to the CEO and COO's remuneration
 - the Chair of the Trust will carry out the performance management of the CEO, as well as review the impact of the Trust Board

	<ol style="list-style-type: none"> 5. manage the Trust's finance and property, including: <ul style="list-style-type: none"> • ensuring compliance with the Academies Financial Handbook • agreeing each academy's and AAL budget • overseeing the finances of the Trust with financial oversight of the Trusts central budget • oversight of the Estates Strategy for the Trust 6. determine the extent of services provided centrally and the allocation of cost 7. establish pay, appraisal and HR policies for the staff employed by the Trust 8. fulfil the role of admissions authority for all academies within the Trust (within the context of national and local agreements) 9. nominate one member of the Board of Trustees to be the Safeguarding Lead for the Trust 10. receive copies of ESFA letters issued to the Accounting Officer <p>The Trust Board may delegate some of these duties to its Committees</p>
Accountabilities	The Trust Board is accountable to the Trust Members
Number Appointments Elections	<p>The number of Trustees shall be not less than three (unless otherwise determined by ordinary resolution) but shall not be subject to any maximum as stated in Articles 45 of the Articles of Association. Trustees may be co-opted by Trustees or appointed by Members. All Trustees are appointed for their skills and knowledge.</p> <p>When there is a vacancy or need to replace Trustees, the position will be advertised appropriately, usually in conjunction with the Academy Ambassadors programme. If there is a skills gap on the Board of Trustees this will be made clear in the advertisement and subsequent materials. Interested candidates will be sent information about the work of the Trust, and the role and duties of Trustees. They will be asked to apply with a CV and/or covering letter setting out how their experience, knowledge and skills meet these requirements.</p> <p>Trustee appointments, following a fair and transparent process, are subject to approval by either the Members or Trustees depending on the type of appointment (Member appointment or co-opted Trustee appointment).</p> <p>The Chair and Vice-Chair are elected annually by the Trustees. The term of office for Trustees is 4 years. There is an expectation for periodic refreshment of skills and experience in the Trust Board whilst protecting the stability of the Trust and so, in line with public service recommendations, a Trustee should not exceed three consecutive terms of office other than in exceptional circumstances agreed by Members.</p>
Meetings	<p>Three times per year (minimum)</p> <p>All meetings will be fully minuted</p>

Education Standards Committee (ESC)

Role and Purpose	<p>The Standards Committee advises the Board of Trustees on matters relating to the Trust's curriculum, quality and standards.</p>
Responsibilities	<p>To monitor and advise the Trust Board each term on the following:</p> <ul style="list-style-type: none"> • Data on attainment and achievement for all the Trust's academies/schools • Academy/school improvement work and leadership • Overall performance of each of the academies/schools • Leadership standards • Governance effectiveness <p>To monitor and advise the Board of Trustees on:</p> <ul style="list-style-type: none"> • The Trust quality improvement and intervention strategies and plans • Special Educational Needs (SEN) and inclusion • Partnership working • Admissions • Safeguarding arrangements • Community engagement (supported by LGC's) <p>The Committee may use exception reporting in relation to receiving performance information to fulfil its detailed responsibilities. The Committee will receive a summary of positive performance to accompany exception reports.</p> <p><u>Curriculum and Quality</u> – to monitor and review:</p> <ol style="list-style-type: none"> 1. Academies statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning. 2. Extra-curricular activities. 3. The educational needs of the pupils attending the Trust's academies/schools. 4. The Trust's policies in relation to its curriculum statement. 5. To determine and update relevant strategies relating to the above. <p><u>Performance and Standards</u> – to monitor and review:</p> <ol style="list-style-type: none"> 1. The achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the Academy Improvement Plan. 2. Self-Assessment and Review – to monitor and review: 3. Information on curriculum and quality issues for all the Trust's academies/schools. 4. Progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the AE Strategic Plan and strategies. 5. Outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each academy/school.

	<u>Risk Management</u> 1. Review the risk management programme in relation to Educational Standards
Number	The Standards Committee will consist of no fewer than three Trustees, including the CEO, appointed by the Board of Trustees and any individual co-opted by the Board of Trustees (who will have voting rights).
Appointments	A Chair will be appointed from its members. Staff may be in attendance and shall attend meetings as and when required by the Chair, for example: * Chief Executive, Principals and Education team officers
Meetings	At least once per term (minimum). All committees must comprise a majority of Trustees in their membership and must be present at each meeting to be considered quorate. All meetings will be fully minuted.

Finance and Resources Committee (FRC includes Audit)

Role and Purpose

The role of the FRC is to consider and make decisions on all matters concerning AE's finances, administration, personnel and property, communicating to the Trustees as necessary. The FRC has no operational responsibilities / duties but has delegated authority from the Board to make decisions consistent with its purpose and the Terms of Reference.

The role of the Audit Committee provides independent assurance over the suitability of, and compliance with, AE's financial controls, systems, transactions and risk management, providing oversight of external and internal audit arrangements and assisting the Trustees in holding to account the Executive Team on all matters relating to the work of the external auditor and other assurance providers. The Audit Committee has no operational responsibilities / duties but has delegated authority from the Board to make decisions consistent with its purpose and the Terms of Reference.

Responsibilities

Finance and procurement:

1. Review the annual budget in detail.
2. Monitor income, expenditure and cash flow.
3. Review AE's internal and external financial statements and reports.
4. Consider all relevant reports by the COO and the appointed external auditor, including reports on the AE's accounts, achievement of value for money and the response to any management letters.
5. Ensure that there are adequate systems and controls in place so that financial resources are used to achieve best value and compliance with all relevant practices, procedures and requirements.
6. Oversee procurement on behalf of the Board of Trustees in line with the Scheme of Delegation.

Property

1. Ensure that AE's sites and property are effectively, fairly and safely maintained and developed.
2. Ensure that required Health and Safety policies and procedures are in place and properly observed.
3. Ensure long term leases or disposal of assets; one of annual letters in addition to regular lettings (longer than a year) are managed in accordance with the procedures in the ARCI.

Personnel

1. Ensure that AE's staffing structures are effective and fit for purpose to deliver its strategic and operational plans
2. Ensure that required HR related policies and practices are in place and properly observed.
3. Ensure any staffing payments are made in line with the trusts Scheme of Delegation and in accordance with the procedures in the ARCI.

Systems and services

1. Ensure that AE systems, services and administration are fit for purpose and developed as required.

Risk Management

1. Ensure that AE has adequate insurance cover to protect and support its activities.
2. Ensure that AE has business continuity and disaster recovery measures in place and that these are regularly tested.
3. Ensure that the Trust has a robust system of risk management in place

	<p><u>Policies</u></p> <ol style="list-style-type: none"> 1. Review and recommend for adoption those policies allocated to the Committee by the Board (as recorded in the central policies register) and to identify any further policies required. <p><u>Audit Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Consider the adequacy and effectiveness of financial governance, internal controls and risk management at AE and in each academy being part of AE, making recommendations to the Board of Trustees and Accounting Officer as necessary. 2. Review the appointment, re-appointment, dismissal and remuneration of the statutory external auditor and make recommendations as necessary to the Board of Trustees and Members. 3. Review the external auditor's annual planning document and approve the planned audit approach. 4. Consider any additional services delivered by external audit or other assurance providers, ensuring independence is maintained. 5. Consider annually whether there is a need for input from any additional assurance provider to enable the Board to sign the corporate governance statement in the Annual Report. 6. Review the internal audit programme. This programme of work is to be derived from a consideration of the key risks faced by AE as identified by the risk management system. 7. Ensure that a Risk Register is maintained and regularly reviewed. 8. Ensure that all risks, especially those relating to internal financial controls, are being adequately identified and managed, agreeing a programme of work to address and provide assurance on those risks. 9. Provide oversight to ensure that information submitted to the Department for Education, the Education and Skills Funding Agency, and other relevant bodies, that affects funding is accurate and in compliance with funding criteria. 10. Ensure appropriate coordination of the work of the external auditor and the internal assurance function. 11. Receive reports from the internal auditor, external auditor and other bodies, including the Education and Skills Funding Agency or National Audit Office and consider any issues raised, the associated management responses and action plans. 12. Regularly monitor outstanding audit recommendations from whatever source and ensure that remedial action is being taken and that implementation dates are reasonable. 13. Review AE's procedures for detecting fraud and whistle blowing and ensure that all allegations of fraud or irregularity are investigated, managed and followed up appropriately.
<p>Number and Appointments</p>	<p>The FRC will consist of no fewer than three Trustees, including the CEO, appointed by the Board and any individual co-opted by the AE Board (who will have voting rights).</p> <p>A Chair will be appointed from its members.</p> <p>Staff may be in attendance and shall attend meetings as and when required by the Chair, for example: * Chief Operating Officer (in attendance)</p>
<p>Meetings</p>	<p>Five times per year (minimum)</p> <p>All meetings will be fully minuted</p>

Remuneration Committee

Role and Purpose	<p>The Trust Board of Aldridge Education has established a Remuneration Committee (REMCO) whose purpose is to ensure the remuneration package at Aldridge attracts and retains high calibre, motivated talent to deliver the Trusts strategic goals for the benefit of all stakeholders.</p> <p>In compliance with the requirements of the ESFA and Academies Financial Handbook (AFH), the Remuneration Committee has responsibility for ensuring that the process for setting all remuneration is fair and reasonable and represents best value in the use of public funds.</p>
Scope	<p>The Remco shall:</p> <ul style="list-style-type: none"> • Determine the remuneration of the CEO and COO making a recommendation to the Trust Board. • Have oversight of the remuneration principles and processes for the setting or review of Executive pay, with right of veto if more work is required to ensure it is fair, reasonable and justifiable. • Review and approve the CEO/COO's recommendations in relation to the remuneration principles and processes, including adopted pay scales, for teaching and support staff. • Review the CEO/COO's recommendations in relation to the remuneration principles and processes for those on spot salaries. • Hear remuneration appeals submitted by central team staff (except for the CEO and COO, whose appeals would be heard by the Trust Board). <p>The REMCO will review and approve policies that the CEO is applying across the Trust that impact on the remuneration of all employees. This includes the following:</p> <ol style="list-style-type: none"> 1. Pay Policy 2. Annual Leave Entitlement 3. Pensions 4. Allowances and bonuses
Accountabilities	<ul style="list-style-type: none"> • The REMCO is accountable to the Trust Board. • The REMCO will ensure that all remuneration decisions are compliant with the Equality Act (2010) • The REMCO will review and consider the Trust's gender pay gap reporting data. • The REMCO is responsible for following a transparent, robust evidence-based process to ensure that pay is proportionate to the public sector market. • The REMCO is responsible for informed, independent decisions about executive pay ensuring that any conflicts of interests are avoided. • No invitee of the Remco may be involved in the determination of their own remuneration.
Membership	<p>Membership The REMCO will be formed of the following parties:</p> <ul style="list-style-type: none"> • Chair of the Board • A minimum of two other MAT Trustees <p>Invited Attendees</p> <ul style="list-style-type: none"> • Director of Human Resources

	<ul style="list-style-type: none"> • Chief Executive Officer • Chief Operating Officer • Experts who are not employees of the Trust, as appropriate • Director of Governance (for minuting) • Attendees will be asked to step out of the meeting where a matter concerns their remuneration directly.
Definitions	<p>For the purposes of this framework, “remuneration” includes but is not limited to the full terms and conditions such as basic pay, bonuses, other allowances, holidays, pensions and notice periods etc.</p> <p>Executive Pay is intended to include those officers of the Trust to be on the highest level of pay.</p>
Meetings	<ul style="list-style-type: none"> • In order to establish the remuneration policies and processes for the Trust the Remco will meet as frequently as needed. • Thereafter it is expected that meetings will take place in line with the salary review cycles. • Other Trustees may be allowed to attend by invitation. • Any two members of Remco shall constitute a quorum. <p>The REMCO will elect one of its membership as the Chair of the committee (except for the Board Chair).</p>
Relationship with other committees	<ul style="list-style-type: none"> • The Chair of REMCO will represent the committee and report implications of remuneration and risk to the Board. • LGCs will be consulted on Principal’s pay issues. • The committee shall review its effectiveness annually in consultation with stakeholders.

Local Governing Committees (Schools)

Role and Purpose

The statutory roles for governance are the responsibility of the Trust Board. The purpose of the LGC's is to support school improvement in relation to matters that contributes to achieving the highest possible educational outcomes for our students, management of resources, risk management, community engagement and enterprise and entrepreneurship. The LGC's are:

- key influencers: refiners of thoughts and to promote ideas that makes the trust collectively 'better'
- Sharers and champions of the local context: ensuring we know our communities and advocates for their best interests
- capacity builders: bringing a knowledge and skillset that our schools and educationalists don't have
- thought provokers: working both vertically and horizontally in the trust to advocate for smart ways to fulfil our trust vision and mission
- work partners: carrying ARCI workloads for key local matters

Responsibilities

The LGC shall ensure that its Governors have between them the skills, experience, knowledge and personal characteristics required to carry out their responsibilities effectively. The LGC shall review its performance annually, working under the direction and support of the Director of Governance and Compliance as delegated by the Trust, to identify areas for improvement during the subsequent year

The LGC is accountable for:

1. Governor recruitment (excluding the Chair position)
2. Advise and support School's with stakeholder engagement and to raise its profile and voice in the areas in which it operates
3. Support students' personal development activities including Gatsby benchmarks
4. Monitoring and input into the school's risk register and ensuring sufficient business continuity and disaster recover measures in place

The LGC is responsible for:

1. The development and monitoring of School development Plans as set by the Principal and approved by the CEO
2. Supporting the CEO to ensure the curriculum offer is sufficiently broad, wide and fit for purpose in line with Trust principles within the Curriculum Policy
3. Supporting School financial management in the scrutiny and monitoring of school budget plans
4. Supporting the Schools process in relation to recruitment of senior staff
5. Supporting the Schools process in relation to staff disciplinaries and grievances
6. Supporting the Schools process in relation to student exclusions
7. Safeguarding at school level
8. Ensure schools operate within the Trusts operating infrastructure including health and safety matters and safeguarding arrangements
9. Considers policies and procedures appropriate and specific to schools, as well as trust-wide policies that requires adoption

The LGC will represent the governance function for the Trust in an Ofsted inspection.

Accountabilities	<p>The LGC is accountable to the Trust Board.</p> <p>The LGC will ensure that all decisions are in line with the Trusts Scheme of Delegation.</p>
<p>Number</p> <p>Appointments</p> <p>Terms of Office</p> <p>Resignations</p>	<p>Members of the LGC shall be known as governors. The LGC composition shall be 9 made up as follows: Principal (as applicable) of the academy/school in an ex-officio capacity</p> <ul style="list-style-type: none"> • at least 2 parent governors • one staff governor • up to 5 Trust appointed governors (of which up to 3 may be co-opted governors by the LGC, at the Trust’s discretion)^(LSEP) <p>The total number of governors including the Principal who are staff employed at the academy / school shall not exceed one third of the total number of governors.</p> <p>Terms of office for any governor will be four years, with a maximum of three terms (unless there are either exceptional circumstances agreed by the CEO or the person in question brings specific skills required by AE and recognising previous terms of office served on the predecessor Governing Body.</p> <p>Resignation - A person serving on the LGC shall cease to hold office if:</p> <ul style="list-style-type: none"> • they resign their office by giving notice in writing to the Clerk of the LGC • the Principal or staff Governor ceases to work at the school • the Trustees terminate the appointment of a Governor whose presence or conduct is deemed by the Trustees not to be in the best interests of the Trust or academy, in accordance with the guidance of principles and personal attributes in the Governance competency framework <p>For the avoidance of doubt, a Parent Governor shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the school.</p> <p>Removal - Trustees have the power to remove any governors of the LGC.</p>
Meetings	<p>At least once per term and as required.</p> <p>Agendas will be drawn up by the Director of Governance or local Clerk in line with the DfE guidance and legislative changes.</p> <p>For the meeting to be quorate, there must be present at least one third of the total number of governors of the LGC at the date of the meeting. Other members of an academy/school’s leadership team or wider staff team, and members of the AE central team, may attend as agreed by the Chair of the LGC, as relevant to the agenda or for their own professional development.</p>
Appeals Panels and Hearings	<p>Parent and non-staff community governors will form panels as and when required to manage a disciplinary, complaint, exclusion and admissions appeal in line with statutory guidance and the appropriate AE Policy. In the case where an appeal is lodged against an LGC’s decision to uphold a permanent exclusion, the school on behalf of the Trust must arrange for an Independent Review Panel to review the decision in accordance with the current statutory DfE Exclusion guidance for maintained schools, Academies and pupil referral units in England.</p>

Local Governing Committee (AAL)

Role and Purpose

The statutory roles for governance are the responsibility of the Trust Board. The purpose of the AAL LGC is to support the sustainable growth of Aldridge Adult Learning within the Trust, with a particular focus on delivery of courses at a high standard within the FE Framework and to the benefit of the communities the trust operates within. The LGC for AAL is a:

- key influencer: refiner of thoughts and to promote ideas that makes the trust collectively 'better'
- Sharer and champion of the local context: ensuring we know our communities and advocates for their best interests
- capacity builder: bringing a knowledge and skillset that our schools and educationalists don't have
- thought provoker: working both vertically and horizontally in the trust to advocate for smart ways to fulfil our trust vision and mission
- work partner: carrying ARCI workloads for key local matters

Responsibilities

The AAL LGC shall ensure that its Governors have between them the skills, experience, knowledge and personal characteristics required to carry out their responsibilities effectively. The LGC shall review its performance annually, working under the direction and support of the Director of Governance and Compliance as delegated by the Trust, to identify areas for improvement during the subsequent year

The AAL LGC is accountable for:

1. Governor recruitment (excluding the Chair position)
2. Advise and support AAL with stakeholder engagement and to raise its profile and voice in the areas in which it operates
3. Monitoring and input into the school's risk register and ensuring sufficient business continuity and disaster recover measures in place

The AAL LGC is responsible for:

1. The development and monitoring of the AAL Business and Operational Development Plan as set by the Principal and approved by the CEO and Trust Board
2. Ensuring the curriculum offer is sufficiently broad and wide to attract learners, where the model is fit-for-purpose and financially sustainable
3. Reviewing and monitoring progress against KPI's as set out in its operating plans, including:
 - Quality Achievement Rates (QAR's)
 - Compliance against the Ofsted Further Education Framework
4. Supporting financial management in the scrutiny and monitoring of AAL budget plans
5. Supporting the AAL process in relation to recruitment of senior staff
6. Supporting the AAL process in relation to staff disciplinaries and grievances
7. Safeguarding at AAL level
8. Ensuring that AAL operates within the Trusts operating infrastructure including health and safety matters
9. Considers policies and procedures appropriate and specific to AAL, as well as trust-wide policies that requires adoption

The LGC will represent the governance function for the Trust in an Ofsted inspection.

Accountabilities	<p>The LGC (AAL) is accountable to the Trust Board.</p> <p>The LGC (AAL) will ensure that all decisions are in line with the Trusts Scheme of Delegation.</p>
Number and Appointments	<p><u>Members (Total of 9):</u></p> <ul style="list-style-type: none"> •Five trust governors •One staff governor •Two learner governors •AAL Principal
Meetings	<p>At least three times a year</p> <p>All meetings will be fully minuted</p>

PART 5 **OTHER GROUPS - TERMS OF REFERENCES**

Sir Rod Aldridge Cricket Centre Management Committee

Role and Purpose

The BACA LGC has established the SRACC Management Committee whose overall purpose is to support the growth of cricket at the BACA site. In particular, the SRACC will ensure that the asset is properly used for the benefit of the school (BACA) and its communities and there is transparency over income and expenditure.

Scope

The SRACC will support the BACA LGC by:

1. Overseeing the strategic vision and operational plans for the SRACC as set by the CEO and approved by the Trust Board.
2. As part of the SRACC's operational plan, the SRACC will submit a 3-year budget plan for review by FRC and approval by Trust Board in line with the Trusts annual budget setting and approvals cycle.
3. Reviewing and monitoring progress against KPI's as set out in its operating plans.
4. Regularly review reports on the progress of programmes and pathways connected directly or indirectly to the Centre and its activities.
5. Reviewing and monitoring any fundraising and other sources of income which supports the running of the Centre.
6. Reviewing and monitoring income and expenditure against its annual budget plan approved by the Trust Board.
7. Ensuring that the SRACC operates within the Trusts operating infrastructure including health and safety matters.
8. Reviewing risk management arrangements and ensuring the Centre has sufficient business continuity and disaster recover measures in place.
9. Considers policies and procedures appropriate and specific to the Centre, as well as trust-wide policies that requires adoption.
10. Advise and support the Centre staff in raising the profile, generating and maintaining external relationships and management of the reputation of the SRACC and its activities.

Accountabilities

The SRACC is a management committee of the BACA LGC.

The SRACC will ensure that all decisions are in line with the Trusts Scheme of Delegation.

The SRACC is responsible for ensuring any conflicts of interests are avoided.

Membership Responsibilities

The SRACC Management Committee will be formed of the following parties:

- A Chair of SRACC appointed by the BACA LGC (this may be the Principal of BACA)
- The Chair of BACA LGC
- The Principal of BACA
- A representative of Aldridge Foundation (optional)

Invited Attendees (as appropriate):

- SE FD
- BACA Director of Cricket
- BACA Head of PE (as appropriate)

Trustees and officers of the Trust will be allowed to attend meetings with prior notice.

The scope and membership of the SRACC is limited to the existing facilities at the BACA site.

Meeting Agenda & Minutes

All meetings will be fully minuted

Aldridge Education Employee Forum

Introduction & Purpose

The primary purpose of the employee forum is to substantially increase internal communication within the Trust. It will act as a mechanism for discussion on issues that may impact staff.

Through this discussion, the forum will provide a two-way communication process, allowing the Trust to involve and engage employees through consultation and debate and enable staff, as key stakeholders, to contribute to their Schools at a local level and wider Trust level.

This forum supersedes the narrower scope of the policies and procedures forum.

Forum Scope & Objectives

- Obtaining employee feedback on initiatives in place i.e. staff survey feedback and content
- Piloting new initiatives
- Reviewing policies and procedures
- Setting an employee wellbeing agenda.

Operating Rules

The Aldridge Education norms are at the heart of all that we do and they therefore inform the way we receive and work with this data.

We are Aldridge:	we have the same goal and are partners in the work
The standard is excellence:	we are aiming for the very best for our staff
Our people matter:	we need to hear the voices of the many, not the few
We're in the work together:	we're not looking to blame or to compete, but to support each other to get better faster
Character is key:	we speak with integrity, honesty and compassion
We lead by example:	we see our own growth areas before we name those of others
Every moment matters:	we prioritise our resources to address the needs we identify together.

Membership Responsibilities

- To be committed in attending every forum
- To provide constructive feedback, on behalf of colleagues
- To accurately share information with colleagues
- To undertake any actions resulting from meetings within the required timeframes.

Membership

Due to the logistical challenge the forum will be split into 2 regional forums to allow representation from all schools within the Trust. In order to have a wide variety of opinions and experience each forum should be made up of a minimum of the following staff from each school:

South and Central (3 schools + central)	Northwest (5 schools)
1 member of teaching staff	1 member of teaching staff
1 member of support staff	1 member of support staff
1 Academic Trust Lead	
1 member of the Central team	
These numbers to include at least 1 staff trade union member where possible	These numbers to include at least 1 staff trade union member where possible

Chairperson

All employee forums will be Chaired by either the Director of Human Resources or the Regional Human Resources Manager.

Meeting Agenda & Minutes

- There shall be a formal agenda for each meeting, provided at least seven business days before the date of the meeting. Relevant business papers should accompany the agenda. Only exceptionally may papers be tabled at a meeting.
- Each meeting will be minuted
- Draft minutes will be distributed to all regions within 10 working days of the meeting taking place.

Forum Dates

- Forums will take place every half term for the first academic year
- Where possible the forums will take place face to face. If this is not possible then meetings will take place via Microsoft Teams.

Relationships with other Committees / Forums

- IT Working Party
- Health, Safety and Environment Forum.

Aldridge Education Health, Safety and Environment Forum

Introduction & Purpose

The Health, Safety and Environment Forum is a mechanism for engagement across the Trust to contribute to the development of the health, safety and environmental aspects of the Trust. The Forum is established under section 9 of the Safety Representatives and Safety Committee Regulations 1977.

The purposes of the Forum are to:

- Consult and engage with employees across the Trust on any aspect of work that may affect health, safety and well-being and the impact on the environment at a local and national level
- Support and develop a positive health, safety, environmental and sustainability culture
- Improve communication and compliance.

Forum Scope & Objectives

- Support the effective health, safety and environmental arrangements / systems which are in place and assist in their development
- Share best practice
- Contribute towards solving health, safety and environmental challenges, promoting a healthier and safer workplace and minimising the Trust's impact on the environment
- Peer review accidents, incidents and near misses as a learning tool, to prevent reoccurrence
- Support the academies to improve compliance and performance in Health and Safety, using audit data
- Develop a network of Health, Safety and Environment champions within each cluster, region, academy and support centre
- Consider and reduce the Trust's impact on the environment by contributing to the development of the sustainability goals
- Consider suitable safety and environmental criteria for benchmarking across Academies
- Support the effective communication of the work of the Forum and health, safety and environment initiatives, policies & procedures across the Trust.

Operating Rules

The Aldridge Education norms are at the heart of all that we do and they therefore inform the way we receive and work with this data.

We are Aldridge:	we have the same goal and are partners in the work
The standard is excellence:	we are aiming for the very best for our staff
Our people matter:	we need to hear the voices of the many, not the few
We're in the work together:	we're not looking to blame or to compete, but to support each other to get better faster
Character is key: we	speak with integrity, honesty and compassion
We lead by example: we	see our own growth areas before we name those of others
Every moment matters:	we prioritise our resources to address the needs we identify together.

Membership Responsibilities

- To be committed in attending every forum
- To provide constructive feedback, on behalf of colleagues
- To accurately share information with colleagues
- To undertake any actions resulting from meetings within the required timeframes.

Membership

Due to the logistical challenge the forum will be split into 2 regional forums to allow representation from all schools within the Trust. In order to have a wide variety of opinions and experience each forum should be made up of a minimum of the following staff from each school:

South and Central (3 schools + central)	Northwest (5 schools)
1 member of teaching staff from PACA & 1 from BACA	1 member of teaching staff from DACA & 1 from DVHS
1 member of support staff from PACA & one from BACA	1 member of support staff from DACA & 1 from DVHS
AAL; The Forum would welcome & encourage the same representation as above, but due to the lower number of staff, 1 member of staff could represent both Teachers & Support Staff at AAL	DAES, Sudell & UTC; The Forum would welcome & encourage the same representation as above, but due to the lower number of staff, 1 member of staff could represent both Teachers & Support Staff from these academies
1 Senior Trust representative	1 Senior Trust representative
1 Regional Estates Manager / Cluster Manager representative	1 Regional Estates Manager / Cluster Manager representative
1 member of the Central team	
These numbers should include at least 1 staff trade union member	These numbers should include at least 1 staff trade union member

Chairperson

The Forum will be chaired by the Estates Director or, in their absence, a deputy. The Health, Safety and Environment Forum may invite other members, staff, specialists and other persons to assist it with its discussions.

Meeting Agenda & Minutes

- There shall be a formal agenda for each meeting, provided at least five business days before the date of the meeting. Relevant business papers should accompany the agenda. Only exceptional may papers be tabled at a meeting.
- Each meeting will be minuted.
- Draft minutes will be distributed to all regions within 10 working days of the meeting taking place.

Forum Dates

Each regional Forum shall meet at least termly (Feb, June, Oct) and there will be a combined annual meeting for all Forum members.

Relationships with other Committees / Forums

- IT Working Party
- Employee Forum.

Aldridge Education IT Working Party

Introduction & Purpose

The primary purpose of the IT Working Party is to engage and consult with staff on a wide range of IT developments that impact our schools and the Trust. The forum will provide the opportunity to discuss, debate, feedback and influence IT activity and developments taking place. Through the working party, the two-way communication process will also provide a forum to rapidly address IT issues arising or emerging. This engagement will have an emphasis on driving IT improvement to better support our educational and day-to-day operational needs.

Forum Scope & Objectives

- Consultation and discussion on the use of new software, technologies and e-tools
- Pilot, review and feedback on new IT initiatives and IT related projects
- Influencing the design and content of a new trust-wide intranet
- Input into trust-wide IT policies
- Support the assessment and review of IT services and solutions
- Bring fresh ideas to improve the Trust's engagement with our staff, students and other IT users.

Operating Rules

The Aldridge Education norms are at the heart of all that we do and they therefore inform the way we receive and work with this data.

We are Aldridge:	we have the same goal and are partners in the work
The standard is excellence:	we are aiming for the very best for our staff
Our people matter:	we need to hear the voices of the many, not the few
We're in the work together:	we're not looking to blame or to compete, but to support each other to get better faster
Character is key:	we speak with integrity, honesty and compassion
We lead by example:	we see our own growth areas before we name those of others
Every moment matters:	we prioritise our resources to address the needs we identify together.

Membership Responsibilities

- To be committed in attending every IT Working Party meeting
- To provide constructive feedback
- To represent the views of stakeholders across the Trust
- To accurately share information with members of the party.
- To undertake any actions resulting from meetings within the required timeframes
- To share best practice around IT and educational outcomes through the use of IT.
- To ensure the group has a credible presence and fair representation of our staff and schools through their membership and participation.

Membership

In order to have a wide variety of experience and representation on the IT Working Party, the forum will be made up of:

- The Trust IT Director
- An SLT lead with an interest in IT as an education leader
- A Head of ICT
- A Data Manager
- A primary school IT champion
- An IT champion from DAES or the UTC
- Representation from general teaching staff
- Representation from support staff at various levels.

In order for meetings to quorate there must be a minimum of 8 staff in attendance, including the Director of IT (or a designated substitute).

Chairperson

All IT Working Parties will be Chaired by the Trust IT Director.

Meeting Agenda & Minutes

- There shall be a formal agenda for each meeting, provided at least seven business days before the date of the meeting. Relevant business papers should accompany the agenda. Only exceptionally may papers be tabled at a meeting.
- Each meeting will be minuted
- Draft minutes will be distributed to all regions within 10 working days of the meeting taking place.

Forum Dates

- Meetings will take place every half term
- Where possible the meeting will take place using MS Teams, recognising that at times face to face forums will be more appropriate.

Relationships with other Committees / Forums

- Employee Forum
- Health, Safety and Environment Forum.

Part 5

POLICY SCHEDULE

Policy	Trust / School	Owned by	Mandatory / good practice
Accessibility plan	Trust	Estates, Principal	Mandatory
Additional paid and unpaid leave, annual leave	Trust	HR	Good practice
Admissions arrangements	Trust	Governance	Mandatory
Adverse Weather	Trust	Estates	Good practice
Anti-fraud and Anti-Corruption Policy	Trust	COO	Good practice
Anti-harassment and Bullying	Trust	HR	Good practice
Anti-Stress	Trust	HR	Good practice
Appraisal	Trust	HR	Good practice
Asbestos Policy	Trust, Ac	Estates	Mandatory
Attendance	Schools	Principal	Good practice
Behavior (including anti-bullying)	Schools	Principal	Mandatory
Capability	Trust	HR	Mandatory
Cash Handling Policy	Trust	COO	Good practice
Charging and remissions	Schools	Schools	Mandatory
Code of Conduct	Trust	HR	Mandatory
Complaints	Trust	Governance	Mandatory
Credit Card Policy	Trust	COO	Good practice
Curriculum	CEO & School	Shared	Essential
Data protection/GDPR	Trust	Governance	Mandatory
Disciplinary	Trust	HR	Mandatory
Dress and Appearance	Trust	HR	Good practice
Driving	Trust	Estates / HR	Good practice
Drug Education	Schools	Principal	Good practice
Educational Visits	Trust	Estates, Inclusion	Good practice
Elective Surgery	Trust	HR	Good practice
Emergency and Business Continuity Pan	Trust	COO	Mandatory

EpiPen policy (within 1st aid policy)	Trust	Estates	Good practice
Equal Opportunities and Diversity	Trust	HR	Mandatory
E-Safety	Trust	IT, Inclusion	Mandatory
Exclusions	Trust	Governance	Consistency
Family Policy	Trust	HR	Mandatory
Financial Regulations	Trust	COO	Good practice
Fixed Assets Policy	Trust	COO	Good practice
Freedom of Information	Trust	Governance	Mandatory
Gender Reassignment	Trust	HR	Good practice
Gifts and Hospitality Policy	Trust	COO	Good practice
Grievance	Trust	HR	Mandatory
Health and Safety Policy Part 1	Trust	Estates, Inclusion	Mandatory
Health and Safety Policy Part 2	Trust	Estates, Inclusion	Mandatory
Home and Flexible Working Policy	Trust	HR	Good practice
Induction Policy	Trust	HR	Good practice
Investments Policy	Trust	COO	Mandatory
Legionella Policy	Trust, Ac	Estates	Mandatory
Lone Working	Trust	Estates	Good practice
Managing staff sickness absence policy	Trust	HR	Mandatory
Medical Consent Policy	Schools	Principal	Mandatory
Minibus	Trust	Estates	Good practice
Mobile Phone Policy	Trust	COO	Good practice
Pay	Trust	HR	Good practice
Pensions Discretions Policy	Trust	COO	Good practice
Petty Cash Policy	Trust	COO	Good practice
Procurement policy	Trust	COO	Good practice
Redundancy	Trust	HR	Good practice
Register of interests	Trust	Governance	mandatory
Reserves Policy	Trust	COO	Good practice
Risk Assessment	Trust	Estates	Good practice

Risk register	Trust	Governance	mandatory
Safeguarding	Trust	Inclusion	Mandatory
Safer Recruitment	Trust	HR	Mandatory
Salary Overpayments Policy	Trust	COO	Good practice
Scheme of Delegation	Trust	Governance	Mandatory
Season Ticket Loan	Trust	COO	Good practice
SEND	Schools	Principal	Mandatory
Settlement Policy (SLT)	Trust	HR	Good practice
Sex education	Schools	Principal	Mandatory
Smoking	Trust	Estates	Good practice
Social Media, Electronic Information and Communications (staff)	Trust	IT, Mktg Dirs.	mandatory
Staff Expenses Policy	Trust	COO	Good practice
Substance Misuse	Trust	HR	Good practice
TOIL	Trust	HR	Good practice
Whistleblowing	Trust	HR	Mandatory
IT Security	Trust	IT	Good practice
Acceptable use of IT	Trust	IT	Mandatory