

OHCAT GOVERNANCE

SCHEDULE OF RESPONSIBILITIES

OHCAT BOARD, LOCAL GOVERNING BODY (LGB), PRINCIPAL and OHCAT CEO

December 2021

1. Ethos, Vision and Strategy – PF1

Functions and Responsibilities

OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>The OHCAT Board is the overall governing body of the Trust and all its Academies, charged with the strategic direction of the Trust and responsible to the Secretary of State for Education for executing its statutory duties.</p> <p>Sets the aims and objectives of OHCAT and agrees a policy framework for achieving the agreed aims and objectives.</p> <p>Approves appointment of LGB Chair and VIC-Chair and ratifies any changes within LGB membership.</p> <p>Decides and reviews regularly which of its responsibilities will be delegated to the LGB. Updates this document as a written statement of delegated responsibilities and disseminates to LGBs and Principals.</p> <p>OHCAT Board allocates portfolios to members who undertake monitoring/moderation of reporting by LGB and Principal.</p> <p>Reviews annually its own Board functions.</p> <p>Reviews the working of any committee of the Board including that of LGB.</p>	<p>The LGB is a committee of the OHCAT Board and is the local presence of the Board with representatives from the school community, the local community and local businesses and organisations.</p> <p>Ensures that the Academy is conducted in accordance with the Trust's values, aims and objectives and implements the policy framework for achieving the aims and objectives.</p> <p>Undertakes such duties and responsibilities as are delegated to it by the Board, but in particular is responsible for (i) holding the Principal to account for standards and outcomes; (ii) monitoring the financial management of the Academy; (iii) ensuring the highest standards for Safeguarding and Health & Safety matters and (iv) representing the Academy positively to the community.</p> <p>LGB allocates governors to monitor the conduct and performance in operational areas or 'portfolios'.</p> <p>The LGB Chair has direct access to the OHCAT Chair and CEO.</p>	<p>Accountable to the OHCAT Board through the Executive Principal/Deputy CEO) for the effective leadership and educational performance of the Academy.</p> <p>Delivers the Trust's aims, through the day-to-day management of the Academy and implementation of the agreed policy framework.</p> <p>Accountable to the OHCAT Board through the CEO for the management of the School's resources.</p> <p>Attends OHCAT Board by invitation. Required to submit reports as requested.</p>	<p>Has delegated responsibility from the OHCAT Board to perform on its behalf the executive functions in respect of the management of Trust affairs.</p>

Meetings			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Meets at least three times each academic year; elects Chair and Vice-Chair annually; takes decisions if a quorum is present; may form committees; may delegate responsibilities; determines agenda.</p> <p>Quorum is three (including email approval); period of office is 4 years, except CEO, who is ex-officio.</p> <p>Expected that members no longer satisfying the conditions that allowed them to be appointed, will resign at that point.</p> <p>Any member of OHCAT Board may attend LGB meeting; would normally ask LGB Chair as a courtesy.</p>	<p>Meets at least three times each academic year. Proposes to OHCAT Board appointment of Chair and Vice Chair annually; takes certain decisions if a quorum is present.</p> <p>Quorum is three; period of office is three years.</p> <p>LGB may also form Task and Finish Groups for particular projects if required.</p> <p>LGB determines agenda but will include prescribed standing items (Academic standards and outcomes, Finance, SEN, Admissions, Behaviour, Premises, Health and Safety, Equality and Diversity).</p> <p>Decisions of major impact must be approved by the Board.</p>	<p>Is ex officio member of LGB, may place items on the agenda and may vote.</p> <p>Is required to report to LGB at each meeting.</p>	<p>CEO may attend LGB meetings; would normally only attend when specific items arise.</p>

Reporting between parties and bodies			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Summary of decisions of OHCAT Board to be made available to Principal and LGB on request (except minutes which are explicitly deemed to be confidential).</p> <p>OHCAT Board sets key monitoring statistics for each Academy.</p> <p>Receives termly report and data dashboard from CEO and Executive Directors on Academy Performance and Finance.</p> <p>Has access to, via the online portal, the Academies School Improvement Plan (SIP) and Self-Evaluation Form (SEF).</p> <p>Receives a termly report from the Designated Trustee for Safeguarding/ Director of Safeguarding</p> <p>Receives annual review on safeguarding from the Designated Trustee supported by the Director of Safeguarding.</p>	<p>Summary of decisions of LGB to be made available to OHCAT Board at the Chairs' Committee and from the online portal.</p> <p>LGB required to report termly to OHCAT Board on key monitoring statistics and achievement of targets through data dashboards and from the online portal.</p> <p>LGB and Principal to review and agree School Improvement Plan (SIP) and Self-Evaluation material.</p> <p>Local Safeguarding Governors to provide termly reports, where practicable, following visits.</p>	<p>Has right of direct access to the CEO and the Chair of the OHCAT Board.</p> <p>Presents monthly or half-termly monitoring report to Executive Principal/Deputy CEO and reports termly to LGB.</p> <p>For day-to-day strategic, and relevant operational, matters reports to Executive Principal/Deputy CEO.</p> <p>Produces School Improvement Plan (SIP) and up to date Self-Evaluation material.</p>	<p>Provides Board secretariat and ensures efficient reporting and distribution of papers.</p> <p>Receives regular monitoring reports from the Executive Principal/Deputy CEO.</p>
Equal Opportunities			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Determines Trust Equality and Diversity policy.</p> <p>Reviews Equality and Diversity annually.</p>	<p>Ensures implementation of Equality and Diversity policy.</p> <p>Reviews Equality and Diversity annually and reports to the OHCAT Board through the online portal.</p>	<p>Implements Equality and Diversity policy and school objectives.</p> <p>Reports annually to LGB on Equality and Diversity and progress on targets.</p>	<p>Advises Board on Academy compliance with Equality and Diversity.</p>

Management of Complaints			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
Determines Trust Compliments and Complaints policy.	Ensures implementation of the Academy's Compliments and Complaints procedure,	Implements Compliments and Complaints policy. Reports monthly or half-termly to Executive Principal/Deputy CEO and termly to the LGB on Compliments and Complaints.	The Executive Principal/Deputy CEO reports to the CEO on compliments and complaints from each academy
Providing Information			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
Supplies DfE and Secretary of State with any information asked for including examination and National Curriculum assessment information. Determines Trust Data Protection policy.	Supplies parents/carers with Academy's Prospectus if the Academy has one. Monitors Student and Family feedback. Ensure compliance with the Data Protection Policy.	Develops the Academy Prospectus, if the Academy decides to have one. Implements the Data Protection policy. Provides LGB with information as required. Reports regularly and frequently to parents/carers on their child's educational achievements. Arranges appropriate access to documents about Academy in accordance with Data Protection policy. Maintains high quality student educational and pastoral records.	The Director of Corporate Development reports to the CEO to review publications, ensuring compliance with Trust branding, ethos and policies.

Special Education Needs and Disabilities (SEND)			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
Determines Trust policy on SEN.	<p>Ensures implementation of SEN policy.</p> <p>Ensures compliance with DDA requirements.</p> <p>Receives an annual report on SEN from the Principal.</p>	<p>Implements SEN policy.</p> <p>Is responsible for ensuring that appropriate curriculum arrangements are in place for each student.</p> <p>Collaborates with the LA on admissions of SEN pupils and development of an EHCP as appropriate.</p>	Executive Principal/Deputy CEO reports to the CEO on annual monitoring figures from Principal on SEN.
Inspection			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
Receives Academies Ofsted Inspection reports and action plans; may require Principal to attend OHCAT Board to discuss.	<p>Chair and other nominated governors meet with the Registered Inspector during inspection.</p> <p>Distributes inspection report and summary.</p> <p>Ensures follow-up of Ofsted action plan and informs parents/carers.</p>	<p>Maintains school as 'inspection ready', including the provision of up to date and high quality data and information about the Academy's performance.</p> <p>Notifies parents/carers and others of Ofsted inspection.</p> <p>Co-operates professionally with Ofsted inspection team, promoting the good name of OHCAT and their Academy.</p> <p>Arranges meeting between the Registered Inspector and parents/carers.</p> <p>Provides information to the Registered Inspector as requested.</p> <p>Responsible for ensuring Academy achieves best reasonable outcome from any Ofsted inspection.</p> <p>Draws up action plan following Ofsted inspection, as appropriate.</p>	<p>Monitors the work of Executive Principal/Deputy CEO to ensure quality of the Academies is always inspection ready.</p> <p>Meets with Registered Inspector during inspection.</p>

2. Teaching and Learning – PF2

Curriculum			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
Determines Trust's policies for statutory/core policies.	<p>Monitors the curriculum set out by the Principal within OHCAT guidelines, including the implementation of any curriculum policies specific to the Academy.</p> <p>In relation to accreditation, ensures only approved external qualifications and syllabuses are offered.</p> <p>Agrees with Principal an Academy procedure on the content and organisation of sex and relationships education, which incorporates the principles set out in the OHCAT policy.</p> <p>Agrees with the Principal and publishes targets for students' performance.</p>	<p>Is responsible for curriculum direction of the Academy within the OHCAT ethos and principles.</p> <p>Decides the curriculum policies specific to the Academy.</p> <p>Ensures that Funding Agreement curriculum requirements for Academies are implemented.</p> <p>Is responsible for day-to-day decisions about the management and curriculum of the Academy.</p> <p>Ensures a range of extra-curricular and enrichment activities are provided.</p>	<p>Executive Principal/Deputy CEO reports to CEO on monthly monitoring figures from Principal on curriculum, public exam results, value added information, progress towards targets, observations of teaching and learning, pupil premium and the budget.</p>

3. Finance and Resources – PF3

Budget and Management of Finances + Compliance

OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Determines the level of funding with DfE/EFA and is body of final accountability for spending within budget.</p> <p>Approves overall budget parameters for OHCAT and for each Academy.</p> <p>Approves the final consolidated budget for OHCAT before submission to DfE/EFA.</p> <p>Receives termly management accounts from the Trust's Finance Director.</p> <p>Finance portfolio holders meet half termly to review management accounts and receive them by email monthly.</p> <p>Agrees the programme for internal and external audit.</p> <p>Receives audit findings on internal and external audits.</p> <p>Agrees final statutory accounts as required by Companies Act, including the value for money statement.</p> <p>Maintains the Board Register of Interests.</p>	<p>Reviews the draft budget within the parameters set by OHCAT.</p> <p>Receives termly management accounts.</p> <p>Maintains the LGB Register of Interests.</p> <p>Approves contracts/SLAs in excess of limits set out in finance regulations.</p>	<p>Agrees with the Trust Finance Director, the draft budget for the Academy.</p> <p>Controls Academy level expenditure on a line by line basis within the agreed budget and Trust agreed parameters.</p> <p>Ensures Academy level accounts are kept and administered in accordance with the Trust's accounting policies.</p> <p>Ensures that the Academy provides value for money in its use of resources.</p> <p>Complies with OHCAT Financial regulations for the Academy.</p>	<p>CEO is the Trust's Accounting Officer.</p> <p>Works with the Trust's Chief Finance Officer and agrees with Executive Head Quality and Development, the consolidated budget to be placed before the OHCAT Board. Ensures the overall implementation of the budget at Trust level.</p> <p>Responsible for follow up on actions in audit finding reports.</p> <p>Ensures accurate accounts are kept, procedures and systems maintained including internal audit systems.</p> <p>Monitors all contracts for services and purchases; in consultation with DfE when appropriate with DfE guidelines.</p> <p>Agrees and negotiates insurance policies.</p> <p>Arranges for annual internal and external audit.</p>

Community use, Property Management and Estates			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Determines Trust Charging and Remission Policy.</p> <p>Agrees all major building work with DfE.</p>	<p>Ensures implementation of the Trust's Charging and Remission policy.</p> <p>Receives termly report from Principal on quality and state of the building, furniture and fittings.</p>	<p>Implements Charging and Remissions policy.</p> <p>Ensures that the fabric of the Academy's furniture and fittings are kept in good order.</p> <p>Reports termly to LGB on the state of the buildings, furniture and fittings.</p> <p>Arranges for the regular inspection of the fabric of the Academy's furniture and fittings.</p> <p>Agrees programmes of minor building work and contributes to decisions regarding larger capital programmes.</p>	<p>May enter into agreement allowing shared management of the premises.</p> <p>Monitors charging for community use.</p>

4. Health and Safety, Safeguarding and Child Protection – PF4

Health, Safety, Welfare and Management of Risk

OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Champions the promotion of well-being, safeguarding and child protection issues at the highest level within the Trust;</p> <p>Determines the Trust's H&S Child Protection and Safeguarding policies and procedures (ordinarily following a recommendation from the Safeguarding Committee).</p> <p>Determines Trust's Risk Assessment Policy.</p> <p>Reviews the Trust's risk register termly.</p> <p>Ensures all Board Members have DBS checks in place.</p> <p>Appoints a Trustee to take leadership responsibility for the organisation's safeguarding arrangements ("the Designated Trustee")</p> <p>Puts in place arrangements through the Trust's committee structure to ensure that the Trust's safeguarding policies, procedures and training are effective and comply with the law at all times. The Trustees' obligations for Safeguarding are described in more detail in the document entitled '<i>Statement of the board's safeguarding obligations</i>' and the terms of reference for the Safeguarding Committee.</p>	<p>Ensures implementation of the Trust's H&S Child Protection and Safeguarding policy and ensures it is tailored to local arrangements and Academy specific risk factors.</p> <p>Includes H&S and safeguarding and the management of risks as a standing item on every LGB agenda.</p> <p>Ensures implementation of OHCATs Risk Assessment Policy.</p> <p>Ensures all LGB members have DBS checks in place.</p> <p>Appoints a Local Safeguarding Governor to:</p> <ul style="list-style-type: none"> • champion safeguarding; • to meet termly (where possible) with the DSL; and • to provide feedback from those visits to the Director of Safeguarding; • carry out routine checks of the Single Central Register (ideally at least one unannounced per year). <p>Provides annual feedback to inform a self-audit' on the LGBs and takes part in training as required.</p>	<p>Implements H&S Child Protection and Safeguarding policy.</p> <p>Ensures Academy is a safe environment; is responsible for the welfare of pupils and that all staff are compliant and up to date in their knowledge and best safe practices.</p> <p>Ensures buildings, equipment and materials are safe and not risk to health; keeps land free from litter and refuse.</p> <p>Designates a member of staff with responsibility for Safeguarding and Child Protection (DSL) and ensures that the DSL has a suitably trained deputy.</p> <p>Implements Trust's Risk Assessment Policy.</p> <p>Ensures all appropriate DBS checks are in place for staff and that the Academy's Single Central Record is compliant and current.</p> <p>Ensures Compliance in Risk Assessment.</p> <p>Ensures all relevant statutory and regulatory requirements relating to Health & Safety and the management of risk are met.</p> <p>Ensures that safeguarding and well-being are embedded in the curriculum.</p>	<p>Has an overview of risks.</p> <p>Monitors Health, Safety, Welfare and management of risks</p>

Carries out an annual review (through the Designated Trustee and the Director of Safeguarding) on the effectiveness of the Trust's Safeguarding policies and procedures.			
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Behaviour Management and Attendance			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
Determines the Trust policies on Positive Behaviour and Exclusions.	<p>Ensures implementation of the Trust's Positive Behaviour and Exclusions policies.</p> <p>Receives termly reports on absence and exclusions.</p> <p>Appoints a panel of at least three members, one of whom must be Executive Principal/Deputy CEO (or his or her nominee) to consider any permanent exclusions and other certain fixed-term exclusions as set out in the DfE Exclusions Guidance 2017.</p>	<p>Is responsible for overall management of student behaviour, conduct, personal development and welfare.</p> <p>Provides termly reports on absence and exclusions, where appropriate.</p> <p>Implements the Trust's Positive Behaviour and Exclusions policies, in line with national guidance.</p> <p>Decides in consultation with LGB and informs parent/carers about starting and finishing times of Academy sessions (Though not the length of the school day and/or changes to term-times, which must be agreed at Board level).</p> <p>Ensures attendance register is kept and that attendance is monitored.</p>	<p>Executive Principal/Deputy CEO reports to the CEO on monthly monitoring figures from Principal on attendance, unauthorised absence and exclusions.</p> <p>Approves material changes to structure of academy year and start and finish times of the academy day.</p>

5. Business Development and Marketing – PF5

Admissions and Marketing

OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Determines Trust policy on Admissions.</p> <p>Ensures policy is consistent with legislation, regulations and Codes of Practice.</p> <p>Approves Trust brand identity and marketing and communications strategies.</p>	<p>Ensure implementation of the Trust policy on admissions, including any local Academy admissions arrangements.</p> <p>Reviews and publishes admissions arrangements within Trust policy guidelines and meeting the Academy's Funding Agreement requirements.</p> <p>Publishes proposals if there are suggested changes to admissions arrangements.</p> <p>Monitors Academy website to ensure that it is compliant, up to date and that statutory information is published. Ensures Academy website is of a high quality and presents the best possible overview of the Academy and its work.</p> <p>Approves prospectus and other Academy marketing materials within Trust guidelines.</p>	<p>Implements the Trust admissions policy and guidance.</p> <p>Ensures that an admissions register is kept.</p> <p>Supervises production of prospectus and other marketing materials within OHCAT guidelines.</p> <p>Ensures Academy website contains up to date information and is compliant, with regard to national and Ofsted guidelines and expectations. Ensures website is of a high standard in relation to non-compliance items, such as news updates and showcasing the 'life of the school'.</p>	<p>Approves admission arrangements.</p> <p>Provides guidelines and templates for Academy marketing materials, prospectus and website.</p> <p>Monitors materials and website.</p>

6. HR and Organisational Development – PF6

Staff (teaching and support staff)

OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Determines the Trust HR Policies.</p> <p>Appoints the Principal.</p> <p>Employs all staff. Approves contracts, terms and conditions for all employees including performance management schemes.</p> <p>Ultimate body of appeal within the Trust.</p> <p>Appoints a Remuneration Committee to review annually the performance and pay of the Academies Principals and make recommendations to the Board for their remuneration.</p>	<p>Ensures implementation of Trust HR Policies.</p> <p>May appoint a member of the LGB to hear appeals under disciplinary, capability and grievance policies.</p> <p>May appoint a member to hear appeals against decisions made under performance management scheme and related pay decisions.</p> <p>Assists in the appointment of the Principal and may assist in the appointment of other senior staff.</p> <p>Monitors the recruitment, deployment and performance of staff.</p> <p>Monitors Performance Management systems and understands how the Academy makes decisions about teachers' salary progression.</p> <p>Appoints a pay committee, which will meet annually in the autumn term to review and approve the recommendations made by the Principal on the matter of pay for all teaching and leadership staff.</p> <p>Chair of LGB supports Executive Principal/Deputy CEO and the CEO in the performance management of the Principal to improve teaching, leadership and management.</p>	<p>Implements the Trust HR Policies.</p> <p>Is responsible for all professional performance of all Academy staff.</p> <p>Is responsible for day-to-day staff management.</p> <p>Is responsible for recruitment of staff outside the Deputy Headteacher, which attracts Executive Team input.</p> <p>Has the right to dismiss staff, according to policy and procedures.</p> <p>Has the right to suspend a member of staff, in conjunction with discussions with HR and Executive Team colleagues as necessary.</p> <p>May exercise pay discretion within the constraints of the Budget and the Pay Policy with agreement of the CEO and LGB.</p> <p>Makes pay recommendations relating to teachers'/leaders' performance to the LGB, ensuring that information provided to the Pay Committee is clear and of standard to enable them to make a reasoned recommendation.</p> <p>Is responsible for ensuring all employees and workers are DBS compliant.</p>	<p>Takes responsibility for the management of the Principal's appointment; my assist in the management of other Senior Staff appointments.</p> <p>Has the right to dismiss the Principal after consultation with the LGB Chair.</p>

Professional development and training			
OHCAT Board	Local Governing Body	Principal	OHCAT CEO
<p>Determines Trust Staff Development Policy.</p> <p>Has regard for their own training needs.</p>	<p>Ensures implementation of Trust's Staff Development Policy.</p> <p>Monitors training and development on annual basis and ensures staff receive CPD in line with the Trust's policy.</p> <p>Has regard for their own development as governors, including attending training events, undertaking online training etc. to improve their effectiveness.</p>	<p>Implements Staff Development Policy.</p> <p>Ensures all staff have appropriate training and development opportunities linked to formal appraisal and overarching school improvement priorities.</p> <p>Reports annually to LGB on training and development and presents a strategic plan for training and CPD in line with budget and Academy priorities.</p>	<p>The Executive Principal/Deputy CEO, on behalf of the CEO is responsible for the line management, training and development of the Principal, supported by the Chair of the LGB.</p>

N.B. Some of the functions assigned to the CEO may be delegated to the Executive Principal, Directors or Heads