

Children of Success Schools Trust - Governance overview

| | Head of School | School Community Group | Executive (EHT and FDOM) | AOC, F&GP, Pay and SAFE committees | Trust Board |
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| | (Delivers on school performance and operations) | (Monitors and challenges schools) | (Approves key items and supports schools) | (Monitor academic performance, finance and pay) | (Ultimately accountable and approves all statutory policies and finances) |
| School improvement and rigorous analysis of data | <ul style="list-style-type: none"> • Motivating and working with others to create a shared culture and ethos • Demonstrates the vision and values in everyday work and practice • Develops and proposes school priorities and SIP • Secures and sustains effective teaching and learning throughout the school and improves teaching quality through performance management, CPD etc • Implements the Trust's curriculum model • Delivers performance as per SIP and school targets and reports to the SCG on progress • Implements strategies that secure high standards of behaviour and attendance • Manages assessment processes • Implements actions identified by AOC | <ul style="list-style-type: none"> • Supports the Head of School to develop and implement local school culture and ethos underpinned by RRSA. • Monitors school performance against the SIP through Head of School's report, holding the school leaders to account for this, and receiving reports from QA visits. • Receives reports from AOC on pupil progress and achievement and ensures that any action required for improvement has been implemented • Ensures the curriculum is broad and balanced and helps to prepare young people for life in modern Britain. | <ul style="list-style-type: none"> • EHT approves <ol style="list-style-type: none"> 1) the school culture and ethos 2) the SIP, including school targets 3) the curriculum model • EHT supports the school on multiple aspects including implementing the SIP, improving teaching quality, managing assessment processes, monitoring school performance and analysing school data • EHT ensures that the schools provide a safe, calm, well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their behaviour in school and in the wider community • EHT ensures that the schools are learning from each other and sharing expertise, ideas and resources. | <ul style="list-style-type: none"> • AOC receives information at least termly on <ol style="list-style-type: none"> 1) pupil progress and achievement 2) quality and effectiveness of teaching and learning in the target related curriculum (Reading, Writing and Maths) and considers any actions required for improvement. • AOC monitors progress on key issues from school data, quality assurance visits and OFSTED visits • AOC provides feedback reports to the Board and the SCGs summarising pupils' achievement and the effectiveness of teaching and learning | <ul style="list-style-type: none"> • Sets overall vision, values and mission for the Trust • Holds Executive to account on school improvement and all operational areas • Manages and develops the Trust's effectiveness • Manages self reviews |

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| Communications and community | <ul style="list-style-type: none"> • Creates and maintains an effective partnership with parents and carers to support and improve pupil's achievement and personal development • Collaborates with other agencies in protecting children and providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families | <ul style="list-style-type: none"> • Supports parent communications and community engagement • Ensures that feedback from pupils, parents and other stakeholders is obtained systematically and acted upon, with the results being fed back to the Board and other parties concerned • Ensure that individual local governors engage with the school, report back to the SCG accordingly, and act as ambassadors for the school in the community | <ul style="list-style-type: none"> • EHT develops strong relationships with parents and other community stakeholders • EHT develops branding for both the Trust and the schools • EHT acts as lead spokesperson, with responsibility for media relations • EHT creates an outward-facing Trust which works with other schools and organisations to champion - in a climate of mutual challenge - best practice and secure excellent achievements for pupils | | <ul style="list-style-type: none"> • Works collaboratively with stakeholders and partners |
| Financial frameworks, management, accountability and procurement | <ul style="list-style-type: none"> • Being accountable to the trust board, the SCG and other stakeholders such as pupils and parents for the efficiency and effectiveness of the school including performance, human, financial and physical resources, delegated budget and health and safety of all pupils and adults. • Delivers budgets and financial targets • Monitors effectiveness of Pupil Premium spend • Uses and integrates a range of technologies effectively and efficiently | <ul style="list-style-type: none"> • Monitors use of Pupil Premium (PP), assesses its impact and provides an annual report to parents on its use. | <ul style="list-style-type: none"> • Both the EHT and the FDOM review and consider with the schools' SLTs the Risk Register and how the identified risks are controlled and monitored. • Both the EHT and FDOM determine the strategy for pupil premium • FDOM sets financial policies, prepares school budgets, forecasts, monthly accounts and annual financial accounts taking direction from the EHT. • FDOM supports Heads of School with school | <ul style="list-style-type: none"> • F&GP reviews and approves internal financial controls, financial policies, budgets, forecasts, monthly accounts, annual financial accounts, capital projects and the Risk Register and recommends adoption to the Board • F&GP ensures Trust meets requirements of funding agreement and statutory financial requirements • F&GP ensures and reports to the Board on the effectiveness of | <ul style="list-style-type: none"> • Accountable for ensuring financial compliance and sustainability • Approves the annual budget, five year forecasts major capital projects and annual financial statements • Holds FDOM to account on all financial matters • Reviews and approves the Risk Register. |

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| | to manage the school | | finances <ul style="list-style-type: none"> • FDOM manages capital projects and is responsible for IT procurement and strategy for the Trust | financial controls <ul style="list-style-type: none"> • F&GP reviews pupil premium expenditure. • F&GP approves HR and Health and Safety policies • F&GP reviews whistle blower arrangements and their implementation | |
| Staffing, pay and performance appraisal | <ul style="list-style-type: none"> • Responsible for all teaching and learning staff, teaching assistants and lunchtime organisers • Develops staffing structure within model set by the EHT • In consultation with the EHT, appoints high quality staff at all levels to achieve the aims and objectives of the school • Ensures all HR policies and processes are implemented in line with policy • Demonstrates and articulates high expectations and setting challenging targets for the whole school community • Challenges under performance at all levels and ensures effective corrective action and follow up. | <ul style="list-style-type: none"> • Receives updates on significant staff changes and HR issues. | <ul style="list-style-type: none"> • EHT sets model for staffing structures in the schools • EHT supports schools in relation to all HR and recruitment matters • FDOM responsible for recruitment and appraisal of administration and premises staff. • Both the EHT and the FDOM develop HR policies | <ul style="list-style-type: none"> • FGPC reviews annually the schools' staffing establishment and recommends adoption to the Board • Pay committee ensures pay policies are statutorily compliant and reviews relativities of the staffing structure and pay increases to ensure that policies are applied equitably and consistently and proposed increases are within budget | <ul style="list-style-type: none"> • Approves appointments of Executive Head, FDOM and Heads of School on recommendation from Appointment panel. • Chair and Trust member attend the appraisals of the Executive Head, the FDOM and Heads of Schools |

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| Safeguarding, H&S and other compliance | <ul style="list-style-type: none"> • Ensures compliance with statutory obligations and mandatory Trust policies, including safeguarding, H&S, SEN, admissions and exclusions • Responds to all school level complaints • Is responsible for promoting and safeguarding of all pupils at the school and assumes a role within the safeguarding team. | <ul style="list-style-type: none"> • Receives reports from the School's safeguarding lead and ensures that any actions identified have been implemented • Reviews pupil attendance and considers any actions required for improvement. • Reviews the effectiveness of the pupil behaviour policy and carries out statutory duties relating to pupil exclusions • Receives reports on pupil discipline, any racist incidents and complaints. • Appoints lead local governors for SEND and Health & Safety • Responsible for the implementation of the complaints procedure at school level | <ul style="list-style-type: none"> • Both the EHT and the FDOM support schools as needed, eg safeguarding, H&S, admissions etc • EHT is the second response to complaints • EHT/FDOM sets statutory and Trust mandatory policies | <ul style="list-style-type: none"> • F&GP reviews all statutory and Trust mandatory policies, approves Trust mandatory policies and recommends adoption of statutory policies to the Board. • SAFE ensures that the Trust and the schools are statutorily compliant and monitors actions within the annual safeguarding audit. • SAFE provides reports to the Board and regular updates at Board meetings. | <ul style="list-style-type: none"> • Accountable for all compliance matters • Approves all statutory policies • The Trust's safeguarding lead ensures policies are statutorily compliant and provides reports to the Board and the SCGs summarising the effectiveness of safeguarding activities and any actions required. |