



INTERIM DEVELOPMENT BOARD OF WOODCHURCH ROAD PRIMARY SCHOOL

Scheme of Delegation and Terms of Reference

Purpose

Central to the Cheshire Academies Trust ethos are the values of Care, Collaboration and Creativity. The aim of the Interim Development Board is, in conjunction with local governors, to provide collaborative support through the provision of interim governance expertise.

Powers of the IDB

The IDB has all of the responsibilities outlined in the Scheme of Delegation for Woodchurch Road Primary School.

Membership

The Board of Trustees have determined that the membership of the IDB will include all local governors in post at time of the conversion to academy status, the Headteacher and the CEO and CFOO of Cheshire Academies Trust. Trustees can appoint additional members to the IDB if it is highlighted that a particular area of expertise is required.

Constitution, Terms of Office and Proceedings

Members of the IDB will hold office for the period that the IDB is in existence, although individual members may resign at any time.

All members of the IDB will agree to abide by the CAT Code of Conduct and will declare any personal, pecuniary or business interests.

The IDB will follow a 'flat' governance structure meaning that there will be no committees. Whilst the IDB will endeavour to follow the agenda planner contained within the Scheme of Delegation for Woodchurch Road Primary, it is recognised that the immediate needs and priorities of the school make may it necessary to deviate from the annual plan. It is for the IDB, once constituted to determine the focus of its work.

Chair

The CEO will Chair the IDB meetings.

Quorum

The quorum shall be three members.

Meetings

The IDB will meet nine times in the academic year in line with the annual planner.

Recording and reporting of meetings

The Trust Governance Professional will be the clerk to the board and will produce minutes of all meetings to be circulated in advance of each new meeting.

Duties of the board

The duties of the board will be as outlined in the Scheme of Delegation for Woodchurch Road, and fall under five key headings:

Vision and strategy
Educational performance
Financial performance
Safeguarding
Compliance
Governance

Scheme of Delegation: Interim Academy Boards

R - Responsible (Approves) A – Accountable (Completes) C - Consult with I – Inform about	CAT			Academy		
	Members	Trust Board	CEO	CFOO	IDB	Headteacher
Strategy						
Academy Strategic Development						
Implementation of SDP or SQM		I	C	C	R	A
Reviewing progress against SDP or SQM and reporting to Trust on progress.		R	A	C	C	C
Reviewing progress against SDP or SQM and reporting to LGB on progress.			I	I	R	A
Highlighting risk to Trust Board by exception		I	R	I	A	I
Review of overall effectiveness of SDP		I	C	C	R	A
Risk Management Systems						
Strategic oversight of risk <ul style="list-style-type: none"> • Strategic • Financial • Operational • Reputational 		R	A	A		
Delivery of risk management: <ul style="list-style-type: none"> • Strategic • Financial • Operational • Reputational 		I	R	R		A
Completion of LGB Compliance Checklist document on a termly basis highlighting potential risk.		I	C	C	R	A

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	Members	Trust Board	CEO	CFOO	IDB	Headteacher
GOVERNANCE						
The Business of Governance						
Appointment of Trustees	R	A	I	I	I	I
Removal of Trustees	R	A	I	I	I	I
Approval of Terms of Reference for Trust committees		R	A	C	I	I
Approval of terms of reference for formation of Trust subcommittees and for LGBs		R	A	C	I	I
Approval of terms of reference for LGBs		R	C	C	C	A
Recruitment procedures for co-opted governors for Academy Local Governing		I	C	C	R	A
Appoint Chair of Interim Development Board		A	R	C	C	C
Removal of Local Academy LGB		RA	C	C	C	C
Suspension or removal of a IAM Member		RA	C		C	C

Approval / amendment of scheme of delegation		R	A	C	C	C
Entering into, or withdrawing from, a formal partnership		R	C	C	C	C

R - Responsible (Approves) A – Accountable (Completes) C - Consult with I – Inform about	CAT				Academy	
	Members	Trust Board	CEO	CFOO	IDB	Headteacher

COMPLIANCE

Policies

Approval of MAT policies		R	A	C	C	C
Approval of local policies		I	C	C	R	A
Monitoring the effectiveness and impact of policies in accordance with the annual agenda plan and reporting termly to the Trust Board.		R	C	C	A	C

Miscellaneous

Term dates and INSET dates (may differ between academies)		I	A	C	R	C
Length / organisation of academy day		R	A	C	C	C
Fixed term exclusions			C		R	A
Permanent exclusions			C		R	A
Independent Review Panel		R,A	C			
Admissions policies and criteria		R	A	C	C	C
Ensuring staff and pupil records are maintained appropriately (school register etc.) and reports (such as Census) are made accurately and in a timely manner.		I	I	I	R	A
Ensuring the academy website is maintained with accurate and up-to-date information and is fully compliant with statutory requirements.		I	I		R	A

GDPR

Approval of data protection and associated policies		R	C	A	C	C
Ensuring that Trust data protection practices reflect the Trust data protection policy		R	C	A	C	C
Responsibility for ensuring Academy local practice reflects Trust policies			C	C	R	A
Monitoring data protection systems and practice at local academy level to ensure they fulfil the requirements of the Trust Policy – reporting any concerns to the Trust Board.			C	C	R	A

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	Members	Trust Board	CEO	CFOO	IDB	Headteacher

EDUCATIONAL PERFORMANCE

Educational Performance & Attendance

Setting Academy targets based upon previous performance, IDSR and FFT		I	C		R	A
Setting targets where outcomes are below good		I	A		R	C
Monitoring of progress against targets and ensuring that outcomes are in line with Local & National standards and monitoring specific groups (PPG, SEND, Gender).		I	I		R	A

Quality of Teaching And Learning

Monitoring the quality of teaching and learning throughout the academy where results are worse than good and reporting to the LGB / Trust Board.		R	A		C	C
Curriculum						
Curriculum planning, implementation and review		I	A		C	R
Monitoring the impact of curriculum on standards		I	C		R	A
Ensuring the delivery of a broad and balanced curriculum		I	C		R	A
Ensuring the effectiveness of PPG		I	C		R	A
Ensuring the effectiveness of sports premium		I	C		R	A
Assessment						
Provide termly reliable and validated assessments		I	C		R	A

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FINANCIAL PERFORMANCE - HUMAN RESOURCES

Staff Planning						
Staff Structure (Trust) Approval of annual staffing budgets		R	C	A		
Staff Structure (Academy) Approval of annual staffing budgets		A	C	R		
Job Description sign off Grade of posts (CEO)		RA				
Job Description sign off Grade of posts (CFOO)		R	A			
Job Description sign off Grade of posts (Central services staff)		R	A	C		
Job Description sign off Grade of posts (academy teaching & support staff)		A	C	R		
Evaluation of job grades		R	C	A		
Approval / variation of basic employment terms and conditions		R	C	A		
Day-today HR Management (Academy)					R	A
Recruitment						
Recruitment & appointment of CEO		RA				
Recruitment & Appointment of CFOO		R	A			
Recruitment & Appointment of central Trust staff		R	A	C		
Recruitment & Appointment of Headteachers		R	A			
Recruitment & Appointment of Vice Headteachers		R	A			
Recruitment & Appointment of SBM		R		A		
Recruitment & Appointment of all other staff			C	A		
Recruitment processes		R	C	A		

Signing of employment contracts		R		A		
Pay Policy						
Annual approval of pay policy, including pay awards, pay point values, etc.		R	C	A		
Determination of pay ranges		R	C	A		
Annual Pay Progression CEO		RA				
Annual Pay Progression CFOO		R	A			
Annual Pay Progression Headteachers		R	A			
Annual Pay Progression Other Trust Staff		A		R		
Annual Pay Progression Other Academy Staff		A		R		
Pension Policy & Discretions		R		A		
Handling of all pension matters (teachers and support staff)		R		A		
Approval of use of discretions		R		A		

R - Responsible (Approves) A – Accountable (Completes) C - Consult with I – Inform about	Members	Trust Board	CEO	CFOO	IDB	Headteacher
SAFEGUARDING						
Safeguarding Policy						
Approval of Trust safeguarding statement		R	A	C	I	C
Responsibility for ensuring the Trust safeguarding statement is reflected in local policies and practice		R	A	C	I	C
Approval of individual academy safeguarding policy		I	C	I	R	A
Safeguarding Practice						
Ensuring Academy practices reflect local academy safeguarding policy		I	C	I	R	A
Maintaining effective systems for the identification and reporting of safeguarding concerns		I	C	I	R	A
Ensuring all staff & governors receive appropriate training in relation to safeguarding, including safer recruitment.		I	C	I	R	A
Ensuring safer recruitment formalities are completed in accordance with CAT policy and the single central record is maintained appropriately		I	C	I	R	A
Maintenance of register of interests and DBS checks at Central Trust		R	A	C	I	I
Maintenance of register of interests and DBS checks at Academy		I	C	C	R	A
Ensuring that safeguarding is covered within the curriculum in an age-appropriate format including e-safety and road safety		I	C	I	R	A
Safeguarding Governance						
Reporting an overview of safeguarding, behaviour and attendance at academy level on a termly basis		I	C	I	R	A

Reviewing safeguarding matters and holding senior leaders to account for safeguarding in accordance with the annual agenda plan and reporting termly to the Trust Board.		R	A	C	C	C
Approving appropriate actions in academies where concerns are raised in relation to the safeguarding practices in any particular academy.		R	A	C	C	C
Implementing appropriate actions in academies where concerns are raised in relation to the safeguarding practices in any particular academy.		I	C	I	R	A
Health And Safety						
Approval of health and safety policy		R	C	A	C	C
Ensuring the adequacy of health and safety practice throughout CAT		R	C	A	C	C
Health and Safety Accident reporting – termly reporting		I	I	I	R	A
Health and Safety RIDDOR reporting		I	I	I	R	A
Reviewing systems in place to ensure compliance with health and safety policy and minimising risk. Reporting of medium – high levels of risk to Trust Board		R	A	A	C	C
Responsibility for ensuring health and safety throughout the Trust		R	A	A	C	C
Responsibility for ensuring that staff receive appropriate health and safety training		I	I	C	R	A
Responsibility for ensuring statutory compliance checks are undertaken (asbestos, legionella, PE equipment etc.)		I	I	C	R	A
Responsibility for ensuring risk assessments are completed (using external contractors where appropriate) and recommended actions are completed.		I	I	C	R	A
Ensuring that the level of risk for school visits is acceptable and obtaining approval from the LGB for any residential visits.		I	I	C	R	A
Approval of residential risks		I	I	C	R	A
Critical Incident Management						
Implementation of Critical incident management planning at academy level		I	C	C	R	A
Ensuring suitable critical incident plans are in place, monitoring compliance and reviewing the effectiveness of the policy at academy level		I	C	C	R	A
Developing Critical Incident Management Policy		I	C	C	R	A
Checking adequate measures are in place to manage CIMP		I	C	C	R	A
Approval of CIMP policy		R	C	A	C	C

Agenda structure for Interim Academy Board

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
September Meeting	<p>Review of completed SDP and receive the Self Evaluation Form and see new SDP SQM</p> <p>To reconsider the equality objectives set by school</p>	<p>To receive report on Statutory outcomes for pupils. EYFS, Phonics, KS1, Multiplication Check and KS2 SATs.</p> <p>To receive a report on internal outcomes, report on RWM for other year groups not involved in statutory testing.</p>	<p>To receive the safeguarding policy including any changes from KCSiE or other statutory legislation</p> <p>Verbal report on operation of the following policies:</p> <ul style="list-style-type: none"> ▪ RSE Policy ▪ RSE consultation with parents ▪ Equality Policy ▪ ECF Policy – and to receive update on support provided to any ECTs <p>Evaluation of Parent, pupil, staff survey results (previous academic year)</p>	<ul style="list-style-type: none"> ▪ Elect Chair and Vice Chair (for action) ▪ Elect Governance Professional (for action) <p>Governors to receive and complete:</p> <p>Annual declarations (for action)</p> <p>To agree:</p> <ul style="list-style-type: none"> - link governor roles <p>To confirm:</p> <ul style="list-style-type: none"> ▪ pay and appeals panel (for information) <p>To review:</p> <ul style="list-style-type: none"> ▪ Terms of office ▪ Vacancies ▪ Complete Skills Audit ▪ Annual Planner (for action) ▪ LGB Impact Statement (for discussion) ▪ Governor Training (for discussion) ▪ Review of Governor Visit Protocol for approvals ▪ To agree schedule of governor visits for autumn term <p>Governors to complete safeguarding training</p>
Papers required	<p>Review of SDP and new SDP SQM</p>	<ul style="list-style-type: none"> ▪ CAT LGB Outcomes Report (Summer Term Results) ▪ Targets for next year FFT 	<ul style="list-style-type: none"> ▪ FFT Attendance Report (Last Year's Figures) ▪ Safeguarding Policy (NEW ONE) ▪ Parent/Pupil/Staff survey results (Full Previous Year) 	<ul style="list-style-type: none"> ▪ Annual declarations ▪ Terms of Office ▪ Skills Audit ▪ Annual Planner ▪ Governor Information Form ▪ Minutes from previous meeting ▪ Governor Visits protocol

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
OCTOBER	To agree any changes to vision, strategy, key priorities and expected outcomes (for action)	<p>To receive report on the annual Pupil Premium Strategy (for discussion)</p> <p>To receive Sports Premium report (for discussion)</p> <p>To receive the Catch-Up Premium report (for discussion)</p>	<p>To receive the full CAT annual safeguarding report to governors including CAT Safeguarding Review ROV</p> <p>Confirmation of planned residential visits (for discussion)</p> <p>Verbal report on operation of the following policies:</p> <ul style="list-style-type: none"> ▪ Behaviour Policy ▪ Anti-bullying Policy 	<p>To consider skills audit and to agree governor training priorities for the current academic year</p> <p>Governor Training (for discussion)</p> <p>Governor Visit Reports</p>
Papers required		<ul style="list-style-type: none"> ▪ Pupil Premium strategy ▪ Sports Premium Report ▪ Catch Up Premium Report ▪ CAT School Improvement ROV 1 	<ul style="list-style-type: none"> ▪ CAT Annual Safeguarding Report ▪ CAT Safeguarding Review ROV ▪ Safeguarding link governor visit report 	<ul style="list-style-type: none"> ▪ Minutes of previous Meeting ▪ Headteacher Performance Management confirmation ▪ Declarations of Interests ▪ Training log

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
NOVEMBER	To receive an update on the progress against the SQM Strategic Projects (for discussion)	Review priorities and targets in light of IDSR and FFT data dashboard	<p>To review website compliance (for action)</p> <p>To receive the completed RAMP document (for approval)</p> <p>To receive the completed Quality Assurance document (for approval)</p> <p>Report on attendance FFT</p> <p>Verbal report on operation of the following policies</p> <p>GDPR Policy</p> <p>Attendance Policy (verbal update)</p> <p>Verbal update on any complaints– for information</p>	<p>Governor Training (for discussion)</p> <p>Governor Visit Reports</p>
Papers required	<ul style="list-style-type: none"> ▪ SQM Update 	<ul style="list-style-type: none"> ▪ FFT data ▪ IDSR data 	<ul style="list-style-type: none"> ▪ Quality Assurance document ▪ CAT Website Compliance Doc ▪ FFT Attendance Report- Autumn Term ▪ Complete CAT RAMP 	<ul style="list-style-type: none"> ▪ Minutes of previous Meeting ▪ Action Tracker ▪ Declarations of Interests

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
JANUARY		<p>To receive a report on pupil progress and attainment (for discussion)</p> <p>Report on teaching and learning (presentation from middle or senior leaders)- Headteachers choice.</p>	<p>Verbal report on operation of the following policies:</p> <ul style="list-style-type: none"> ▪ First Aid Policy <p>Update on before and after school club provision (for information)</p> <p>Evaluation of pupil surveys or feedback</p>	<p>Governor Training (for discussion)</p> <p>Governor Visit Reports – to agree schedule of governor visits for spring term</p>
Papers required		<ul style="list-style-type: none"> ▪ CAT LGB Outcomes Report ▪ Assessment link governor report ▪ Subject Leader Presentation 	<ul style="list-style-type: none"> ▪ Pupil survey results (autumn term) 	<ul style="list-style-type: none"> ▪ Minutes of previous Meeting ▪ Action Tracker ▪ Governor Visits ▪ Declarations of Interests

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
FEBRUARY		<p>To receive information on school session times and term dates (for information)</p> <p>To receive a SEND Update from the SENCO to include details of the Local Offer (for discussion) – SEND Link governor report?</p>	<p>To receive a safeguarding update to include:</p> <ul style="list-style-type: none"> ▪ Safeguarding update on curriculum to include: <ul style="list-style-type: none"> - Online Safety - Road Safety 	<p>Governor Training (for discussion)</p> <p>Governor Visit Reports</p> <p>Chair to arrange one-to-ones with governors</p>
Papers required		<ul style="list-style-type: none"> ▪ SEND update from SENCO ▪ Term Dates 	<ul style="list-style-type: none"> ▪ Safeguarding Update – verbal update on online safety and road safety 	<ul style="list-style-type: none"> ▪ Minutes of previous Meeting ▪ Action Tracker ▪ Declarations of Interests ▪ Governor Visit reports

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
MARCH	To receive an update on the progress against the Projects (for discussion)	To receive an update on Looked After Children (for discussion) Report on teaching and learning (presentation from middle or senior leaders)- Headteachers choice.	To receive the completed Quality Assurance document (for approval) To receive the completed RAMP document (for approval) Attendance Update Governors to receive FFT pupil attendance report Governors to receive an update on children with additional health needs. Verbal update on any complaints– for information	Governor Training (for discussion) Governor Visit Reports
Papers required	<ul style="list-style-type: none"> ▪ SDP SQM Update 	<ul style="list-style-type: none"> ▪ LAC Report ▪ Subject Leader Presentation ▪ CAT School Improvement ROV 2 (including PPG Review) 	<ul style="list-style-type: none"> ▪ Quality Assurance document ▪ FFT Attendance Report- Spring Term ▪ Complete CAT RAMP 	<ul style="list-style-type: none"> ▪ Minutes of previous meeting ▪ Action Tracker ▪ Declarations of Interests ▪ Governor Visit reports

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
MAY		<p>To receive information on Reception admissions numbers (for information)</p> <p>To receive an update on Spring Term pupil attainment and progress (for discussion)</p> <p>To receive assessment link governor report</p>	<p>To receive CAT SEND Review</p> <p>Evaluation of pupil survey/feedback</p>	<p>Governor Training (for discussion)</p> <p>Governor Visit Reports – to agree schedule of visit reports for summer term.</p>
Papers required		<p>CAT LGB Outcomes Report</p> <p>Assessment Link Governor report</p>	<ul style="list-style-type: none"> ▪ Receive CAT SEND Review ▪ SEND Link Governor Report 	<ul style="list-style-type: none"> ▪ Minutes of previous meeting ▪ Action Tracker ▪ Declarations of Interests ▪ Governor Visit reports

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
JUNE	To receive an update on progress towards Equality Objectives.	Report on teaching and learning (presentation from middle or senior leaders)- Headteachers choice.	To receive the full CAT annual safeguarding update version 2 Safeguarding link governor visit report To receive the CAT Health and Safety Audit report (for discussion)	Governor Training (for discussion) Governor Visit Reports To agree LGB Meeting dates for the next academic year (for action) To review governor expenses To review governor attendance To complete a review of governance to include 1 Delegation 2 Strategy for monitoring 3 Impact on pupils 4 Training Chair to report on one-to-ones with governors
Papers required		<ul style="list-style-type: none"> ▪ Subject Leader Presentation 	<ul style="list-style-type: none"> ▪ CAT Safeguarding Annual Report (Second Time- Minor Updates) ▪ Safeguarding link governor visit report ▪ CAT Health and Safety Audit report 	<ul style="list-style-type: none"> ▪ Minutes of previous meeting ▪ Action Tracker ▪ Declarations of Interests ▪ Governor Visit reports ▪ Governor Impact Report

	VISION AND STRATEGY	EDUCATIONAL PERFORMANCE	COMPLIANCE and SAFEGUARDING	GOVERNANCE and RISK
JULY	To receive an update on the progress against the SQM Strategy (for discussion)	Receive a report on any findings for educational performance for the summer term (note this may not be available at this time)	<p>To receive the completed Quality Assurance document (for approval)</p> <p>To receive the completed RAMP document (for approval)</p> <p>Evaluation of Edurio Staff survey results</p> <p>Evaluation of Edurio Parent survey results</p> <p>Staffing structure update (for information)</p> <p>To note the requirement for safeguarding governor to complete safeguarding report on annual safeguarding report to govs and SG ROV to be reported to the Board in October</p> <p>Verbal update on any complaints – for information</p>	<p>Governor Training (for discussion)</p> <p>Governor Visit Reports</p> <p>Request nominations for Chair and Vice Chair (for action)</p> <p>Discuss appointment of Clerk</p> <p>Appoint HT performance management panel (for action)</p>
Papers required	<ul style="list-style-type: none"> ▪ SDP SQM Update 	<ul style="list-style-type: none"> ▪ CAT School Improvement ROV 3 	<ul style="list-style-type: none"> ▪ Quality Assurance document ▪ Staff survey results- Full Year ▪ Parent survey results- Full Year ▪ Complete CAT RAMP 	<ul style="list-style-type: none"> ▪ Minutes of previous meeting ▪ Action Tracker ▪ Declarations of Interests ▪ Governor Visit reports ▪ Governor Impact Report