



ACADEMY TRUST STRUCTURE 2022-2023

Churchill Academy & Sixth Form

ABSTRACT

Overview of committee remits, meeting dates, Trustee and Member responsibilities for 2022-2023.

Anne Oakley & Chris Hildrew

Agreed at the Academy Trust Board meeting, 28th June 2022

Updated 4th August 2022

Academy Trust: Structure 2022-2023

Body	Remit	Meeting	Membership
Academy Trust Board Meeting (ATB)	<ul style="list-style-type: none"> • Strategic direction • Admissions • Complaints • Oversee Pay Committee • Committee Reports 	Three times per annum + AGM	16+ Trustees & Staff Governors
Annual General Meeting (AGM)	<ul style="list-style-type: none"> • Receive annual accounts • Receive performance update 	Once per annum	3-5 Members + Trustees & Staff Governors
Teaching & Learning Committee	<ul style="list-style-type: none"> • Curriculum • Standards • SEND/CLA/PP • Safeguarding • Behaviour • Staff welfare and wellbeing • Staff development • E-safety 	Four times per annum	8+ Trustees & Staff Governors (incl. Committee Chair and Vice Chair) plus CoT and HT Link SLT: FD & LJ Other attendees: RMB Agenda agreed in advance by Committee Chair, FD and Clerk
Resources & Finance Committee	<ul style="list-style-type: none"> • Financial strategy and budget setting • Financial oversight & budget monitoring • Site development and maintenance • Health and safety • School transport • Staffing and HR • GDPR • Commercial & Marketing 	Four times per annum	8+ Trustees & Staff Governors (incl. Committee Chair and Vice Chair) plus CoT and HT Link SLT: APB (COO) Other attendees: AB (Finance), FCA (HR), SF (Sustainability & Marketing). Agenda agreed in advance by Committee Chair, APB (& AB) and Clerk
Head's PDR Panel	<ul style="list-style-type: none"> • Reviewing the Headteacher's performance 	Twice per annum	CoT, one Trustee from T&L, one Trustee from R&F (+ External Advisor)
Working groups	As required to oversee and deliver time limited and specific projects.	As required	As required: maximum of four Trustees

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Trustee Roles and Responsibilities

Trustee Role	Committee Link	Trustee
Chair of Trustees	ATB	Anne Oakley
Vice Chairs of Trustees	ATB	Matt Johnson & Ben Hardy
Chair of Teaching & Learning Committee	T&L	Ben Hardy
Chair of Resources & Finance Committee	R&F	Matt Johnson
Vice Chair Teaching & Learning Committee	T&L	Caroline Way
Vice Chair Resources & Finance Committee	R&F	Ian Cook
Specific Responsibilities / Portfolio Roles		
Pupil Premium	T&L	Andy Titerickx
SEND	T&L	Caroline Way
Careers	T&L	Caroline Way
Safeguarding (inc CLA)	T&L	Simon Neville
Data Protection	R&F	Pete Williams
Culture, Engagement & Participation	R&F	Katie Isgrove
Health & Safety	R&F	Ian Cook
IT	R&F	Pete Williams
HR & Staff Wellbeing	R&F	Julie Kanaan
Marketing & Sustainability	R&F	Justine Thaysen
Middle Leadership	ATB	Anne Oakley
Business Leadership	ATB	Matt Johnson
Senior Leadership	ATB	Julie Kanaan

Committee membership

Teaching & Learning Committee	Resources & Finance Committee
Ben Hardy Caroline Way Anne Oakley Andy Titerickx Katie Isgrove Chris Hildrew Simon Neville Holly James* – Staff Governor	Matt Johnson Ian Cook Anne Oakley Pete Williams Julie Kanaan Chris Hildrew Justine Thaysen Vacancy* – Staff Governor
Pay Committee	Head's PDR Panel
Anne Oakley Matt Johnson Ben Hardy Chris Hildrew	Andy Titerickx - Chair Anne Oakley Julie Kanaan

Clerk to the Academy Trust: Sue Hathway

* Staff governor

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Meeting Structure

Meeting time/date	Standing items	Specific items **
ACADEMY TRUST BOARD (ATB)		
Early October: Tuesday 4 th October 2022	<ul style="list-style-type: none"> Committee Reports Headteacher's Report (including update on progress towards priorities) Chair of Trustees' Report Complaints Admissions update Ratification of policies 	<ul style="list-style-type: none"> Meet new staff Trustee training
March: Tuesday, 21 st March 2023		<ul style="list-style-type: none"> Draft Budget Admissions
Late June: Tuesday, 27 th June 2023		<ul style="list-style-type: none"> Appointment of roles and responsibilities Remit & structure review Final Budget Pecuniary interests Governance evaluation Skills Audit/training needs
ANNUAL GENERAL MEETING (Members & Trustees)		
December: Tuesday, 6 th December 2022		<ul style="list-style-type: none"> Receive annual accounts Receive performance update SER
TEACHING & LEARNING COMMITTEE		
October / November (for December ATB): Tuesday, 1 st November 2022	<ul style="list-style-type: none"> Safeguarding (detail) Pupil Premium/CLA SEND Report Attendance Behaviour Quality of Teaching Progress & Attainment Policies for approval 	<ul style="list-style-type: none"> Exam results analysis E-Safety Pastoral Curriculum (S&RE, CIAC, RE)
January / February (for March ATB): Tuesday, 31 st January 2023		<ul style="list-style-type: none"> Curriculum and options Readiness for life in modern Britain Presentation: SMSC
March (for June ATB): Tuesday, 18 th April 2023		<ul style="list-style-type: none"> Curriculum CPD for staff linked to identified priorities Overseeing staff welfare and wellbeing in relation to teaching & learning
May (for June ATB): Tuesday, 23 rd May 2023		<ul style="list-style-type: none"> Student survey Presentation: SMSC
RESOURCES & FINANCE COMMITTEE		
November (for December ATB): Tuesday, 8 th November 2022	<ul style="list-style-type: none"> Safeguarding (headlines) Exceptional expenditure Budget monitoring Site & Buildings Health & Safety HR dashboard Inventory & Assets GDPR Freedom of Information Risk register Commercial & Marketing Sustainability Internal audits Policies for approval 	<ul style="list-style-type: none"> Accounts/Audit
February (for March ATB): Tuesday, 7 th February 2023		<ul style="list-style-type: none"> Cyber security Draft budget
April (for June ATB): Tuesday, 25 th April 2023		<ul style="list-style-type: none"> Business Continuity Plan Overseeing staff welfare and wellbeing
As late as possible (for June ATB): Tuesday, 6 th June 2023		<ul style="list-style-type: none"> Budget setting

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PAY COMMITTEE		
Late November (for December AGM): Thursday, 24 th November 2022	<ul style="list-style-type: none"> • PDR review • Pay decisions • Threshold applications 	<i>Note: HR Assistant/HR Manager takes minutes/advises</i>

Agenda and the link to papers for each committee and ATB meeting will be sent to all Trustees. All welcome to attend but only those on the specific committee have voting rights at that meeting. Those on the committee are expected to read and attend meetings with questions, issues, support and challenge.

Actions matrix to be completed following all meetings.

Members of the Academy Trust

- Debbie Fortune
- Kirsty Green-Mann
- Patrick Keating
- Maggie Mooney
- Karl Tucker

Trustee Meeting Dates

Day	Date	Meeting	Room
2022			All start at 5.30pm
Tuesday	4 th October	ATB & New Staff Tea (4pm)	Lancaster 1
Tuesday	1st November	Teaching & Learning Committee	Lancaster 1
	w/c 7 th November	Trustees' Week in School**	As programme
Tuesday	8 th November	Resources & Finance Committee	Lancaster 1
Thursday	24 th November	Pay Committee	Chris Hildrew's office
Tuesday	6 th December	AGM	Lancaster 1
2023			
Tuesday	31 st January	Teaching & Learning Committee	Lancaster 1
Tuesday	7 th February	Resources & Finance Committee	Lancaster 1
Tuesday	21 st March	ATB	Lancaster 1
Tuesday	18 th April	Teaching & Learning Committee	Lancaster 1
Tuesday	25 th April	Resources & Finance Committee	Lancaster 1
Tuesday	23 rd May	Teaching & Learning Committee	Lancaster 1
Tuesday	6 th June	Resources & Finance Committee	Lancaster 1
Tuesday	27 th June	ATB	Lancaster 1

*** Trustees' Week in School - Trustees are encouraged to attend for a day / part day/s. Details to be advised in Term 1.*

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Additional Key Dates

Trustees are welcome to attend the following: please advise the Clerk if you would like to do so.

Day	Date	Event
Thursday	1 st September 2022	Inset Day
Wednesday	14 th September 2022	Presentation Evening
Wednesday	28 th September 2022	Open Evening – Prospective Parents: 5pm – 8.30pm
Tuesday	4 th October 2022	New Staff Tea with Trustees: 4pm
Tues/Weds	4 th & 5 th October 2022	Open Mornings: 9am – 12.30pm
Tuesday	11 th October 2022	Sports Awards Evening: 6pm, Cadbury House
Wednesday	9 th November 2022	Sixth Form Open Evening
Tues/Weds	29 th & 30 th November 2022	Christmas Concerts, Playhouse, WsM: 7pm
Thursday	26 th January 2023	Careers Convention: 6pm
Friday	30 th June 2023	Sports Day
Mon-Fri	w/c 10 th July 2023	Celebration of Success Evenings: 5.45pm

Academy Term & Holiday Dates

Term	Start	Finish
1	Thursday, 1 September 2022	Friday, 21 October 2022
2	Monday, 31 October 2022	Friday, 16 December 2022
3	Tuesday, 3 January 2023	Friday, 10 February 2023
4	Monday, 20 February 2023	Friday, 31 March 2023
5	Monday, 17 April 2023	Friday, 26 May 2023
6	Monday, 5 June 2023	Friday, 21 July 2023

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Public Holidays

Day	Date
Christmas Day	Sunday, 25 December 2022
Boxing Day	Monday, 26 December 2022
Christmas Day Holiday	Tuesday, 27 December 2022
New Year's Day	Sunday, 1 January 2023
New Year's Day Holiday	Monday, 2 January 2023
Good Friday	Friday, 7 April 2023
Easter Monday	Monday, 10 April 2023
Early May Bank Holiday	Monday, 1 May 2023
Spring Bank Holiday	Monday, 29 May 2023
Summer Bank Holiday	Monday, 28 August 2023

Inset Days

Day	Date
1	Thursday, 1 September 2022
2	Thursday, 29 September 2022
3 - Disaggregated Day	Tuesday, 3 January 2023
4	Wednesday, 4 January 2023
5	Monday, 26 June 2023

Agreed at ATB meeting: 28th June 2022

Updated with new Trustee information 4th August 2022