

## **Crabtree Academy Trust - Governance arrangements (as at 28th November 2017)**

This document, as required by the Academies Financial Handbook, sets out the governance arrangements for Crabtree Academy Trust, a Multi Academy Trust consisting of Crabtree Infants' School and Crabtree Junior School.

Members: Robert Cregan, Philip Kendall and Christopher Rule

Directors: Kathryn Connolly, Mark Davies, Philip Kendall, Ian Patrick, Sally Patrick, Christopher Rule, Chloe Hawkins

### **Appointment of trustees**

Directors of the academy trust are appointed as follows:

- The headteachers of Crabtree Infants' School and Crabtree Junior School;
- The chairman of the Crabtree Infants' School local governing body and chairman of the Crabtree Junior School local governing body;
- Two further trustees elected by the local governing bodies, with each governing body electing one person from among the members of both local governing bodies (other than the chairman, the headteacher, or any employee of the academy trust);
- Up to one co-opted trustee, appointed by trustees who have not been so appointed;
- Up to two community trustees: the local governing bodies may each appoint one community trustee;
- There shall be a minimum of two parent trustees unless there are local governing bodies which each include at least two parent governors. This minimum was met by both local governing bodies;
- Two associate trustees elected by the staff of Crabtree Infants' and Crabtree Junior schools. The associate trustees will attend meetings but have no voting rights.

Governors on the local governing bodies are appointed as follows:

- The headteacher of the school;
- Parent governors: At least two and up to five governors through an open election for all eligible parents or guardians of pupils who are currently attending the school;
- Staff governors: two governors through an open election for all eligible members of staff working at the school;
- Co-opted governors: Up to five governors through nomination by the local governing body of the school and up to two governors through nomination by the academy trust board of trustees. The school would seek to appoint governors with relevant background or experience to complement the existing governors' qualifications and expertise.

### **Organisational structure**

The board of trustees is ultimately responsible for the activities of all schools within the academy trust. In exercising their powers the board currently delegates much of the school specific responsibility to local governing bodies at each of the academy schools.

A joint resources committee (Multi Academy Trust Resources Committee) acts as a sub-committee of the board and its members are a mix of trustees and governors drawn from each school local governing body. The resources committee terms of reference require it to focus on identifying resources needed by schools within the academy trust with specific areas of focus being finance, personnel and premises/health & safety. Each local governing body has a curriculum committee whose terms of reference direct focus on school specific standards, curriculum and communications.

The local governing bodies determine the general policy of their academy, with the board of trustees determining the shared policies across the academy trust. The day to day running of each academy is delegated to the headteachers, who are each supported by a senior leadership team. The headteachers undertake the key leadership role within their own academy of overseeing educational, pastoral, human resources and administrative functions in consultation with senior staff.

The headteachers are ex-officio governors and attend all meetings of their local governing body and curriculum committee; both are also ex-officio trustees and members of the MAT resources committee

An audit committee reports to the Board of Directors and provides assurance over the suitability of, and compliance with, the trust's financial systems and operational controls.

## CRABTREE INFANTS SCHOOL: GOVERNING BODY DETAILS: As at 28<sup>th</sup> November 2017

Attendance details are for 2016-2017 academic year

NAME	TERM	APPOINTING BODY	ANY BUSINESS INTEREST	COMMITTEE MEMBERSHIP	ROLE	ATTENDANCE IN LAST ACADEMIC YEAR
<b>CO-OPTED GOVERNORS</b>						
Mark Davies	21/05/2014 – 20/05/2018	Governing Body	None*	Curriculum		3 out of 4 LGB meetings 5 out of 6 Curriculum meetings
Peter Philips	09/10/2014 – 08/09/2018	Governing Body	None*	Resources		3 out of 4 LGB meetings 3 out of 5 Resources meetings
James Evans	19/07/2017-18/07/2021	Governing Body	None*	Resources	Vice Chair of Governors from Sept 17	n/a (joined at the end of Summer term)
Alexa Vaughan	19/07/2017-18/07/2021	Governing Body	None*	Curriculum		n/a (joined at the end of Summer term) <i>Attended 1 LGB meeting as observer</i>
Nitya Krishnamoorthy	19/07/2017-18/07/2021	Governing Body	None*	Curriculum		n/a (joined at the end of Summer term) <i>Attended 1 LGB meeting as observer</i>
John Maton	19/07/2017-18/07/2021	Governing Body	Employed as a member of legal senior management team at The Charities Commission for England and Wales.*	Resources		n/a (joined at the end of Summer term) <i>Attended 1 LGB meeting as observer</i>
Linda MacDonald	19/07/2017-18/07/2021	Governing Body	None*	Resources		n/a (joined at the end of Summer term)
<b>PARENT GOVERNORS</b>						
Lyn Bollen	14/11/2016-13/11/2020	Parents	None*	Curriculum		3 out of 3 LGB meetings 5 out of 5 Curriculum meetings
Pierre-Louis Gatti	14/11/2016-13/11/2020	Parents	None*	Resources		3 out of 3 LGB meetings 1 out of 3 Resources meetings
Chris Rule	21/11/2015 – 22/11/2019 **	Parents	None*	Resources	Chair of Governors	3 out of 4 LGB meetings 3 out of 5 Resources meetings
Shirin Smith nee Edwards	01/09/2016 – 31/08/2020	Parents	None*	Curriculum	Chair of Curriculum Committee from September 2017	2 out of 4 LGB meetings 5 out of 6 Curriculum meetings
<b>STAFF GOVERNORS</b>						
Anna Baillie-Lane	02/09/2017 – 01/09/2021 **	Staff	None*	Curriculum	DSP	2 out of 4 LGB meetings 6 out of 6 Curriculum meetings
<b>HEAD (EX-OFFICIO)</b>						
Sally Patrick	04/01/2010 -		None*	Curriculum Resources	DSP	4 out of 4 LGB meetings 6 out of 6 Curriculum meetings 4 out of 5 Resources meetings

\*There are no relationships between governors and members of the school staff including spouses, partners and relatives. \*\* Second term of office

**CRABTREE INFANTS SCHOOL - Governors during 16-17 Academic year who are no longer in role**

NAME	TERM	APPOINTING BODY	ANY BUSINESS INTEREST	COMMITTEE MEMBERSHIP	ROLE	ATTENDANCE IN LAST ACADEMIC YEAR
<b>CO-OPTED GOVERNORS</b>						
Kathy Connolly	12/03/2016 – 01/09/2017	Governing Body	None*	Curriculum	Vice Chair of Governors to Sept 2017	4 out of 4 LGB meetings 4 out of 6 Curriculum meetings
Amanda Ellison	11/12/2015 – 31/07/2017	Governing Body	None*	Curriculum		3 out of 4 LGB meetings 5 out of 6 Curriculum meetings
Lisa Robson	11/12/2012 – 10/12/2016	Governing Body	None *	Curriculum		1 out of 1 LGB meetings 1 out of 1 Curriculum meetings
<b>PARENT GOVERNORS</b>						
Amanda Weatherall	19/10/2012 – 18/10/2016	Parents	None*	Resources		1 out of 1 LGB meetings 0 out of 1 Resources meetings
Tony Raynham	14/02/2015 – 5/10/2016	Parents	None*	Curriculum		0 out of 1 LGB meetings 0 out of 1 Curriculum meetings
Andrea Chapman	01/02/2015 – 19/10/2016 **	Parents	None*	Resources	Chair of Resources Committee and Vice Chair of Governors until 19/10/16	1 out of 1 LGB meetings 1 out of 1 Resources meetings
Rita Mulcock	14/11/2016-5/11/2017	Parents	None*	Curriculum		3 out of 3 LGB meetings 4 out of 5 Curriculum meetings

\*There are no relationships between governors and members of the school staff including spouses, partners and relatives. \*\* Second term of office

**CRABTREE JUNIOR SCHOOL: GOVERNING BODY DETAILS: As at 28<sup>th</sup> November 2017**

Attendance details are for 2016-2017 academic year

NAME	TERM	APPOINTING BODY	ANY BUSINESS INTERESTS*	COMMITTEE MEMBERSHIP	ROLE	ATTENDANCE IN LAST 12 MONTHS
<b>CO-OPTED GOVERNORS</b>						
Philip Kendall	01/04/2014 – 31/03/2018 **	Governing Body	Spouse employed by Crabtree Infants' School	Curriculum Resources	Chair of Governors	5 out of 5 LGB meetings 5 out of 5 Curriculum meetings 4 out of 5 Resources meetings
Nicola Lewis	22/09/2015 – 21/09/2019 ** (previously parent gov)	Governing Body	None	Curriculum		2 out of 5 LGB meetings 3 out of 5 Curriculum meetings
Sybillie Mills	21/03/2017-20/03/2021	Governing Body	None	Curriculum		1 out of 1 LGB meeting
Claire Petevinos	24/10/2017 - 23/10/2021 ** (previously parent gov)	Governing Body	None	Resources	Chair of Resources Committee	4 out of 5 LGB meetings 5 out of 5 Resources meetings
<b>PARENT GOVERNORS</b>						
Marie Hall	13/07/2016 - 12/07/2020	Parents	None	Resources		5 out of 5 LGB meetings 4 out of 5 Resources meetings
Nelson Hanna	13/07/2016 - 12/07/2020	Parents	None	Curriculum	Vice Chair of Governors from 31/7/17	4 out of 5 LGB meetings 1 out of 5 Curriculum meetings
Chloe Hawkins	08/12/2014 - 07/10/2018	Parents	None	Curriculum	Chair of Curriculum Committee	5 out of 5 LGB meetings 5 out of 5 Curriculum meetings
Jennifer McGrandle	14/11/2017 – 13/11/2021	Parents	None	Resources		n/a (joined in 2017/18 academic year)
<b>STAFF GOVERNORS</b>						
Rebecca Meredith	17/07/2016-17/07/2020	Staff	None			4 out of 5 LGB meetings
Doug Wood	08/10/2014 – 07/10/2018 **	Staff	None			5 out of 5 LGB meetings
<b>HEAD (EX-OFFICIO)</b>						
Ian Patrick	01/09/2005 -		Spouse employed by Crabtree Infants' School	Curriculum Resources	DSP	5 out of 5 LGB meetings 5 out of 5 Curriculum meetings 5 out of 5 Resources meetings

\*There are no relationships between governors and members of the school staff including spouses, partners and relatives beyond those identified. \*\*2<sup>nd</sup> term of office

**CRABTREE JUNIOR SCHOOL - Governors during 16-17 Academic year who are no longer in role**

<b>NAME</b>	<b>TERM</b>	<b>APPOINTING BODY</b>	<b>ANY BUSINESS INTERESTS</b>	<b>COMMITTEE MEMBERSHIP</b>	<b>ROLE</b>	<b>ATTENDANCE IN LAST ACADEMIC YEAR</b>
<b>CO-OPTED GOVERNORS</b>						
Jim Robinson	01/04/2014 – 21/08/2017	Governing Body	None	Resources	Vice Chair of Governors (until 31/7/17)	4 out of 5 LGB meetings
Penny Buckman	09/12/2014 - 23/11/2017	Governing Body	Staff member			4 out of 5 LGB meetings
<b>ASSOCIATE MEMBERS</b>						
Amanda Pym	04/07/2016 – 31/07/2017 **	Governing Body	None	Curriculum		3 out of 5 LGB meetings 4 out of 5 Curriculum meetings

**Board of the Crabtree Academy Trust – Trustees for academic year 2016-2017, as at 28<sup>th</sup> November 2017**

NAME	APPOINTMENT DETAILS	VIRTUE OF APPOINTMENT	ANY BUSINESS INTERESTS	ATTENDANCE IN 2016-2017 academic year
Christopher Rule (parent governor)	20/11/2013-	Chair of Infants Governing Body	None	4 out of 4 Board meetings
Philip Kendall (coopted governor)	20/11/2013-	Chair of Juniors Governing Body	Spouse employed by Crabtree Infants' School	3 out of 4 Board meetings
Kathryn Connolly (parent governor)	20/11/2013-	Originally elected by Infants Governing Body. From 19 July 2017 co-opted by Board	None	2 out of 4 Board meetings
Mark Davies	15/07/2015-	Co-opted by Board	None	3 out of 4 Board meetings
Ian Pattrick	20/11/2013-	Head teacher of Juniors	None	4 out of 4 Board meetings
Sally Pattrick	20/11/2013-	Head teacher of Infants	None	4 out of 4 Board meetings
Chloe Hawkins (parent governor)	22/03/2017-		None	1 out of 1 Board meetings
<i>Andrea Chapman (parent governor)</i>	<i>20/11/2013- 19/10/2016</i>		<i>None</i>	<i>4 out of 4 Board meetings</i>
<b>ASSOCIATE TRUSTEES</b>				
Soledad Vela	24/02/2014 -	Elected by Infants staff		2 out of 4 Board meetings
<i>Emily Renier</i>	<i>01/11/2015- 31/08/2017</i>	<i>Elected by Junior staff</i>		<i>2 out of 3 Board meetings</i>

*Andrea Chapman resigned at 19 Oct 2016 and Emily Renier resigned at 31 Aug 2017.*

**AUDIT COMMITTEE**

NAME	MEMBERSHIP DETAILS	ANY BUSINESS/PECUNIARY INTERESTS	ATTENDANCE IN 2016-2017 Academic year
Christopher Rule	In role since committee formed	None	4 out of 4 meetings
Philip Kendall	In role since committee formed	Spouse employed by Crabtree Infants' School	3 out of 4 meetings
Robin Cregan	In role since committee formed	None	3 out of 4 meetings
Claire Petevinos	In role since committee formed	None	4 out of 4 meetings
Andrea Chapman	Member to 19/10/16. In attendance in role as CFO thereafter.	None	4 out of 4 meetings