

Crabtree Academy Trust - Governance arrangements as at September 2016

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: Andrea Chapman, Kathryn Connolly, Mark Davies, Philip Kendall, Ian Patrick, Sally Patrick, Christopher Rule

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: 2015-16 Academic Year
Attendance details for the preceding 12 months

| NAME | TERM | APPOINTING BODY | ANY BUSINESS INTEREST | COMMITTEE MEMBERSHIP | ROLE | ATTENDANCE IN LAST 12 MONTHS |
|---------------------------|----------------------------|-----------------|------------------------|-------------------------|--|--|
| CO-OPTED GOVERNORS | | | | | | |
| Mark Davies | 21/05/2014 – 20/05/2018 | Governing Body | None* | Curriculum | | 100% attendance at Curriculum and LGB meetings |
| Peter Philips | 09/10/2014 – 08/09/2018 | Governing Body | None* | Resources | | 3 out of 4 LGB meetings 4 out of 5 Resources committee meetings |
| Lisa Robson | 11/12/2012 – 10/12/2016 | Governing Body | None* | Curriculum | | 100% attendance at Curriculum 3 out of 4 LGB meetings |
| Kathy Connolly | 12/03/2016 – 11/03/2020 | Governing Body | None* | Curriculum | Chair of Curriculum committee to June 2016 | 100% attendance at Curriculum and LGB meetings |
| Amanda Ellison | 11/12/2015 – 10/12/2019 | Governing Body | None* | Curriculum | Chair of curriculum Committee from June 2016 | 100% attendance at Curriculum and LGB meetings |
| PARENT GOVERNORS | | | | | | |
| Andrea Chapman | 01/02/2015 – (Oct 16) ** | Parents | None* | Resources | Chair of Resources committee | 100% attendance at Resources committee and LGB meetings |
| Tony Raynham | 14/02/2015 – (Oct 16) | Parents | None* | Curriculum | | 2 out of 4 LGB meetings 2 out of 5 curriculum meetings |
| Chris Rule | 21/11/2015 – 22/11/2019 ** | Parents | None* | Resources | Chair of governors | 100% attendance at LGB meetings 3 out of 5 Resources committees |
| Shirin Smith | 01/09/2016 – 31/08/2020 | Parents | None* | | | |
| Amanda Wetherall | 19/10/2012 – 18/10/2016 | Parents | None* | Resources | | 3 out of 4 LGB meetings 3 out of 5 Resources committee meetings |
| STAFF GOVERNORS | | | | | | |
| Anna Baillie-Lane | 02/09/2013 – 01/09/2017 | Staff | None* | Curriculum | DSP | 100% attendance at LGB meetings 3 out of 5 Curriculum meetings |
| HEAD (EX-OFFICIO) | | | | | | |
| Sally Patrick | 04/01/2010 - | | Spouse employed by CJS | Curriculum Resources | DSP | 100% attendance at LGB and committee 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: 2015-16 Academic Year

Attendance details for the preceding 12 months

| NAME | TERM | APPOINTING BODY | ANY BUSINESS INTERESTS | COMMITTEE MEMBERSHIP | ROLE | ATTENDANCE IN LAST 12 MONTHS |
|---------------------------|-------------------------|-----------------|---|--------------------------------|-------------------------------|---|
| CO-OPTED GOVERNORS | | | | | | |
| Penny Buckman | 09/12/2014 - 08/12/2018 | Governing Body | Staff member | | | 4 out of 5 LGB meetings |
| Philip Kendall | 01/04/2014 - 31/03/2018 | Governing Body | Spouse employed by Crabtree Infants' School | Curriculum Resources Personnel | Chair of Governors | 100% attendance at LGB, Curriculum and Resources meetings, 4 out of 5 Personnel |
| Nicola Lewis | 22/09/2015 - 21/09/2019 | Governing Body | None | Curriculum | | 3 out of 5 LGB meetings, 5 out of 6 Curriculum meetings |
| Jim Robinson | 01/04/2014 - 31/03/2018 | Governing Body | None | Resources Personnel | Vice Chair of Governors | 100% attendance at LGB meetings, 4 out of 5 Resources and Personnel meetings |
| PARENT GOVERNORS | | | | | | |
| Adrian Bending | 09/07/2014 - 12/07/2016 | Parents | None | Curriculum | | 1 out of 4 LGB meetings, 1 out of 6 Curriculum meetings |
| Marie Hall | 13/07/2016 - 12/07/2020 | Parents | None | Personnel | | None, appointed after last meeting of 2015/16 academic year |
| Nelson Hanna | 13/07/2016 - 12/07/2020 | Parents | None | Curriculum | | None, appointed after last meeting of 2015/16 academic year |
| Chloe Hawkins | 08/12/2014 - 07/10/2018 | Parents | None | Curriculum | Chair of Curriculum Committee | 100% attendance at LGB and committee meetings |
| Claire Petevinos | 24/10/2013 - 23/10/2017 | Parents | None | Resources | | 100% attendance at LGB and committee meetings |
| Amanda Pym | 03/07/2012 - 02/07/2016 | Parents | None | Curriculum | | 0 out of 5 LGB meetings, 2 out of 6 Curriculum meetings |
| STAFF GOVERNORS | | | | | | |
| Pamela Doran | 30/07/2012 – (Sept 16) | Staff | None | | | 3 out of 4 LGB meetings |
| Doug Wood | 08/10/2014 - 07/10/2018 | Staff | None | | | 100% attendance at LGB |
| ASSOCIATE MEMBERS | | | | | | |
| Amanda Pym | 04/07/2016 - 31/07/2017 | Governing Body | None | Curriculum | | 0 out of 5 LGB meetings, 2 out of 6 Curriculum meetings |
| Ann Young | 01/09/2015 - 31/08/2016 | Governing Body | None | Personnel | | 3 out of 5 LGB meetings, 5 out of 6 Personnel meetings |
| HEAD (EX-OFFICIO) | | | | | | |
| Ian Pattrick | 01/09/2005 - | | Spouse employed by Crabtree Infants' School | Curriculum Resources Personnel | DSP | 4 out of 5 LGB meetings, 5 out of 6 Curriculum meetings, 4 out of 5 Resources, 100% Personnel |

*There are no relationships between governors and members of the school staff including spouses, partners and relatives beyond those identified under business interests.