



The Boulevard Academy Trust Trustees Handbook

Revised

April 2021

Legal and administrative details of the Company

Company name	The Boulevard Academy Trust
Company number	8174233
Registered office	The Boulevard Academy, 75 Massey Close, Hull HU3 3QT

Purpose of this document

This governance handbook summarises the legal structure of the company and sets out the basic internal arrangements for the governance of the company and the governance of The Boulevard Academy (referred to henceforward in this document as the academy)

Overview of trust governance structure

For the purposes of this governance handbook, the legal entity to which this handbook refers is referred to as 'the trust'.

The trust has two layers of corporate governance:

- members: the members who retain control over the vision and strategic direction of the academy trust and appointment of trustees. Members also receive the audited annual accounts.
- trustees: the trustees (also known as directors or governors in a single academy trust model) who have responsibility for day-to-day management and operation of the academy trust. The executive board is the board of trustees, most of whom are appointed by and with significant delegated responsibilities from the members. This includes determining the strategic direction for the academy and the trust as long as this supports and conforms to the members' vision for the trust.

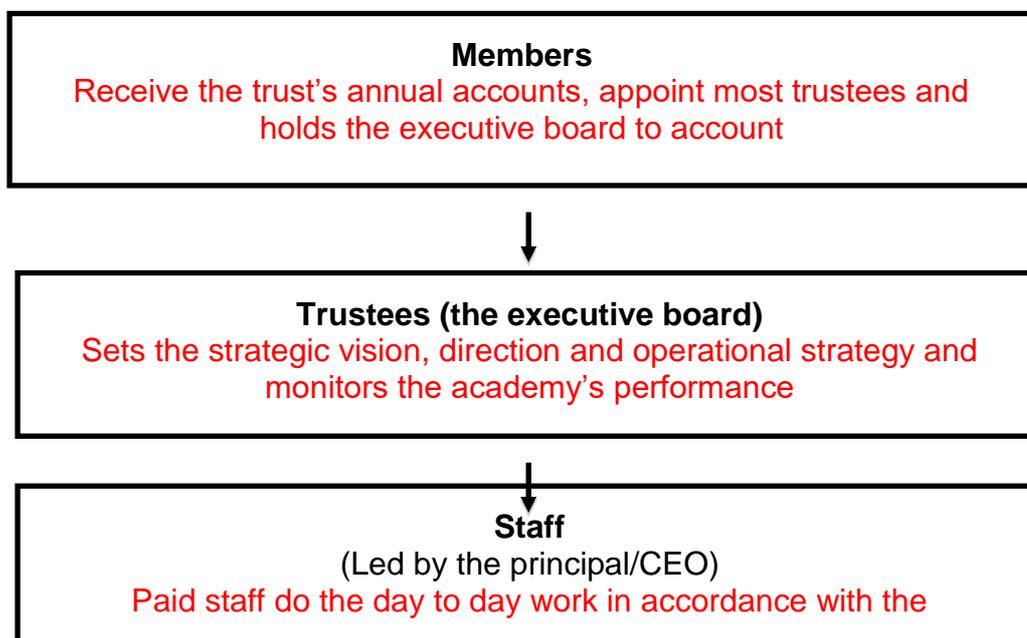
The trust's staff carry out the day to day work of the trust. The Boulevard Academy's principal/CEO leads the staff.

The following sections of this handbook summarise the roles and functions of the various tiers within the trust.

Roles for The Boulevard Academy

Within the trust structure there are three main roles for the academy: members, trustees, and the staff.

The following diagram summarises the roles in brief.



Functions of the members of the trust

As a single academy trust, The Boulevard Academy Trust is also a company limited by guarantee that has guarantors who are referred to as members. A company limited by guarantee does not have shareholders. In the legal structure for academies, it is now common practice to refer to academy governance as a trust, with members and trustees. In a single academy trust, such as The Boulevard Academy, there are members and trustees. Trustees also fulfil the role of company directors and school governors.

The members' main functions are:

- taking part in annual general meetings and any other general meetings;
- appointing trustees to the academy's executive board;
- receiving the trust's financial reports and annual audit report; and
- exercising company and trust law powers reserved to the members, such as amending the Articles of the trust and removing governors.

Term of office of the members

The members are permanent appointments. If any member gives notice to retire or resign the remaining members will need to appoint a replacement to ensure that there is always a minimum of three members.

Members' meetings

The member board will convene in December annually. This will be the annual general meeting to receive the trust's audited accounts.

The Executive Board

Governors are now to be referred to as trustees;

The role of the executive board

The role of the executive board is to exercise leadership on behalf of the trust in the running of the academy. The executive board will ensure strong and effective governance of the academy on behalf of the trust. The executive board fulfils all the responsibilities of a school governing body, as well as trust board responsibilities as a single academy trust.

The purpose of the executive board is to:

- help the members and the academy's principal and senior leadership team to set high standards by planning for the academy's future and setting performance targets for the academy;
- approve the academy's annual budget and keep the budget under regular review;
- act as the academy's admissions authority on behalf of the trust;
- act as the employer of all academy staff on behalf of the trust;
- approve relevant and appropriate policies to ensure the smooth running of the academy;
- monitor the effectiveness of the academy provision;
- act as a critical friend to the Academy's principal and senior leadership team, offering support and advice;
- help the academy respond to the needs of parents and the community;
- help to ensure the academy is open and accountable to the public for what it does;
- work with the academy on planning, developing policies and keeping the academy provision under review; and
- exercise the responsibilities and powers delegated to it by the members in partnership with the principal and staff.

It is not the role of the executive board to intervene in the day-to-day management of the academy. The academy principal, senior leadership team and staff are responsible for the operational delivery of the academy. The role of the executive board is to provide strategic leadership for the academy. If the executive board has concerns about weaknesses in the academy it should 1) report them to the members depending on the nature of the concern and 2) seek to support and address the perceived weakness with the academy principal and senior leadership team.

Key responsibilities of trustees

It is the responsibility of the executive board to ensure that the academy complies with all relevant policies and procedures, specifically:

- ensuring full compliance with all relevant legal requirements and statutory guidance;
- monitoring the performance of the academy;
- acting as the admissions authority for the academy;
- ensuring the quality of educational provision;
- approving relevant and appropriate policies and keeping these under regular review;
- evaluating pupil outcomes;
- approving the academy's annual budget and managing financial, physical and human resources;
- monitoring the performance of the academy against targets set and compliance with the company's procedures;
- addressing any complaints or grievances in accordance with the appropriate policies; and
- raising any concerns and potential risks with the members.

Trustees are expected to exercise reasonable care, skill, and be objective in carrying out their responsibilities.

Functions delegated to the executive board

To carry out its role the executive board will:

- support the members to implement the vision and mission for the academy consistent with the trust's general vision, mission and objectives; and
- encourage the highest standards of leadership and management at all levels with the academy.

In doing this, the executive board will:

- support, advise and hold the principal to account;
- challenge and support the leadership team; and
- organise its own work effectively;

The executive board will systematically and regularly monitor and evaluate the work of the academy in relation to:

- ensuring the executive board fulfils all statutory governance requirements;
- ensuring that the trust's policies and procedures are approved, followed and used to maximise achievement and effectiveness;
- keeping policies under regular review to ensure they remain compliant with national legislation and policy development and fully effective to meet the ongoing needs of the academy;

student performance -

- agreeing and publishing academy targets for pupil performance;
- monitoring and evaluating progress against those targets;
- monitoring and evaluating the effectiveness of the curriculum set for the academy;
- agreeing policies that will enhance the quality of teaching and learning within the academy.

Academy Improvement plans -

- creating, evaluating and delivering an improvement plan for the academy including setting annual projections and targets in conjunction with the academy principal and senior leadership team;
- reviewing and updating the improvement plan annually;
- monitoring performance against the improvement plan and reporting progress to the members as necessary;

budgeting -

- setting strategic guidance for priorities within the Academy's budget;
- approving the Academy's annual budget;
- monitoring and reviewing the annual Academy budget to be prepared by the principal;
- ensuring budgets and the agreed spend on staffing are not exceeded and agreeing overspend beyond the permitted limit on staffing by exception;

inclusion -

- ensuring the academy fulfils its statutory duties in relation to SEND, disadvantage, safeguarding and child protection;
- ensuring the academy fulfils its statutory duties with regard to equality;
- ensuring that the academy communicates well with parents and carers;
- seeking good relationships with external bodies and community groups;

ethos and achievement -

- promoting an ethos which positively develops pupils' spiritual, moral, social and cultural development, including promoting an understanding of and commitment to the British values of tolerance and respect and ensuring the duty to Prevent is fulfilled;
- recognising and celebrating achievement by pupils and staff of the academy.

self-evaluation -

- reviewing the structure, personnel and performance of the executive board.
- reporting to the members on the performance of the governing body in a timely manner.

Powers of trustees

The chair of the executive board fulfils the functions of a school chair of governors. The chair is authorised to discharge any function of the trustees if the delay of calling a meeting would be likely to be seriously detrimental to the academy, to a pupil, to a parent or to an employee.

Chair's decisions

The chair of the executive board has the authority to make an urgent decision within the delegated remit of that board that cannot wait for approval until the next appropriate executive board meeting. Where a chair's decision is taken, this must be recorded and notified to the executive board clerk for formal ratification at the next appropriate meeting.

The chair of the executive board can seek approval from other trustees by written/e-mail communication but this must be minuted at the next appropriate board meeting.

Composition of the academy executive board

The composition of the executive board is at the discretion of the members with the exception of the appointment of the principal who is ex officio a trustee. Members and trustees will review the composition of the executive board regularly. The members' main concern is to ensure the executive board is effective in its role.

As a general rule the following guidance will be used:

- The executive board will comprise
 - up to 6 trustees appointed by the members; and
 - the academy principal
 - a minimum of 2 parent trustees if elected
 - staff trustees
- The number of trustees who are employed by or otherwise receiving any direct or indirect financial benefit from the company (including the principal) must not exceed one third of the total number of persons on the executive board.

The members reserve the right to remove trustees from office and change the governance structure.

As long as trustees have acted honestly, for the benefit of the academy and reasonably, within the law and terms of their delegated powers they cannot be held personally liable for any liabilities incurred on behalf of the company.

FINANCE, AUDIT AND RISK COMMITTEE

Delegated Powers Y Quorum 3/50% + 1

Mr O Staicu
Mrs L Bailey
Mr P Tempest
Chief Executive Officer (CEO)/Principal

In attendance: Mrs C Daniel, Academy Business Manager

Reserve: any other eligible Trustee
Chair: Mr Staicu
Clerk: Mrs E Evans, Clerk to the Executive Board

Terms of Reference

Purpose

The Finance, Audit and Risk Committee has responsibility as delegated by the Executive Board and Members for ensuring that the Academy:

1. remains in sound financial health;
2. maintains effective risk management practices;
3. complies with relevant legislation and regulations;
4. engages effectively with external funders and regulators.

Remit

1. To oversee the management of the Academy's financial affairs.
2. To ensure the proper preparation of the Academy Annual Report and budgets;
3. To advise, guide and receive information from the the Academy's senior leaders;
4. To scrutinise any funding submissions and returns to external funders;
5. To retain responsibility on behalf of the Executive Board for researching and identifying additional funding to increase resource availability for the Academy;
6. To receive and scrutinise the Academy budgets and accompanying commentary prior to final submission the Executive Board for approval.
7. To receive the Academy's management accounts and accompanying management report, discuss any variances to budget and recommend to the Executive Board any actions necessary to improve the Academy's financial performance.
8. To receive and scrutinise any Academy investment expenditure budgets and accompanying commentary; to receive regular reports from the CEO/Academy Business Manager on any major investment projects (i.e £30k to £100k) prior to approval by the Executive Board.
9. To review and develop the Academy Financial Procedures;
10. To act as the Pay Review Committee and approve recommendations from the CEO on staff pay awards and the CEO's appraisers regarding her pay progression, as delegated by the Executive Board;
11. To scrutinise the financial impact of any proposed changes to the Academy staffing structure and to make recommendations to the Executive Board for final approval, in line with adopted policies;

12. To monitor the performance of existing audit systems and present reports to the Executive Board in respect of the results of any auditing exercises;
13. To review the terms of reference and scope of the auditors (internal and external); and recommend the appointment and monitor the performance of the auditors (internal and external);
14. To monitor the current risk exposures of the Academy and any future risk strategy and advise the Executive Board accordingly;
15. To retain responsibility for oversight and implementation of the mitigation activities outlines in the Academy Risk Register;
16. To keep under review the overall risk assessment processes that inform the Executive Board's decision making;
17. To promote and monitor Health and Safety and receive an annual report on issues, actions and progress from the appropriate Link Trustee.
18. To make other decisions relating to finance or risk as delegated by the Executive Board;
19. To receive any relevant reports from the Academy Leadership Team or relevant meetings;
20. To comply with the Academy Governance Handbook, the Academies Financial Handbook and any appropriate Department for Education/Education and Skills Funding Agency guidance and strategy documents;
21. To uphold the Mission and Values of the Academy;
22. To serve the interests of the Academy at all times;
23. To be accountable to the Executive Board.

Responsibility and Authority

1. The Committee will promote a culture of best value, accountability and transparency through the Academy operations and among its staff;
2. To call any investigation considered necessary and to call any individual or document relevant to any such investigation in order to meet the purpose and remit detailed above having due regard for any policy this action may be undertaken under i.e if the outcome of an investigation which could lead to disciplinary action;
3. The Committee will appoint a Trustee as Chair of the Committee.

Membership

1. Membership will be appointed by the Executive Board;
2. The quorum will be 50% + 1 (3) and must include at least one Trustee;
3. Three Trustees, one of whom will be Vice Chair.
4. Academy Business Manager;
5. In an advisory capacity only – CEO.

Resources

1. Any financial resources identified as within the annual budget, necessary to achieve the Committee's objectives;
2. Any management resources necessary to achieve the Committee's objective;
3. Appointment of other professional advisors as required to perform its role effectively;
4. Academy Business Manager to develop the agenda for the Committee meetings in conjunction with the Clerk to the Executive Board and the Chair.
5. The Clerk to the Executive Board.

Regularity of Meetings

1. There will be at least six meetings within each Academic year to advise and offer recommendations to Executive Board meetings.
2. Additional meetings may be called by:
 - i. The Executive Board (signed by the Chair).
 - ii. The CEO and one Trustee (signed by both).
 - iii. Two Trustees, members of the Committee (signed by both).

TEACHING AND LEARNING COMMITTEE

Delegated Powers Y Quorum 3/50% + 1

Mr P Burns
Mrs L Bailey
Mr P Tempest
Chief Executive Officer (CEO)/Principal

In attendance: Rachel Welch (Assistant Vice Principal)
Mike Williams (Assistant Vice Principal)

Reserve: any other eligible Trustee
Chair: Mr P Burns
Clerk: Mrs E Evans, Clerk to the Executive Board

Terms of Reference

The Teaching and Learning Committee has responsibility, as delegated by the Executive Board and Members for:

- To interrogate the metrics/data that are used to review the performance of groups of students.
- To use metrics/data to identify concerns where the provision is not effective.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To monitor and evaluate provision for all groups of vulnerable students (e.g. looked after children, SEND, EAL), ensure all needs have been identified and addressed and to evaluate their progress and achievement.
- To review and evaluate the use of pupil premium and Covid-19 catch up funding.
- To receive reports including metrics/data on attendance and behaviour, exclusions and alternative provision.
- To consider recommendations from external reviews of the school, agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To review the policies and practice in place to facilitate performance management, staff workload, marking and assessment.
- To review and challenge, where necessary, the actions and judgements of the academy senior leadership team.
- To advise the Finance, Audit and Risk Committee on the funding priorities necessary to deliver the curriculum.

Membership

1. Membership will be appointed by the Executive Board;
2. The quorum will be 50% + 1 (3) and must include at least two Trustees;
3. Three Trustees.
4. Academy Vice Principals (in attendance);
5. CEO/Principal.

Resources

1. Any financial resources identified as within the annual budget, necessary to achieve the Committee's objectives;
2. Any management resources necessary to achieve the Committee's objective;
3. Appointment of other professional advisors as required to perform its role effectively;
4. Recommendations for additional resources will be made to the Finance & Risk Committee.
5. Chair of the Committee to develop the agenda for the Committee meetings in conjunction with the Clerk to the Executive Board.
6. The Clerk to the Executive Board.

Regularity of Meetings

1. There will be a meeting each term, within each academic year, to advise and offer recommendations to Executive Board meetings.
2. Additional meetings may be called by:
 - i. The Executive Board (signed by the Chair).
 - ii. The CEO and one Trustee (signed by both).
 - iii. Two Trustees, members of the Committee (signed by both).

Protocol for trustee visits to the academy

Trustees and staff need to work together in an atmosphere of trust and mutual respect. This protocol is intended to help achieve this. Some trustees will have lead governance responsibility for key aspects of the academy's work, eg

- safeguarding (statutory);
- SEND (statutory);
- careers information, advice and guidance (statutory);
- Health and Safety
- pupil performance data monitoring and analysis;
- financial management;
- pupil premium

These trustees' visits to the academy will, in the main, focus on these specific aspects and, in discussion and with the agreement of the principal, will involve meetings with the lead SLT staff member for the particular aspect.

The chair of the executive board meets regularly with the principal to discuss general business and prepare for forthcoming executive board meeting.

Remit of this protocol

This protocol is intended to cover trustees' visits to the academy, i.e. those arranged with the principal to focus on aspects of the business plan or other identified issues. It is acknowledged that most trustees also visit the academy in other capacities, e.g. assemblies, concerts, PTA events etc.

Purpose of visits

- To help trustees understand the work of the academy.
- To enable trustees to act as well-informed critical friends.
- To help trustees understand improvement priorities in real terms.
- To enhance trustee-staff relationships.
- To help trustees evaluate progress and monitor performance against targets.

Planning visits

- Trustee visits may only be undertaken when planned in advance with the principal or relevant staff.
- All trustee visits will have a pre-agreed focus which will be communicated to the relevant staff.
- Trustee visits will usually have a focus which is linked to a current identified priority.
- Trustees will read any relevant documentation prior to the visit.

During the visit

- Trustees will, at all times, respect confidentiality including information relating to staff, children and family backgrounds.
- Trustees will always remember their role when visiting classrooms. Trustees are not there to evaluate staff or pupils' performance. The trustee's role is that of critical friend, not an inspector. Trustees do not visit to make judgements, but to gain an understanding of the academy, issues affecting it and importantly to note the conditions in which pupils and staff work to ensure a good learning environment and to take the views of the pupils and staff which may assist the trustees in their role.

After the visit

Comments about the visit will be shared with the principal and chair of the executive board, using the trustees visit form. These comments can then be further discussed with professional colleagues with a view to possible development.

Safeguarding

Trustees will all have enhanced DBS disclosures. When any trustee visits the academy, they should always sign in at the office and wear their pass and lanyard at all times whilst on the site.

Register of business and personal interests

Each member and trustee is required to declare their interests, both business and personal that may lead to a conflict of interest with the academy and complete a register of business and personal interests return when appointed and each time a new interest arises. Completed declarations must be returned to the academy business manager.

Trustee's Induction

It is important that new members and trustees are properly inducted to the trust and the Academy

As a minimum new members and trustees will be given an induction including:

- a copy of the trust's Articles;
- a copy of the governance handbook;
- a copy of the most recent published annual accounts for the trust.

In addition, trustees' induction may include:

- a meeting with the principal and chair of the executive board and tour of the academy;
- a copy of the protocol for trustee visits to the academy;
- a copy of the most recent available management accounts for the academy;
- child protection (safeguarding) policy;
- health and safety policy;
- academy improvement plan;
- most recent OFSTED inspection report.

All trustees will be expected to commit to engage in relevant training. Training needs will be identified through self-evaluation / audit, linked to statutory requirements, best practice and academy outcomes.

The Boulevard Academy Trust policies

Copies of the policies can be obtained from the academy's web site.

Clerk

- The executive board will appoint the clerk for the executive board. The clerk may be a person who is employed by the trust or may be paid for their services as clerk.
- The executive board shall determine any required qualifications, competences or experience when appointing the clerk.
- The clerk shall assist with the administration of the executive board.
- If the clerk is absent from a board meeting the trustees will select one individual from among their number to perform the clerk's duties for that meeting.
- The clerk does not have a vote.

REGISTER OF BUSINESS AND PERSONAL INTERESTS 2020/2021

The executive board is required to establish a register of business and personal interests of the trustees and staff, which should be open to inspection. Trustees, the principal and any other staff should declare any links they have with local companies from which the academy may wish to buy goods or services. It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from any decisions that they make.

Tick 1 box

1) I declare that I <u>have no business</u> or personal interests that would conflict with my work at The Boulevard Academy or influence any decisions I make. I will inform the executive board immediately should this change in the future.		
2) I declare that I do have a business or personal interest that could conflict with my work at The Boulevard Academy, details of which are provided below.		
Name of company / supplier with whom I have an interest	Type of business / interest	Relationship
3) Are you related to any pupils or members of staff in the Academy or member of the Trustee Board?		
No		
Yes		
<i>Details should be completed below</i>		
Name of person(s) related to		
Relationship		
Signed		
Date		

I understand that I may be unable to vote on matters concerning this interested and may be asked not to participate in discussions or decisions concerning this interest in accordance with the Articles of Association / Trustees Handbook.

The following information is currently relevant to me. I will inform the clerk immediately should this change in the future.

Name	
Signature	
Date	

Area	Ref	Task	Exec. Board (EB)	Finance, Audit & Risk (FAR)	Principal (P)	Notes
Finance	1.1	Approve formal budget plan for each financial year	•			P to draft for scrutiny by FAR which recommends approval to EB EB to agree annual budget, approve expenditure and agree levels of delegation to Principal
	1.2	Determine the proportion of the annual budget to be spent on academy staffing	•			Expenditure proposals that exceed approved limit must be approved by EB
	1.2	Monitor expenditure		•		FAR to report to EB
	1.3	Investigate financial irregularities		•		FAR to investigate (as per terms of reference)
	1.4	Agree contracts or other binding agreements above £100K	•			EB to agree levels of delegation to Principal. FAR to consider major investment projects of £30k to £100 prior to approval by EB
	1.5	Make payments	•	•	•	EB to agree annual budget and expenditure after consideration by FAR. To agree levels of delegation to Principal
	1.6	Establish charging policy	•			EB to approve on advice from Principal
	1.7	Establish delegation scheme	•			EB agree annual budget, approve expenditure and agree levels of delegation to Principal
	1.8	Appoint auditors	•			
	1.9	Determine internal audit arrangements	•			
			Ensure Pupil Premium funding is used to raise the achievement of disadvantaged pupils	•		
Staffing	2.1	Appoint Principal	•			Members with EB involvement on the selection panel.
	2.2	Appoint leadership staff		•	•	P appoints VP with EB involvement. P appoints all other staff

	2.3	Appoint teaching staff		•	•	P makes appointments. Advises EB
	2.4	Appoint support staff		•	•	With the involvement of EB for appointment of the business manager
	2.5	Agree employment terms and conditions	•			
	2.6	Recommendations for staff pay/package	•	•		EB approves annual pay policy. FAR agrees staff increments in line with policy and on P's recommendation
	2.7	Recommendation for Principal pay/package	•			EB chair and vice-chair recommend to FAR
	2.8	Establish HR/personnel policies & procedures	•			Principal recommends for EB approval
	2.9	Dismiss Principal	•			EB (three trustees) decision
	2.10	Dismiss other staff	•			Gross misconduct – instant dismissal by the Principal. Otherwise referral to the EB Chair. Appeal process, a committee of three trustees.
	2.11	Suspend Principal	•			EB decision . Further disciplinary process to be conducted by the EB.
	2.12	Suspend staff		•	•	Principal to decide EB chair to be informed
	2.13	End suspension of Principal	•			EB
	2.14	End suspension of staff		•	•	Chair of EB to be informed by Principal
	2.15	Determine dismissal payment & early retirement	•			P to determine. Chair to be advised.
	2.16	Establishing disciplinary/capability procedures	•			EB to approve policy on advice from P
	2.17	Ensure all data protection and disclosure requirements (GDPR) are in place	•			EB to monitor GDPR compliance
Standards	3.1	Monitor pupil progress, individuals and groups; including setting challenging individual & cohort targets	•			EB to approve annual targets

	3.2	Maintain overview of pupil progress: whole-school and groups against targets	•			EB to evaluate & challenge
	3.3	Evaluate impact of academy on pupil progress against targets	•			Advised by Principal. EB to be informed.
Curriculum and quality of provision	4.1	Set curriculum	•		•	In consultation with EB
	4.2	Ensure agreed curriculum is taught	•		•	EB to evaluate & challenge
	4.3	Implement curriculum	•		•	EB to evaluate and challenge
	4.4	Monitoring & evaluate curriculum policy and outcomes	•			EB to evaluate & challenge.
	4.5	Responsible for standards of teaching		•	•	EB to evaluate & challenge
	4.6	Changing length of day or holiday pattern	•			On advice from P
	4.7	Responsibility for individual child's education		•	•	Chair to be informed of potential exclusions
	4.8	Ensure statutory responsibilities for IAG are fulfilled		•	•	EB to monitor
Appraisal	5.1	Establish appraisal and performance management policy and keep under review	•			Chair to be advised by P. FAR to act as annual pay committee
	5.2	Implement performance management/capability of Principal	•			Chair and vice-chair of EB
	5.3	Implement performance management of staff	•		•	Informing EB
Behaviour & conduct	6.1	Establish behaviour policy	•			On advice from P
	6.2	Establish academy behaviour code; keep under review; monitor its effectiveness	•			
	6.3	Implement behaviour policy	•		•	
	6.4	Exclude pupil for one or more fixed terms (not more than 45 day in one year) or permanently exclude	•		•	EB to be involved as required

	6.5	Review pupil exclusions (pupil discipline committee)	•			EB to review exclusion data
	6.6	Direct reinstatement of pupil	•		•	
SEND	7.1	Approve, monitor and review SEN policy	•			
	7.2	Review provision for pupils with EHCP and associated costs	•			
	7.3	Review implementation of Pupil Premium and approve annual PP plan	•			EB to be informed
Admissions	7.1	Consult as required before setting an admissions policy	•			
	7.2	Decision not to admit a pupil		•	•	Principal consults with EB chair about decisions
	7.3	Direct Principal to admit a pupil	•			As admissions authority, first point of reference for admissions decisions.
	7.4	Ensure appropriate processes for independent admissions appeals are in place and fulfilled within required timescales	•			In consultation with P
Collective worship	8.1	Ensure requirements are met	•			
Premises	9.1	Insure buildings	•		•	
	9.2	Premises plan	•			Principal to produce in consultation with EB
	9.3	Health & safety requirements	•			EB to be informed of any issues
Academy Improvement	10.1	Improvement plan	•			EB approve plan.
School organisation	12.1	Set times of school day and term dates	•		•	P to inform EB for approval
	12.2	Ensure the academy meets for 380 sessions in academic year	•		•	
Information for parents	13.1	Provide parents with written reports on their child's achievement	•		•	EB to monitor. Principal to action
	13.2	Ensure the school website fulfils all statutory requirements	•		•	EB to monitor
	13.3	Ensure provision of free	•		•	

		school meals to those pupils meeting the criteria				
Safeguarding	14.1	Ensure academy is fully compliant with all statutory safeguarding requirements and keep under regular review	•			EB to monitor and consider annually
	14.2	Ensure designated academy safeguarding lead and designated trustee are clearly identified and receive appropriate training that is regularly updated.	•			
	14.4	Ensure the academy has sufficient staffing and resources to fulfil safeguarding requirements	•		•	In consultation with EB