

Addendum to DDAT Governance Structure and Scheme of Delegation

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1.0	18th July 2024		Original draft for Trust Board review and approval

1. Subject

Recognition of Additional Layer of Governance - Pilot Hub Model of Governance (PHMG).

2. Purpose

This addendum is issued as an interim measure to the DDAT Scheme of Delegation (SOD) approved by the Trust Board 23rd May 2024 and effective from 1st September 2024. It confirms the Board's recognition and approval of the Matlock And Dales Primary Partnership (MADPP), now referred to as the Pilot Hub Model of Governance (PHMG), as an additional academy committee within the Trust.

The PHMG, in its previous form, has been discussed at Board meetings held from September 2021 onwards and was approved by Trustees at the Board meeting held on the 27th March 2023.

Following a re-write of the DDAT Scheme of Delegation, and a subsequent review of the remit of the PHMG, the Board wishes to confirm its approval of the PHMG taking on specific decision-making powers delegated to certain school LACs under the SOD and the LAC Terms of Reference (TOR).

3. Scope

This addendum applies to the schools listed below, where the PHMG will exercise its governance powers as set out in the 'Pilot Hub Model of Governance – Terms of Reference' (appendix 1).

- All Saints CE Infant
- All Saints CE Junior
- Darley Churchtown CE Primary
- Bakewell CE Infants
- St. Giles CE Primary school

4. Provisions

4.1. Recognition and Approval

1.1.1. The Board formally recognises and approves the establishment of the Pilot Hub Model of Governance (PHMG).

1.1.2. The PHMG shall operate as an additional academy committee over the schools listed in section 3.

4.2. Decision-Making Powers

4.2.1. The PHMG shall assume certain decision-making powers delegated to the LACs under the SOD and LAC TOR.

4.2.2. These powers include, but are not limited to:

- Standards Oversight at the local level
- Financial oversight at the local level

4.3. Interim Measure

4.3.1. This addendum serves as an interim measure until the periodic revision and update of the SOD and associated TORs which is scheduled for December 2024.

4.3.2. The Board will ensure that the revised SOD and TORs will incorporate, and/or account for the role and powers of the PHMG, as established by this addendum.

5. Implementation

This addendum shall be effective immediately upon approval and shall remain in force until the updated SOD and TOR are formally adopted by the Board.

6. Authority

This addendum is issued under the authority of the DDAT Board and has been duly approved at the Board meeting held on 18th July 2024.

Appendix 1 - Pilot Hub Model of Governance Terms of Reference

1. Purpose

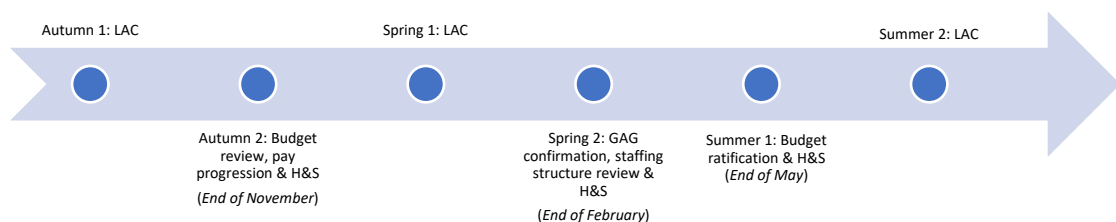
- 1.1. The purpose of the Pilot Hub Model of Governance (PHMG) is to provide educational oversight and financial scrutiny, ensuring all children benefit from appropriate staffing, resources and policies, so that all 'achieve life in all its fullness'.
- 1.2. In particular, the Pilot Hub Model of Governance will:
- Oversee standards and outcomes for all pupils across the Pilot Hub Model of Governance schools, providing challenge and support for school leaders.
 - Ensure decisions taken in each school are in the best interests of all pupils within the Pilot Hub Model of Governance and that they fully reflect the Christian principles and values that provide the Trust's foundation.

2. Membership

- 2.1. Annual membership shall comprise of two nominated LAC members from each school's Local Academy Committee (LAC).
- 2.2. The Executive Head teacher is a member of the Pilot Hub Model of Governance by virtue of their position.
- 2.3. The Chair of the Pilot Hub Model of Governance will be nominated by PHMG members and appointed annually by the Trust Board.
- 2.4. Terms of reference will be reviewed annually by the Trust board.
- 2.5. The SENCO, and each Head of School, should attend to provide information and participate in discussions.

3. Meetings and Procedures

- 3.1. The Pilot Hub Model of Governance will meet as necessary, and at least three times a year, as set out below, with each school's LAC meeting in between times. The timings for the Pilot Hub Model of Governance coincide with the release of strategic financial and staffing information.



- 3.2. The agenda for meetings will be agreed in advance by the Chair of the Pilot Hub Model of Governance and papers will be circulated at least seven clear days in advance of the meeting (via GovernorHub).
- 3.3. If the Chair is absent for the meeting, the members shall choose another member, to act as Chair for that meeting.
- 3.4. The Pilot Hub Model of Governance will have access to, and receive, copies of the minutes from each school's latest LAC meeting.
- 3.5. All meetings will be minuted and reports given to each school's LAC.

4. Quorum

- 4.1. The Pilot Hub Model of Governance will require a quorum of 50% of membership less any vacancies
- 4.2. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote they may have.

5. Standards oversight

5.1. Safeguarding

- a) Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of each school.
- b) Monitor the implementation and impact of the Hub Model Early Help offer.

5.2. Attendance and behaviour

- a) To receive reports and evaluate issues relating to attendance for all groups of pupils.
- b) To ensure the Hub Model schools have a written policy, with agreed principles, to promote good behaviour among pupils and that this is implemented effectively.
- c) To receive reports relating to behaviour, including rewards and sanctions, all forms of bullying and suspension/exclusion.

5.3. Curriculum and quality

- a) To monitor each school's curriculum breadth, depth, progression and accountability, ensuring it is at least as ambitious as the National Curriculum.
- b) Ensure considered and appropriate systems and procedures are in place to meet the needs of all pupils with additional educational needs.

5.4. Standards

- a) Monitor and review the school's performance and improvement through review of performance data including summaries of attainment, target setting and progress.

- b) To review and monitor Pupil Premium and Sports Premium plans and expenditure, and the impact on attendance, engagement and outcomes.

5.5. SEND

- a) Ensure that the Trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
- b) Ensure pupils with SEND have the resources they need to succeed.
- c) Work with the SENCO and other stakeholders across the Trust community to ensure pupils with SEND are well-supported and included in all aspects of school life.

6. **Financial Oversight**

6.1. Finance

- a) Monitor and scrutinise each school's, and the hub's, finances and resources (including staffing).
- b) Monitor each school's performance against the set budget (income, expenditure and cash flow) and provide observations and recommendations to each school's LAC.
- c) Review pupil number estimates (which underpin revenue projections) termly.
- d) Financial benchmarking, using information from GIAS and each school's IDSR.
- e) Consider and approve purchase orders for each school in line with Trust's financial handbook.
- f) Review and make recommendations to each school's LAC about any letting arrangements.

6.2. Estates and Health & Safety

- a) Ensure a costed devolved capital improvement plan is produced, delivered and monitored for each school.
- b) Monitor each school's estate, and audits, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.
- c) Ensure each school's sustainability plan is produced, delivered and monitored.

6.3. HR and payroll

- a) Review and consider the hub's staffing complement, structure and appointments in line with the Trust's Scheme of Delegation.
- b) Review and consider pay progression and increment (if appropriate) for senior leaders, teachers and school support staff in line with the Trust's

Scheme of Delegation.

- c) Ensure appropriate personnel management policies and procedures are adopted and followed.

7. Pilot Hub Model of Governance – Standing Agenda Items

1. Attendance: Present, Apologies for absence, also present
2. Election/confirmation of members
3. Declaration of interests
4. Approval of most recent minutes
5. Matters arising from previous minutes/meetings
6. Reports from LACs from schools within the hub model
7. Safeguarding
 - Attendance
 - Behaviour
 - Early Help
8. Standards: impact of our curriculum
9. SEND
10. Finance
 - Actual income, staffing and expenditure vs. planned budget
 - Capital improvements
11. Staffing
12. H&S
13. What have we done to benefit our children?
14. Meeting dates and times