

Governor Name	Mr John Hindmarch	Dr Katherine Bramley	Mr Brendan Robson	Mr James Parlett	Mrs Rachael Reid	Vacancy
Appointed by	Bishop of Hexham and Newcastle	Bishop of Hexham and Newcastle	Bishop of Hexham and Newcastle	Bishop of Hexham and Newcastle	Bishop of Hexham and Newcastle	Bishop of Hexham and Newcastle
Dates of terms of office as a governor of OLQoP	Governor since 2003 Current term: August 2016-2021 Chair of Local Governing Committee since Autumn 2013	Governor since 2008 Current term: September 2016-2021 Vice-Chair of Governors since Autumn 2013	December 2019-2023	September 2017-2021	May 2018-2022	
Sub-Committee membership, including any position of responsibility, (eg Chair of subcommittee)	Finance and Staffing (Chair) Admissions (Chair)	Finance and Staffing School Improvement (Chair)	Finance and Staffing	Finance and Staffing	Admissions	
Any other educational establishments you govern	None	None	Cardinal Hume Catholic School	None	None	
Business/ Employment expertise and interests	Retired Head of HR and Finance for Tyne and Wear Fire and Rescue Service and Deputy Chief Fire Officer	General Practitioner (NHS)	Head Teacher	Company Director Independent Financial Advisor	Teacher	
Relationship to other governors or members of staff, including spouses, partners and relatives		None	None	None	None	

Other relevant information including special interests	Single Central Register	Parent of two pupils in school. Mathematics, Equality, Science, Children with Medical Needs	Parent of one pupil in school Pupil Voice RE/PHSE	Parent of two pupils in school. Music	Parent of one pupil in school. Art DT	
Attended at least two of the most recent three full governor meetings	Yes	Yes		Yes	Yes	

Parent Members

Governor Name	Ms Louise Steel	Mrs Helen Johnson
Appointed by	Elected by parents	Elected by parents

Dates of terms of office as a governor of OLQoP	April 2017-2021	December 2019-2023
Sub-Committee membership, including any position of responsibility, (eg Chair of subcommittee)	Admissions School Improvement	School Improvement
Any other educational establishments you govern	None	None
Business/ Employment expertise and interests	Education	Education
Relationship to other governors or members of staff, including spouses, partners and relatives	None	None
Other relevant information	Parent of one child in school EYFS MFL	Parent of two children in school English PE
Attended at least two of the most recent three full governor meetings	Yes	

Staff and Local Authority Members

Governor Name	James Quinn	Mrs Elizabeth Maher	Councillor Anne Lawson
Appointed by	Elected by staff	(Head Teacher)	Sunderland City Council (LA)

Dates of terms of office as a governor of OLQoP	November 2019-2023	September 2013-	Governor since 2002 Current term: September 2018-2022
Sub-Committee membership, including any position of responsibility, (eg Chair of subcommittee)	School Improvement	Finance and Staffing Admissions School Improvement	Finance and Staffing Admissions
Any other educational establishments you govern	None	Cardinal Hume Catholic School, Gateshead	None
Business/ Employment expertise and interests	Primary Teacher	Head Teacher	Housing Management-Social housing (Retired) Councillor on Sunderland City Council Board Member- Wearside YMCA Chair of Sunderland Care and Support Limited
Relationship to other governors or members of staff, including spouses, partners and relatives	None	None	None
Other relevant information			Children who are looked after, SEN, History, Geography (Special Interest) Governor
Attended at least two of the most recent three full governor meetings		Yes	Yes

Terms of Reference

The Local Governing Committee:

1. Role of Governors

- 1.1. The role of a Governor within the Trust is an important one. In developing a governance structure, the Trust has sought to ensure that as much as possible the responsibility to govern is vested in those closest to the impact of decision making and that such responsibility matches the capacity of those assuming responsibility. The Trust Board has established Local Governing Committees for each of the Academies (or in groups where Academies are working closely together), for the most part made up of individuals drawn from the Academy's community, both as elected and appointed members.
- 1.2. Those serving on the Local Governing Committee are accountable to the Directors and the Bishop and must ensure that at all times they act in good faith and in the best interests of the Academies and the Trust, exercising reasonable care and skill having particular regard to personal knowledge and experience.
- 1.3. The Directors will work with the Diocese, having regard to any recommendations by the Diocesan Department for Education, in making or facilitating the making of suitable appointments of Governors and where removal is deemed in the best interest of the Trust and the Academy.
- 1.4. As a matter of general principle, the Local Governing Committee will adopt and will comply with all policies adopted by the Trust Board and will comply with any direction issued by the Trust Board and have regard to any advice given.
- 1.5. A summary of the key responsibilities of the Governors is set out in the attached **Table of Key Delegated Responsibilities**.
- 1.6. For the purposes of contracting with third parties, the Local Governing Committee has authority to act to fulfil its responsibilities and make the decisions it is authorised to make as set out in the Leadership and Governance Decision Planner and the Trust's Financial Regulations Manual or Finance Policy (which will be compliant with the Education & Skills Funding Agency's **Academies Financial Handbook**).
- 1.7. All Governors must comply with the **Governor Code of Conduct** adopted by the Trust from time to time which, for ease of reference, is appended to this Scheme of Delegation.
- 1.8. Terms of Reference regulating the composition of the Local Governing Committee and how it conducts business are also appended to this Scheme.

2. Committees and Further Delegation

- 2.1. Terms of Reference for the other committees established by the Directors, including the Leadership Group, are appended to this Scheme of Delegation.
- 2.2. The Local Governing Committees are not expected to establish any sub-committees. The Local Governing Committee is encouraged to form working groups to deliver specific projects if required, whether in conjunction with the Trust Board or alone, and subject to any guidance offered by the Trust Board from time to time.
- 2.3. Those to whom delegated responsibility is given must acknowledge the limitations on their authority and must not act outside of their authority. Any wilful disregard of the matters expressed in this Scheme and in particular the relevant Terms of Reference is likely to lead to a removal of delegated authority.

- 2.4. In the event of any serious disagreement between the Trust Board and a Local Governing Committee which cannot be resolved by the Chair of the Local Governing Committee discussing the matter with the Chair of the Trust Board will be referred to the Diocesan Department for Education for guidance.
- 2.5. No alteration of the Articles or change to the Scheme or removal of delegated authority shall invalidate any prior act of the Local Governing Committee (or other committee) which would have been valid if that alteration or withdrawal had not been made.
- 2.6. As a matter of general principle, the Local Governing Committee and the Academy more generally will adopt and will comply with all policies adopted by the Trust Board and will comply with any direction issued by the Trust Board and have regard to any advice given.

3. Financial Delegation

- 3.1. The Trust's financial procedures and authorisations are set out in the "**Financial Regulations Manual**" or "**Finance Policy**", a copy of which is appended to this Scheme of Delegation. Except as provided for in this Scheme of Delegation and subject to the requirements and restrictions set out in the Financial Regulations Manual/Finance Policy, budget responsibility is delegated to the respective Academy and expenditure will be authorised (in so far as necessary) and monitored by the Local Governing Committee.
- 3.2. No Trust or Academy monies (whether or not authority to expend has been devolved to the Local Governing Committee) shall be paid into any bank account other than a bank account authorised by the Trust's Chief Financial Officer.
- 3.3. The Trust is required to have in place systems to identify and properly manage risk. The Local Governing Committee is expected to comply with any policy or guidance issued by the Trust (and the Secretary of State for Education as Principal Regulator) and to ensure that proper procedures are put in place for the safeguarding of funds, including any voluntary funds or charitable funds obtained through fund raising activities.
- 3.4. The Local Governing Committee is expected to report to the Trust Board on the management of the funds which are its responsibility and will notify the Trust Board (or as directed) as soon as reasonably practicable of the occurrence of any event or happening of any circumstance which might expose the Trust or the Academy to any loss or claim, including but not limited to any event which might be covered by the ESFA's **Risk Protection Arrangement** scheme.
- 3.5. The Trust Board will have regard to the interests of all the Academies in deciding and implementing any policy (including any reserves or contingency policy) or exercising any authority in respect of any one or all of the Academies for which it is responsible. Notwithstanding this, the priority for the Trust Board is to put in place measures to ensure that any of the Academies are supported when the need arises and remain financially viable. Where this may have a significant financial impact on the funding of the support provided by or on behalf of the Trust Board, any policy shall first be discussed with the Leadership Group and its views taken into account and considered in relation to the setting and implementation of any such policy.

4. Personnel

- 4.1. All staff employed by the Trust or in connection with any Academy or Academies are employees of the Trust.
- 4.2. The Trust is required to adopt and ensure the consistent implementation of a series of HR policies and practices, which are expected to mirror those issued from time to time by the Catholic Education Service. The responsibility for the appointment and performance management of staff is set out in the relevant Table of Key Delegated Responsibilities and the Leadership and Governance Decision Planner.
- 4.3. Any proposed changes to the staffing structure operated within an Academy must be approved first by the Trust Board, who may also require changes to be made, but who will consult first with the Local Governing Committee before consulting more widely on any proposal.

- 4.4. Whilst the management of any claims and disputes involving staff (other than senior leaders) are expected to be dealt with at the local level in accordance with the Trust's Disciplinary Policy, the Trust Board should be kept informed and any advice or guidance issued by or on behalf of the Trust Board should be followed.
- 4.5. The Trust Board (in conjunction with the Local Governing Committees) will ensure that the Chief Executive Officer for the MAT, the Headteachers and Deputy Headteachers for all Academies, as well as any key teaching staff responsible for co-ordinating religious education and any chaplain or reserved post, shall be practising Catholics. The Diocesan Department for Education must be consulted on any appointment and if any investigation into wrongdoing is to be carried out.

5. Premises

- 5.1. The day to day maintenance and care of the buildings and facilities used in respect of the Academy is the responsibility of the Local Governing Committee (with management responsibility being delegated to the Headteacher), who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Trust (and/or any others) as owner of such buildings and facilities.
- 5.2. The Trust is required to have and to keep under review a long term estate management strategy that will identify the suitability of buildings and facilities in light of anticipated curriculum needs and projected pupil numbers. The Local Governing Committee will advise the Trust Board of the need for and availability of any capital investment and will work with the Trust Board to agree any capital priorities and the delivery of any significant capital project.
- 5.3. No disposal or acquisition of land will be undertaken without the consent of the Trust Board. Temporary use and short term lettings will be managed by the Local Governing Committee, subject to any lettings policy issued by the Trust from time to time and observing any regulations issued by the Diocese.

6. Regulatory Matters

- 6.1. The responsibility to ensure that the Academy complies with all legal obligations and operates in accordance with any statutory guidance and any guidance issued by the Diocese is a shared responsibility of the Directors and the Governors, as well as leadership.
- 6.2. The Local Governing Committee has authority to determine any appeals against admission and any decision by the Headteacher to exclude any pupil.

Local Governing Committee

- decide the School's strategic vision and uphold the School's distinctiveness and unique character, in harmony with the Trust's strategic vision and ethos
- support senior leadership team generally and with specific emphasis on target setting, pupil monitoring and analysing progress data to inform curriculum & budgeting priorities
- approve of School development/action plan
- approve of School budget and support the head teacher in submitting the budget to the Trust Board for formal approval
- approve any significant capital expenditure
- oversee expenditure ensuring the School works within its budget and implements the Trust's risk and financial management policies ensuring probity, prudence and efficiency
- play an active part in the recruitment of the headteacher
- support the senior leadership team in the development and review of an appropriate staffing structure
- support the head teacher in the recruitment and performance management of personnel
- responsible for staff welfare and well-being, supporting the senior leadership team in monitoring absence and sickness
- promote collaboration with other schools in the Trust
- develop and review delegated school policies (e.g. admissions, pupil behaviour, safeguarding)
- provide advice and feedback to the Directors, ensuring the School is meeting the needs of its community
- undertake all and any appropriate community consultation
- provide a point of contact for parents, carers and other members of the local community, maintaining an effective link to the wider community
- evaluate its performance ensuring appropriate training and development so that knowledge, skills and behaviour are appropriate for a dynamic education environment

Trinity Multi Academy Trust employee acts as Clerk to the Governing Body

Members of the Governing Body are not eligible to claim travel or subsistence allowances under any circumstances.