

Action plan from governance review Spring 2021

Governance structure and practice

Area for development	Response	Progress	Date
Be clear on the job description of the CEO, and division of responsibility and accountability	New JD produced for advert. New SoD clear for responsibility and accountability	Complete	18.6.21
Organise annual governance event	CK to discuss with heads and chairs and to look at an event in the autumn term		
Arrange trips for trustees to the different academies (when restrictions lift)	To review this in the autumn term		
Develop a succession plan for the chairs, to include mentoring for new chairs	CK to work with FS to bring draft strategy to board. Use Inspiring Governance and NGA for advice and guidance		
Raise the profile of governance in the trust through: <ul style="list-style-type: none"> • Biographies of all governors and trustees on website • Summary of the impact of governance in early years of the trust • Intention statement for 	CK to ask heads to produce biographies for academy websites (?produce a proforma for guidance) CK to ask trustees to produce for the trust website. CK to work with FS on draft summary and intention statement to share with board	Proforma for biography produced and shared. Awaiting return of the proformas	1.9.21

future governance developments			
Employ a governance professional to facilitate the work of trustees and members and to oversee governance across the trust.	CK to discuss with current clerk and seek advice from NGA as to how best to approach this.	CK has discussed with current clerk and approached another more experienced clerk. Job descriptions, pay grades and estimated costs to TSP have been drafted and shared with finance trustees. To go to advert August 2021	1.9.21
Develop a trustee and governor induction process	CK to discuss with heads and pull ideas together for board to agree	CK working with Governance professional to develop process	

Vision, ethos and strategic direction

Area for development	Response	Progress	Date
Be more specific about what the trust will look like in 5 years time.	Review strategic plan and current situation and update		
Trust vision to be clearly displayed on all academy websites	Check websites and have vision statement uploaded where required.	Information sent to website admin to add vision clearly to 2 academy websites	27.6.21

Monitoring and holding to account

Area for development	Response	Progress	Date
Ensure that monitoring activities are explicitly linked to summarising progress against the strategic priorities			
Have mechanisms in place for LAB to send feedback and questions to the trust board and receive prompt responses	Termly meetings with chairs now in place and feedback provided to board via Chair of trustees.	Complete but to seek feedback from Chairs of LABs as to any suggestions they have to improve communication	
Raise awareness of the scheme of delegation so delegation and lines of communication are clear	SoD has been fully revised and is much more detailed. Information for chairs of LABs and heads made explicit in a separate document (in the process of being finalised) SoD to be shared with trust board	SoD completed and ratified at board meeting in June. Chairs and heads SoD shared and questions addressed and rectified To be uploaded to websites	1.9.21
Meet with members twice a year to update them, in addition to the AGM.	CK and FJ to arrange summer meeting remotely and set up regular meeting schedule. Members to be sent copies of the trust newsletters (when produced)		