

## **Academy Management Committee - terms of reference.**

### **Summary and expectations**

During the interim period, until the academy is legally transferred to a new sponsor, the Academy Management Committee (AMC) will replace the existing local governing committee (Drive Team) and temporarily take on key responsibilities with additional powers delegated to it by the Bright Tribe (BTT) trust board. The additional powers required would include closer scrutiny of the school level budget and the curriculum and the AMC will act in an advisory capacity to the BTT trust board in relation to staffing, pay and performance management.

The AMC is a short-term measure to oversee the period between now and transfer to a new sponsor. The new sponsor will become responsible for local governance arrangements. The AMC arrangements will be reviewed periodically and at least once in April, and again in September if the academy has not transferred to a new sponsor at that point.

BTT will remain legally accountable for the academy until the legal transfer to a new sponsor has taken place. Academy staff on BTT contracts will remain employees of BTT until the date of transfer, as such they must continue to carry out their expected roles and responsibilities unless otherwise advised by BTT.

The AMC must not take any action or put in place any measures that would incur additional cost or impose additional liabilities on BTT trust or any individual academies within the trust without agreement from the trust board. If any action is taken without BTT approval that results in additional costs, BTT will not be liable for this expenditure. Equally BTT agree not to put in place any arrangements and/or contracts at the academy with a lifespan beyond the expected transfer date without consulting with the preferred/incoming sponsor and AMC.

We expect the AMC to create a forum where full, frank and professional discussion can take place with a core expectation of **confidentiality** and **impartiality**. Updates will be shared via the academy's website to ensure a clear line of communication to the wider community. All communication must be shared with DfE and BTT prior to publication.

The AMCs core responsibilities are:

- to be forward and outward looking with a robust and relentless focus on driving improvements in all aspects of the academy's functions and the children it serves,
- to report to the BTT trust board, via the Regional Governance team (ARC) and link to the Audit and Scrutiny Committee, updating DfE on key issues to ensure sharp accountability. The chair will establish a reporting mechanism that works for all parties.
- support the Regional Schools Commissioner (RSC) by providing advice and facilitating the transfer of the academy to a new sponsor appointed by the RSC,
- engage with BTT and any incoming sponsor to ensure a stable and fit for purpose staffing structure,

- engage with BTT, the incoming sponsor and DfE on budget matters in preparation for the transfer to a new sponsor, **with the expectation that any deficit is retained by BTT**,
- engage with school improvement partners and external monitoring visits; and
- engage with the local community and other key stakeholders.

This is a living document and is subject to change with the agreement of all parties.

### **Constitution, Terms of Office and Proceedings**

- This document should be read against the BTT scheme of delegation.
- The AMC will comprise of between five and eight members (ideally an odd number), including one or two suitably qualified parent representatives. In the event of voting deadlock, the chair will have the deciding vote.
- Members of the AMC will hold office for the period of its existence, although individual members may resign at any time.
- All members will be appointed on a skills basis and, as a minimum, will seek to have expertise in education, business, finance, HR and legal.
- DfE will propose appointments and removal of members of the AMC as necessary, taking into account the views of all parties. BTT and DfE will jointly appoint members of the AMC.
- The chair will be agreed by the AMC.
- Any AMC meeting will only be quorate if, at least, three of the members are in attendance,
- All parties will have the opportunity, upon invitation, to provide a representative at meetings to encourage a culture of transparency, this will include AMC, committee and trust board meetings. Representatives will attend in the capacity of an observer and will not have voting rights.
- Representatives of DfE, BTT and/or ESFA may attend AMC meetings as observers to provide their view.
- DfE and/or ESFA are available to provide any party with support and guidance as necessary.
- The frequency of AMC meetings will be agreed locally but as a minimum should meet monthly, initially there may be a need for more frequent meetings. This will be reviewed on an ongoing basis, in agreement with DfE and the new sponsor.
- The AMC will work with all parties to support the transfer of the academy to a new sponsor and jointly agree the AMCs exit strategy with the incoming sponsor, DfE and BTT.

- The AMC will ensure formal clerking of the AMC meetings, clerking services will continue in line with existing arrangements.

The AMC will assume responsibility for the following areas:

## 1. Finance

- At the start of the AMCs tenure, BTT will provide the AMC with a detailed summary of the academy's current budgetary position, including a breakdown of expenditure to date and future committed and uncommitted costs.
- The AMC can review and make recommendations on the academy level budget. Any recommendations to change the profile of expenditure or make new commitments will need to be provided to the BTT Board for approval. For the avoidance of doubt, uncommitted budget cannot be expended by the AMC without prior approval. A template on which to capture recommendations will be provided by BTT to the AMC.
- Work with the incoming sponsor to review and make recommendations on the 3-year academy level financial plan (**currently sits with the BTT trust board and BTT Finance Committee on a trust wide basis**).
- Adhere to good practice in relation to procurement as detailed in the [Buying for schools](#) guidance across all aspects of academy life.
- The AMC will ensure BTT are not exposed to additional financial risk or liabilities without express agreement from the trust board. If any action is taken without BTT approval that results in additional costs, BTT will not be liable for this expenditure.

## 2. Education

- Support the new sponsor in establishing and reviewing the future ambition for the academy and how this will be embedded with staff, pupils, parents and the wider community (**currently sits with BTT trust board**).
- Engage with the new sponsor and school improvement partners appointed by the RSC (**not currently in scheme of delegation**).
- In agreement with the Principal, establish and review the format for the Academy Improvement/Development plan, self-evaluation and Principal's report (**currently split between BTT Directors of Education and Regional Executive Principal**).
- Support and hold leaders to account to ensure the effective monitoring of all pupils so no child is left behind (**currently sits with Drive Team**).
- Ensure the effectiveness of safeguarding across all areas of academy life (**currently sits with BTT trust board**).
- Monitoring the use of specific targeted funding, such as pupil premium or sports premium (**currently sits with BTT Director of Secondary Education**).
- Work with external providers to address defined areas of improvement, holding them to account for outcomes (**not currently mentioned in scheme of delegation**).
- In conjunction with the Principal/SLT, monitor and review pupil behaviour, safety and welfare, attendance and exclusions (**currently sits with Drive Team**).
- Support and hold leaders to account to ensure secure and sustained improvements to the curriculum and the quality of teaching and learning against agreed Key Performance Indicators (**currently sits with BTT trust board**).
- Support and hold leaders to account to ensure the quality of continuing professional development for all staff (**currently sits with BTT Director of Secondary Education**).

### **3. People, Pay and Performance Management**

- Engage with BTT and incoming sponsor (as appropriate) to review and monitor existing staffing structures, providing support and advice to the new sponsor on forward plans. **(currently sits with BTT Finance Committee).**
- Feed into the overall management of the Principal, including performance, capability, grievance and disciplinary **(currently sits with the Regional Executive Principal).**
- Support and hold leaders to account on effective management of all academy staff, including performance, capability, grievance and disciplinary **(currently sits with the Principal).**

### **4. Risk, Premises and Internal Assurance**

- Receive and consider estate management strategies, making recommendations to the BTT board **(currently split between Operations Director and BTT Finance Committee).**
- In conjunction with the new sponsor (once appointed), advise on future priorities in relation to capital projects/expenditure **(currently split between BTT Operations Director and BTT Finance Committee).**
- Undertake walkarounds of the academy estate ensuring action plans are appropriate, making recommendations to BTT board/relevant committee on areas of concern. **(not currently included in scheme of delegation).**
- Support and hold leaders to account in developing, implementing and monitoring the effectiveness of risk and internal assurance strategies **(currently sits with BTT Audit and Scrutiny Committee).**
- In conjunction with BTT and/or the new sponsor appoint and remove any companies providing school level external support services to the academy **(not currently mentioned in scheme of delegation).**