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## VISION & STRUCTURE

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Policy Reviewed and Adopted by the Board of Trustees

Date of Approval: February 2021

Responsible Officer S White (CEO)

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## 1. About the trust

- 1.1 The VISION Academy Learning Trust is a group of secondary and primary schools with a common aim to inspire the imaginations of our students and to support them to develop in ways which stand them in good stead for their future lives and responsibilities as individuals, employees and citizens.
- 1.2 We seek to help each student to achieve the greatest all-round development and success of which he or she is capable and to promote his or her academic, personal, social, moral and spiritual development.
- 1.3 Our schools and academies will support all students to develop responsibility for their learning, ensuring that they continue to be challenged and stimulated by their learning throughout their time at the school.
- 1.4 The name VISION models our strong common ethos as a strong MAT whilst retaining our individual identity as a learning school.

**CEO** – Mr Simon White (*B.Ed. M.Ed. NPQH, NLE*)

**Co. Reg No:** 10249712

**Office:** School VISION ALT – School Address

## 2. Vision and Aims

- 1.5 The VISION Academy Learning Trust promotes an inclusive ethos, in which diversity of need and ability is acknowledged and nurtured.
- 1.6 Every aspect of academy life is guided by a strong ethical code, deep accountability, encouraging social awareness to help students understand and meet with confidence the challenges of a diverse and changing society and the world of work.
- 1.7 We aim for our parents, students and schools / academies to work closely together to ensure that every student is expected to achieve highly

## 3. Aims

- To value each member of the VISION ALT MAT community by trusting, supporting and treating each other with dignity and respect.
- The VISION Academy Learning Trusts ethos and values will ensure that children are safe, healthy, positively contribute to their whole community, and achieve economic and academic well-being in adult life. Importantly, all students must enjoy attending school and be deeply engaged in their learning.
- Achieve excellence for all students so that they make good progress, and they are able to make informed choices, solve problems and make good decisions.
- To ensure that all students succeed and thrive in school by raising aspirations and tackling disadvantage.
- Learning is central and will be stretching, rewarding and engaging. All students will be given the opportunity to grow personally, academically and socially.

- Ensure positive relationships with our local community and employers to support the opportunities for preparing our students for life beyond the Trust.
- Continue to work together for the collective good of the Trust in the context of what is best for all.

## 4. Trust Contact details

School No: 01642 352570

Email: [enquiries@valt.org.uk](mailto:enquiries@valt.org.uk)

CEO – Mr. Simon White

Finance and Resources Director – Mrs Jill Turner [j.turner@valt.org.uk](mailto:j.turner@valt.org.uk)

DPO – [dpo@valt.org.uk](mailto:dpo@valt.org.uk)

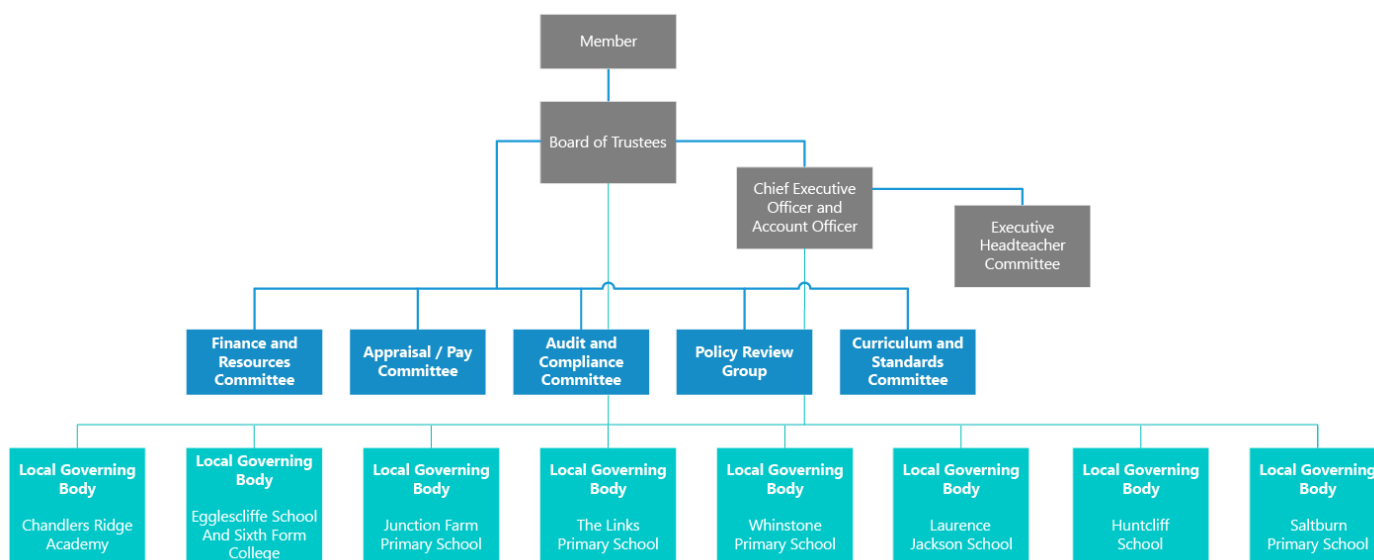
### 4.1 Board of Directors

- Kathryn van der Graaf
- Josie Graham
- Charlotte Irving (Chair)
- Alan Ankers
- Jill McGuire
- Erika Marshall
- Matthew Ord
- Sara Crawshaw
- Sara Marshall
- Simon White (CEO)
- Richard Long (Resigned 18.01.2021)

### 4.2 Members of the trust

- Dr Hall
- Mr Andy McDowall
- Susan Stokes
- Mr John Waugh (OBE)
- Richard Long
- Lynda Brown (Resigned 18.01.2021)

## 5. VISION Academy Learning Trust Structure



## 6. Remit of the Trust and Committees

6.1 The Board of Trustees will have overall legal responsibility for the operation of the MAT and the Schools / Academies within it. However, the Board of Trustees intends to work in partnership with its family of Academies / Schools. The Scheme of Delegation will therefore provide for certain functions to be carried out by one or more of the following:

- the Board of Trustees;
- the Executive Head Teacher Committee
- the Local Governing Body of the Academy/School

## 7. Trustees of the Academy Trust

7.1 Trustees are responsible under the Articles for controlling the trust's management and administration and ensuring it is solvent and well-run; and delivering the trust's charitable outcomes for the benefit of the public.

7.2 In the VISION multi academy trust board will:

- Set aims and objectives in accordance with charitable objects set out in Articles.
- Monitor and evaluate performance against aims and objectives.
- Ensure Articles are fit for purpose (subject to certain approvals).
- Appoint some of governors of Local Governing Body and remove governors.
- Recruit, manage and support Academy / School Head Teachers.
- Set strategic policy for the Multi Academy Trust
- Set and/or approve academy trust budgets and performance plans.
- Monitor, evaluate and challenge educational standards and performance in the academies.
- Responsible for ensuring funds are used only in accordance with the law, the board's powers under the FA (including the trust's articles of association which set out the powers of the trust and its governance arrangements), and the Academies Financial Handbook.

- Responsible for proper stewardship of funds and for ensuring economy, efficiency and effectiveness in their use.
- Ensure they use their discretion reasonably and take into account any and all relevant guidance on accountability or propriety.

## 8. Trust Board Committees

8.1 The board of Trustees of Vision Academy Learning Trust (the Trust Board) hereby resolve to establish the following committees: Finance and Resources committee, Audit and Finance Committee, Curriculum and Standards Committee, Initial Committee. The Board also resolve to formal Policy Review Group that will meet as and when necessary. Details for the effective operation of each committee are set out below:

### 8.2 Membership

- The Committee shall have a minimum of three members. A majority of Committee members must be Trustees of the Trust Board.
- The Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons will not be entitled to vote.
- The Trust CEO and / or Finance Director will attend all meetings.

### 8.3 Remit and responsibilities of the Committee

The remit and responsibilities of each committee are set out below.

### 8.4 Proceedings of Committee meetings

- Each Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- The quorum for the transaction of the business of the Committee shall be three or more Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Trustees of the Trust.
- Each committee member present in person shall be entitled to one vote.
- Where there is an equal division of votes the Chair shall have a casting vote.
- A register of attendance shall be kept for each Committee meeting and published annually.

## 9. Committee responsibilities

### 9.1 Finance and Resources Committee responsibilities:

- To ensure the appropriate and effective use of Trust funds and to ensure appropriate financial procedures and controls are in place.
- To approve and monitor central funding expenditure and proposals
- To approve the proposed budget of individual academies
- To oversee the capital programme and funding for the Trust
- To provide detailed scrutiny and oversight of the budget of academies where this function is not delegated to the individual LGB
- To approve and monitor key HR policies and statistics across the Trust
- To review any exception Health and Safety reporting as per H&S audit schedule
- To support the board of trustees in ensuring that a framework is established and maintained for optimising the employment of all the resources available to The Trust to enable it to meet its business and financial objectives.
- To ensure that the Trust's framework of financial planning, treasury management, systems and enable the proper management of the financial resources within the organisation
- To develop strategies for the employment of staff, communications, procurement, value for money and facilities management.
- To support the board of trustees in providing an added level of scrutiny in the monitoring of financial performance across the federation and the performance of other central and support services.
- To keep the board of trustees regularly informed of the committee's activities and key decisions.

### 9.2 Audit and Compliance Committee responsibilities:

- The Audit and Compliance Committee has principal oversight responsibility for management's system of internal controls and the controls over external reporting, the internal and external audit processes, the regulatory compliance functions and conflicts of interest. The Committee provides an avenue of communication among the independent auditor, Risk and Compliance, and the Board
- To monitor and assess the internal controls of The Trust to ensure that the trust as a whole is operating at appropriate levels of risk and in compliance with the Code of Audit Practice.
- To take responsibility for external and internal audit matters, oversee the work programme and performance quality of the internal and external audit services.
- To support the board of trustees in ensuring that a framework is established and maintained for the identification and management of risk
- To support the board of trustees in providing an added level of scrutiny in the monitoring of internal and external audit matters, risk management, fraud prevention and detection, and internal controls and health and safety.
- To ensure GDPR compliance and monitor progress, actions and amendments
- To keep the board of trustees regularly informed of the committee's activities and key decisions.

### 9.3 Curriculum and Standards Committee responsibilities

- The Education and Standards Committee monitors the work of the academies in the Trust and supports the work of the Local Governing Bodies in holding their academies to account and encouraging improvement.

#### **9.4 Pay and Appraisal Committee responsibilities**

- To determine and agree with the Trust Board the framework for the remuneration of the Trust's CEO and such other members of the executive management of the Trust as it is designated to consider
- To determine the Trust wide pay policy and oversee the process of moderation across the Trust
- To prepare and submit recommendations to the Trustees for the terms of service and remuneration (including pension arrangements) of the Senior Executives
- To monitor and evaluate the performance of the CEO
- To approve appropriate remuneration packages for executive appointments
- Having regard to the charitable status of the Trust and in recognition of the fact the Trust receives funding under a funding agreement with the Secretary of State for Education, to ensure the remuneration or other sums paid to a Senior Executive do not exceed an amount that is reasonable in all the circumstances
- To review and approve the design of, and determine targets for, any performance related pay schemes operated by the Trust and approve the total annual payments made under such schemes.
- To ensure that any termination packages including contractual terms and pension benefit entitlements do not reward failure and are fair to the individual and the Trust and comply with the obligations set out in the Academies Financial Handbook.
- To review pay / appraisal for Trust employees through the annual appraisal cycle
- To agree the policy for authorising claims for expenses from the Senior Executives.

#### **9.5 Policy Review Group**

- To review and approve the Trust statutory and employment policies.

## **10. Local Governing Body**

10.1 The Local Governing Body will meet six times a year and its responsibilities are:

- help the directors, Head Teachers and senior leadership team to set high standards by planning for the school's / academy's future and setting performance targets
- monitor the effectiveness of the academy / school provision including student outcomes, management of financial, physical and human resources, performance against targets
- act as a critical friend to the Head Teacher and senior leadership team, offering support and advice
- help the academy / school respond to the needs of parents and the community
- help make the academy / school be open and accountable to the public for what it does
- work with the academy / school on planning, developing policies and keeping provision under review
- exercise the responsibilities and powers delegated to it by the directors in partnership with the Head Teacher and staff.

10.2 It is not the role of the Local Governing Body to intervene in the day-to-day management of the academy. The Head Teacher, senior leadership team and staff are responsible for the operational delivery of the academy.



## 11. The role of the Executive Head Teacher Committee

- 11.1 To implement the priorities set out in the VALT Strategic Plan
- 11.2 To prepare reports for the Board
- 11.3 To prioritise school to school improvement

### Accounting Officer (CEO)

- 11.4 The Accounting Officer takes personal responsibility for assuring the board that there is compliance with the Financial Handbook, the Funding Agreement and all relevant aspects of company and charitable law. This cannot be delegated.
- 11.5 The Accounting Officer also has specific responsibilities for financial matters i.e personally responsible to Parliament and EFA for the resources under their control and must be able to assure Parliament and public of high standards of probity.

### Functions and duties of Head Teachers

11.6 The head Teachers have the following specific functions and duties:

- Overall strategic leadership responsibility for the academy.
- To strategically review the school termly and form a robust improvement plan
- Prepare a range of documents for the LGB that support their role in supporting and challenging the academy to achieve excellence at all levels.
- To ensure all learners make good progress through a quality curriculum and pastoral structure that meets the needs of all learners
- To be accountable for funds targeted at improving outcomes for identified groups
- To ensure high standards of teaching, learning and assessment
- To ensure strategic planning and operational work meets the needs as set out by the Board and CEO
- To support any under-performing schools within the Trust and to share best practice
- Recruit, manage and hold account the SLT, post holder and academy staff
  - Develop the trust and generate income.
- Maintain effective communication between the Trustees, CEO, LGB and academy staff.
- To prepare reports for the Trust Board, Trust committees and the LGB
- Create and manage high level external relationships including DfE, local authorities, National College, Ofsted.