

St John the Baptist Catholic MAT

Trustees (Members) – receive and approve annual report & Accounts

Annual Report & Accounts

Trust Board of Directors – meets Termly

Resources Ctte – 4x annual

Audit Ctte 3x annual

Teaching, Learning & Standards Termly

Resources produce:

- 1 yr and 3 yr Business Plan and Budget for MAT
- Annual School Budget Shares
- Premises Plan / Estates Strategy
- Bids to ESFA / DfE
- Annual Accounts draft
- Relevant MAT Policies

Resources Receive:

- School Budget Management Reports
- School Staffing Reports
- Benchmarking Reports

Audit produce:

- Audit Report
- Risk Register
- Relevant MAT Policies

Audit Receive:

- SHARE Report
- Due Diligence on Joining schools
- Internal Audit Reports
- Safeguarding Reports
- Admissions Information

TLS produce:

- MAT SEF (via MIDP evaluation, Dep CEO & CEO reports)
- MAT CPD Plan
- Intervention Board / Academy Action Plans
- Relevant MAT Policies

TLS Receive:

- Headteacher LGB Reports
- Summary Headteacher Achievement, Risk & Ethos (SHARE) Report
- Schools' Internal Data Summary (Data Dashboard)
- ASPs & External data on each school
- OFSTED / RSC / LA / Dep CEO Reports on each school

LGB & Director Chairs Committee, meets twice yearly

HOC Peterboro / KL, meets ½ termly or more

HOC Norfolk / Suffolk, meets ½ termly or more

Local Governing Bodies

Directors produce:

- Annual Report
- Annual Accounts
- MAT Vision & Catholic Ethos Statement
- MIDP -MAT Improvement & Development 1 & 3 yr Plan

Directors approve:

- 1 yr and 3 yr Business Plan and Budget for MAT
- Annual School Budgets
- Bids to ESFA / DfE
- Audit Report
- Premises Plan/Estates Stgy
- MAT SEF (MIDP eval & CEO report)
- MAT CPD Plan
- MAT Policies

Directors Receive:

- Resources & Audit & TLS Minutes
- CEO & Dep CEO Reports
- HOC Reports & Minutes
- LGB minutes
- LGB SEF, SIDP, Data Dashboard & Strategic Plans

HOC produce minutes & reports to incl:

- Teaching & Learning
- Leadership
- Curriculum Development
- Transition
- Pupil Support & Safeguarding
- Achievement (Attendance, Progress, Results as needed)
- Catholic Ethos
- SHARE Report / Data Dashboard

Executive Team –

- CEO
- Finance & Ops Director
- Deputy CEO
- Operations Manager
- Dir Teaching & Research Sch
- MAT Clerk

Produces Drafts of:

- Annual Report
- MIDP
- Intervention Board / Academy Action Plans
- Premises Plans / Estates Strategy
- Bids to DfE / ESFA
- MAT policies

Produces:

- Minutes of Directors & Sub Committees
- Due diligence on joining schools
- CEO & Dep CEO Reports
- Finance & Budget Reports

LGBs produce:

- School SEF, SIDP & Strategic plans
- School budget spending plan
- Local Premises Plan
- Data Dashboard
- LGB & LGB sub committee minutes
- Local School Policies
- Internal Audit & Safeguarding Reports

LGBs receive

- Headteacher Reports
- Data Dashboard (school data)
- Fin & Ops Dir/ Dep CEO / CEO support
- Finance & Budget reports