

Division of responsibilities between ARK Academies and local governing bodies (normal model)

Local governing body (LGB) responsibilities	ARK Academies responsibilities
<p>Monitoring:</p> <ul style="list-style-type: none"> ○ Educational offering (in line with ARK model) ○ School development plan implementation ○ Budget management ○ Special needs provision ○ Implementation of statutory compliance and risk management (health & safety, equality etc etc) <p>Staff recruitment and performance management:</p> <ul style="list-style-type: none"> ○ Pupil recruitment and admissions ○ Pupil discipline and exclusions ○ Principal recruitment (with AA and individual sponsor) and small school head and finance director recruitment (with AA) ○ Recruitment of other staff (normally delegated to the principal with option to involve LGB members) ○ Principal evaluation (with AA) ○ Other staff matters (AA to handle disciplinary issues/ dismissals where necessary) <p>Relationships and marketing:</p> <ul style="list-style-type: none"> ○ Parent relations (including liaison with any parent council) ○ Pupil recruitment ○ Community activities and relationships ○ Other locally co-ordinated activities: admissions forums, governor forums, school/college groupings, local educational initiatives etc. ○ School marketing and PR (jointly with AA where required) <p>Sub-committees deal with:</p> <ul style="list-style-type: none"> ○ Statutory matters: discipline/exclusions/appeals (ad hoc) ○ Finance, admin, premises and staff matters (including liaison with any staff council) ○ Education (attainment, curriculum, assessment, teaching etc) 	<p>Governance:</p> <ul style="list-style-type: none"> ○ Development of core ARK Academies vision and principles ○ Determining level of delegation to each LGB <p>Strategic management:</p> <ul style="list-style-type: none"> ○ Recruitment of principal (jointly with individual sponsor and LGB) ○ Involvement in SSH and FD recruitment ○ Performance management of principal (with LGB chair) and FD (with finance committee chair) ○ School target setting and development plan sign-off ○ School budget approval ○ ARK Academies staff contracts and policies ○ Financial and administrative policies <ul style="list-style-type: none"> ○ Planning, budgeting and reporting procedures ○ Statutory compliance and risk management ○ IT network strategy ○ Major procurement policies <p>Education:</p> <ul style="list-style-type: none"> ○ Development of overall ARK educational model ○ Curriculum and assessment provision and support in core subject areas (literacy, mathematics) and certain specialisms (music, possibly others in future) ○ Support for development plan implementation <p>Other services to be offered:</p> <ul style="list-style-type: none"> ○ Educational programmes: leadership training, extended school programme, others as required ○ Co-ordination of sharing of curriculum and practice through ARK human and electronic networks ○ Administrative and support services as required by schools

School level governance

1	ARK Schools board responsibility	<p>The ARK Schools is the legal governing body of all the schools in the academy trust. It delegates power to the local governing bodies.</p> <p>This delegation need not be the same for every academy: for example, the governing body of a mature ARK school may be able to take on more than that of a transition school in its first year.</p>
2	Local governing board composition (maximum 15 but ideally smaller)	<p>In the absence of special agreements (such as the Diocesan representation at Burlington Danes), the default LGB composition is:</p> <ul style="list-style-type: none"> ○ Six to ten ARK Academies nominations ○ One parent representative (who ideally will also act as chair of the parent council) ○ One local authority representative ○ Three school staff: head, teaching and non-teaching staff
3	Local governing body appointments	<p>Local governing body members for each school should be qualified by (a) individual calibre and experience and where possible (b) local or other relevance to the particular academy.</p> <p>We expect that the composition of each LGB will be reviewed at the outset and periodically to ensure that there is an appropriate mix of skills, interests and relevance, as well as enough capacity to deal with the more time-consuming aspects of the role. It is important to ensure that there is strong local involvement in all of our local governing bodies.</p>
4	Local governing body chair	<p>Individual sponsor may choose to act as chair, or alternatively nominate the first chair.</p>
5	Governing body process	<p>4-6 meetings a year: at least one each term.</p> <p>Part of each meeting may be held without school staff governors present, so that concerns about leadership can be discussed openly.</p>
6	Delegation principles	<p>Local governing body operates as a committee of the ARK Schools board with delegated powers, determined in accordance with the following principles:</p> <ul style="list-style-type: none"> ○ Maximum delegation to schools ○ Budgets (other than central spend grant) belong to schools, not to ARK Academies: all charges to schools must be fully justifiable ○ ARK Academies support must be available in areas where a lay governing body cannot reasonably cope with the burden of prescriptive legislation and detailed compliance, or where expert skills are needed.
7	Parent council	<p>We recommend that each school should establish one or more parent groups to work with small schools and, where appropriate, the academy as a whole. Within each academy, the LGB, principal and small school heads should determine the most appropriate format in conjunction with their own parent groups.</p>