

Rowan Learning Trust Responsibilities and Authorities of Members, Trustees and LGB Members



Governance Level	Membership	Meetings	Responsibilities/Authorities	Reporting to	References
Members	Three signatory members Two appointed members	AGM	<ul style="list-style-type: none"> To maintain the vision, ethos and moral purpose of the RLT To appoint /remove members To appoint/remove Trustees To change the Articles 	N/A	N/A
Board of Trustees	Up to 9 member appointed trustees	4 per year	<ul style="list-style-type: none"> To support the vision, ethos and moral purpose of the RLT To provide strategic direction for the provision of high quality education including growth of the RLT To challenge and monitor performance To provide financial oversight To performance manage the CEO and D of E To jointly performance manage executive headteachers, headteachers and principals with LGBs To ensure compliance with charity and company law To sign off on annual financial statements 	Reports to Members via minutes of meetings and at the AGM on progress for the year and the financial statement	Standing Orders
Audit Committee	At least 3 trustees with financial expertise The RLT financial officer	3 per year	<ul style="list-style-type: none"> To provide oversight of internal and external financial control 	Reports to the Board via minutes	Terms of Reference
Local Governing Body	Executive headteacher Headteacher One (or 2) teacher(s) and one support staff governor 2 parent governors Between 3 to 12 Trust appointed governors	4 per year plus sub-committees	<ul style="list-style-type: none"> To support the vision, ethos and moral purpose of the RLT To provide the strategic direction for the establishment To be accountable for budget setting and monitoring To challenge and support the Headteacher/Principal To govern admissions and exclusions To represent the views of the community 	Reports to the Board via minutes and key data capture	Scheme of Delegation from the Trust and Terms of Reference

Rowan Learning Trust Responsibilities and Authorities of the CEO/Accounting Officer, Director of Education and the Principal Finance Officer(s)



Role	Responsibilities	Reporting to
CEO/Accounting Officer	<ul style="list-style-type: none"> • Line management and performance management of RLT Headteachers/Principals and the Director of Education • Buildings and sites overview • Leadership succession planning • Governance arrangements • Line management of RLT School Improvement Team: Director of Education, Finance, Information Systems, HR and Governance • Working with the HR/Unions • Appropriate oversight of financial transactions • Regularity and propriety • Prudent and economical administration • Value for money through efficient, effective and economic use of available resources 	<ul style="list-style-type: none"> • The RLT Board and through it to the Secretary of State
The Director of Education	<ul style="list-style-type: none"> • Overview of student progress • Overview of Teaching & Learning • Overview pastoral systems and processes • Curriculum, assessment, recording and reporting • Quality Assurance mechanisms • SEFs & SDPs coordination • SLE deployment • Line management of RLT School Improvement Team: Teaching & Learning, English, maths, Safeguarding/SEN 	<ul style="list-style-type: none"> • The CEO
Principal Finance Officer(s)	<ul style="list-style-type: none"> • To prepare the annual accounts • To prepare and monitor the budget • To provide financial advice and guidance to the RLT establishments • To liaise with the auditors • To liaise with the EFA • To undertake a programme of work to address risks, address internal control and provide assurance to the external auditors 	<ul style="list-style-type: none"> • The CEO/Accounting Officer • The EFA

Rowan Learning Trust School Improvement Team Responsibilities and Authorities



Role	Responsibilities	Reporting to
<p>The School Improvement Team members</p>	<p>T&L</p> <p><u>Teaching and learning - English</u></p> <ul style="list-style-type: none"> • Ensuring high quality teaching to promote excellent learning • Ensuring rigorous faculty QA • Ensuring high standards of achievement in English • Ensuring an expert level of understanding of the language of exams • Ensuring high quality communication provision • Delivery of T&L training • Talent spotting and succession planning within the Trust <p><u>Teaching and learning - Mathematics</u></p> <ul style="list-style-type: none"> • Ensuring high quality teaching to promote excellent learning • Ensuring rigorous faculty QA • Ensuring high standards of achievement in mathematics • Ensuring an expert level of understanding of the language of exams • Ensuring high quality numeracy provision • Delivery of T&L training • Talent spotting and succession planning within the Trust <p><u>Safeguarding and SEN</u></p> <ul style="list-style-type: none"> • Statutory compliance for safeguarding • Ensuring effective safeguarding systems and practice • Ensuring the SEN Code of Practice is applied correctly • Ensuring high quality SEN provision • Delivery of Safeguarding training • Planning and implementation of Safeguarding & SEN due diligence • Talent spotting and succession planning within the Trust <p><u>Curriculum, assessment and progress</u></p> <ul style="list-style-type: none"> • Ensuring a high quality curriculum to promote excellent learning • Ensuring target setting is aspirational and assessment is rigorous and accurate • Planning and implementation of T&L diagnostics 	<ul style="list-style-type: none"> • The CEO or The Director of Education

- Planning, monitoring delivery and QA of school to school support
- Ensure students' progress is tracked and supported effectively
- Talent spotting and succession planning within the Trust

Operations

Information Systems

- Ensuring e-safety
- Corporate hardware and software strategy planning and delivery
- Ensuring high quality ICT provision to support learning
- ICT business development external to the Trust
- Planning and implementation of IT due diligence
- Talent spotting and succession planning within the Trust
- RLT school website compliance

Human Resources

- Ensuring corporate employment law compliance
- Overview of Trust establishment HR
- Provision of HR advice for Trust establishments
- Delivery of HR training
- Planning and implementation of employment contract due diligence
- Talent spotting and succession planning within the Trust
- JCNC meeting organisation

Governance

- Updating Companies House
- Ensuring Governance compliance
- Organisation of clerks to governors
- Organisation of RLT/statutory items for LGB meetings
- JCNC meeting clerking
- RLT policies co-ordination and distribution to establishments