

Marine Academy Plymouth: Annual Cycle of Business

This annual cycle of business for Marine Academy Plymouth (MAP) Marine Academy Trust (MAT), takes account of relevant constitutional documents, guidance from the DfE with regards academy governance (Nov 2015) the DfE Financial Handbook (Sept 2016) and the Ofsted Inspection Handbook (Sept 2015).

The intention of the Cycle of Business is to ensure that governors are reviewing key items on a regular basis to provide necessary governance assurance in the running of the MAT. Any annual cycle of business can only indicate broadly what key items could be expected to be discussed/decided upon throughout a year; it is not a definitive guide of all items that the governing body may consider.

MAP MAT FGB typically meets 6 times a year, plus at least one annual away day. This document focusses on the main FGB meetings and notes where relevant issues for sub-committees.

The Cycle is structured by the key areas that governing bodies should monitor and seek assurance on, taking the major headings from the DfE Governance Handbook.

Issue	Rationale and notes	Freq of review /consideration	Indicative FGB or Committee meeting/period
Ensuring clarity of vision, ethos and strategic direction			
Terms of Reference, composition and membership of FGB and its Committee	Ensuring the FGB understands its remit and responsibilities, has the most effective governance structure Ref DfE Governance Handbook	Annual	Sept/Oct
FGB skills audit and matrix	Ensuring the right people as governors at the right time with the right skills Ref DfE Governance Handbook	Annual	Governors to complete skills assessment on induction Reviewed at start of each year by Nominations Committee (to be formed during 16/17 ac yr)

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Ensuring clarity of vision, ethos and strategic direction			
Election of Chair and Vice-Chair	Succession planning and appropriate Board leadership Ref DfE Governance Handbook	Determined by term of office. Plans for elections to begin in last year of term of office	As required
Election of Chairs of FGB Committees (first meeting of each year – unless term of office agreed)	Succession planning and appropriate Committee leadership Ref DfE Governance Handbook	Annual (unless operating under term of office)	First meeting of each year – unless term of office agreed then review as appropriate
Vision	Understand and advocate for ambition of the Trust and its schools Ref DfE Governance handbook Ofsted consideration of whether governors ‘work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition’ (Ofsted Handbook, Sept 2015)	Every three years or as required	As appropriate within review period
Strategy	Academy strategy including overarching vision, mission and values (need to determine how to cover across the MAT e.g. could be separate strategies for MAP and MAP Primary incl Nursery with strategic overlay across the whole Trust) Ref DfE Governance Handbook and Ofsted Handbook	Every three years or as required	As appropriate within review period

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Ensuring clarity of vision, ethos and strategic direction			
Strategic risks facing the MAT including mitigations and priorities, contingencies and business continuity	Ref DfE Governance Handbook and DfE Financial Handbook (Sept 2016)	Annual or as required	March Full scrutiny by FC Summary to FGB
Updates from FGB Committees	Ensure all governors are briefed on work undertaken/key decisions made by FGBs committees	Each meeting as required Provide pro forma to guide chairs	Each meeting as required
Whistleblowing Policy	Assurance on procedures under Public Interest Disclosure Act Requirement under Financial Handbook	Annual Employment ToR to call out that they have approval authority	Sept/Oct
Approach to behaviour	Relates to safeguarding and ethos of the schools Ref DfE Governance handbook; Ofsted Handbook	Review relevant policies and data annually or as required	Via Student Welfare committee
Safeguarding policy and relevant associated policies	Must ensure that arrangements for safeguarding are effective Ref Ofsted Handbook	Annual	Via Student Welfare committee
Staff conduct policy	Relates to safeguarding and ethos of the schools. At MAP, teacher professional standards, contract and grievance policy -collectively convey expectations re conduct of staff Ref DfE Governance Handbook	Annual review with staff and CPD	Consistency for Learning document to come to FGB

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Ensuring clarity of vision, ethos and strategic direction			
Governor conduct policy	Relates to safeguarding and ethos of the schools. To be developed by Board Chair during 16/17 and given to each existing governor and new governors on joining – set expectations of behaviour for all governors consistent with MAP values and expectations of standards of public life (Nolan Principles) Ref DfE Governance Handbook	Every two years	Via Nominations Committee
Health and Safety policy	Relates to safeguarding and ethos of the schools. Governance Handbook	Annual	Via Finance Committee
Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff			
Executive Principal's report	Provides FGB assurance on a range of matters as well as reporting more broadly on the activities of the schools Ref Governance Handbook	Each meeting as required (either verbal or written)	Each meeting as required
Academy Improvement Plan	Assurance on key operational objectives for MAT to deliver against strategy and improve educational standards Referred to FGB for discussion. Approved by Principal and SMT	Annual	Autumn term

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Ensuring clarity of vision, ethos and strategic direction			
Performance data and associated analysis, appropriately benchmarked, esp progress and attainment of pupils	Assurance on relevant performance data related to agreed KPI's and objectives Ref Governance Handbook and Ofsted Handbook [Ofsted Handbook states that governors should: understand the impact of teaching, learning and assessment on the progress of pupils currently in the school ensure that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils]	Forecasts throughout Actual on an annual basis	Curriculum committee and FGB half termly
Performance management of the Principal	Ofsted requirement to rigorously line manage the principal	Annual (formally)	Via Remuneration Committee
Overseeing the financial performance of the school and making sure its money is well spent			
Management Accounts	Assurance on financial performance of the MAT DfE Governance Handbook, DfE Financial Handbook and Ofsted Handbook	Each meeting	Each meeting via Finance Committee as required

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Ensuring clarity of vision, ethos and strategic direction			
Statutory accounts including corporate governance statement and strategic report	Approval of statutory accounts for submission to DfE and Companies House – to be published on MAT website also DfE Governance Handbook, DfE Financial Handbook and Ofsted Handbook	Annual	Approval of audited accounts by end Dec by FGB on recommendation of Finance Committee
Level of reserves as part of the annual 3 year rolling budget setting process	Ensuring financial sustainability DfE Governance Handbook	Annual	Finance committee
Financial scheme of delegation	Ensuring clarity of levels of authority and transparency in how and where decisions are made DfE Financial Handbook and Ofsted Handbook	Annual	Finance committee
Review the risks to internal financial systems and operational controls at the trust	Assurance on adequacy of such systems and controls. Consideration of internal audit reports DfE Financial Handbook	Annual	Finance committee
Programme of work to address, and provide assurance on, risks to internal financial and operational controls	Determination of assurance focus re internal audit programme. Suggested that this is set by FGB, detailed report discussed at FC and circulated to FGB	Annual	Finance committee

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Ensuring clarity of vision, ethos and strategic direction			
Remuneration policy	Ofsted Handbook states governors should: understand how the school makes decisions about teacher's salary, progression and performance	Annual Delegated to Remuneration Committee with report back to the FGB Employment Committee review the general Pay policy	Autumn term
Pupil Premium, Year 7 Literacy and numeracy catchup premium, primary PE and sport premium and special educational needs funding – use and impact of	Ofsted Handbook – governors should evaluate how the school is using the pupil premium, Year 7 literacy and numeracy catch-up premium, primary PE and sport premium and special educational needs funding	Annual	January