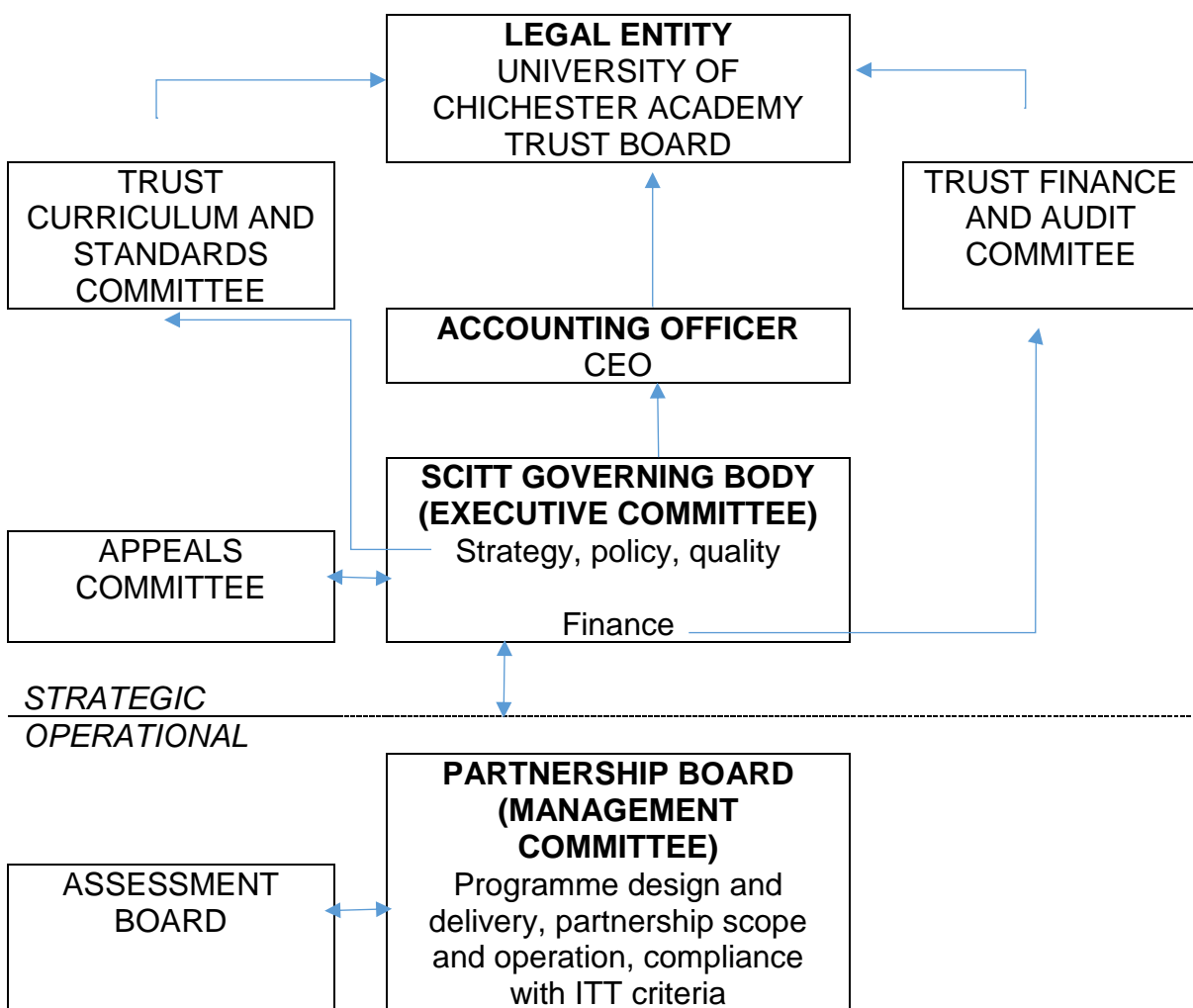


PORTSMOUTH SCHOOL-CENTRED INITIAL TEACHER TRAINING (SCITT) GOVERNANCE ARRANGEMENTS

Portsmouth SCITT ('SCITT') is a provider of initial teacher training. The Legal Entity for this provision (also referred to as the Accrediting Body) is The University of Chichester (Multi) Academy Trust ('the Trust'). The Accounting Officer is the Chief Executive Officer of the Trust ('CEO'). The relationship between the Trust Board and the SCITT is as set out below.

1. ORGANISATIONAL STRUCTURE



2 SCHEME OF DELEGATION

UNIVERSITY OF CHICHESTER (MULTI) ACADEMY TRUST (THE TRUST)

Annual Delegation Profile

The Trustees delegate the responsibility for ensuring that the following accountabilities are delivered in **Portsmouth School-Centred Initial Teacher Training** to the SCITT Governing Body in line with the Academy Trust Scheme of Delegation.

EFFECTIVE DATE:

WHAT
Provide assurance on:-
Supporting Trust Vision for all young people to be inspired by an excellent education that raises their aspirations and enriches the lives.
Delivering this through
<ul style="list-style-type: none"> Promoting high aspirations and success for all Ensuring progressive and sustained improvement in standards of education and pupils' rates of progress Creating a learning environment where staff can promote and deliver creative, dynamic, engaging and relevant learning experiences for students. Valuing and supporting outstanding teaching and ensuring the continual professional learning of all staff. Supporting and building leadership and management capacity within and across schools academies. Embracing opportunities presented by the new educational landscape in a way that is coherent with our strategic direction. Generating levels of surplus, sufficient to secure sustainability and the delivery of our vision. Working collaboratively with other academies within the Trust and with other schools/academies within the wider community, sharing resources, knowledge and best practice and supporting each other.
WHAT
Delegated responsibility- Governance
Ensure that the SCITT's programme is conducted in accordance with the Trust's ethos and values.
Check DBS of all Governors and ensure they are recorded on the Single Central Record
Ensure governors profiles are photographs are on the website and comply with terms of office.
Provide minutes of LGB and committees to Directors.
Review sub-committee membership and governor lead responsibilities annually.
Ensure all statutory policies are in place and updated as required.
Follow the Trust meeting planner guidance as it relates to the SCITT programme
Maintain a risk register and use risk management strategies compliant with those for the Trust as a whole.
Delegated responsibility - Curriculum and Standards
Produce curriculum statement in-line with the Trust's and have available on the SCITT website and review a biannual cycle.
Approve and review the Evaluation and Improvement Plan as expected using dates set out in the governors' planner.
Account for the standards achieved by the programme

WHAT
Provide assurance on:-
Ensure trainee progress and standards achieved are reviewed and data is submitted as expected in Trust calendar
Meet requirements of Equalities Act 2010.
Evaluate the quality of provision and submit to the Trust as expected by dates set
Undertake an annual Safeguarding audit and report outcomes to the Trust.
Delegated responsibility - Human Resources
Oversee the appointment of staff excluding Principal
Oversee the performance management of all staff excluding Principal
Contribute to the effective performance Management of the Principal.
Comply with Trust HR policies and procedures.
Manage claims and disputes with staff in compliance with Trust policy.
Seek CEO's approval for any significant changes to the organisational structure of the school.
Ensure the central HR team is informed of all staff appointments.
Meet requirements of Equalities Act 2010.
Evaluate the quality of provision and submit to the Trust as expected by dates set
Undertake an annual Safeguarding audit and report outcomes to the Trust.
Delegated responsibility - Finance and Resources
Ensure that the requirements of the SCITT Providers Financial Guide are always observed and that best practice, is followed at all times.
Provide Management Accounts and other financial information as required to Trust timescale
Submit a balanced budget for a 3-5 year period to a given timescale
Manage the funds of the SCITT and enter into contracts on behalf of the SCITT for up to 10k.
Get written consent for expenditure and contracts over £10K.
Ensure procedures for the safeguarding of funds are in place and meet the requirements of the internal audit.
Notify Principal of need for significant unplanned expenditure.
Maintain buildings and facilities having regard to the safety of users and the legal responsibilities of the Principal.
Have a 5 year Estate Management strategy
Undertake annual health and safety checks and act swiftly on any areas of non-compliance
Inform CEO of Trust if in breach of any regulation within one working day of breach being identified.

Signed

Chief Executive Office
On behalf of the Trustees _____
Chair of Governors _____

3. TERMS OF REFERENCE

3.1 THE TRUST BOARD

In relation to the SCITT, the Trust Board will, through its committees:

- approve the annual budget including the delegation of budget responsibilities to the SCITT Governing Body
- receive and monitor actual income and expenditure against each budget and revised forecast for the year in the agreed format;
- review reports by the Accounting Officer as to the effectiveness of the financial procedures and controls;
- implement an effective system of internal controls that are consistent with the requirements set;
- appoint external auditors.

3.2 THE ACCOUNTING OFFICER

The Trust Board will hold the Accounting Officer responsible for financial and quality assurance matters in relation to the SCITT to ensure:

- measures are in place to prevent financial losses or misuse;
- a fixed asset register is maintained;
- bank accounts, financial systems and financial records are operated in accordance with Trust and DfE regulations;
- duties are properly segregated between nominated individuals;
- internal and external systems provide full audit trails;
- value for money is demonstrated;
- areas delegated to the SCITT Business Manager are overseen and
- internal reports are considered with appropriate action being taken or delegated.

3.4 THE SCITT PRINCIPAL

The individual should ensure sound and appropriate financial governance, risk management and quality assurance are in place in order to:

- discharge the responsibilities delegated by the Trust Board and set out in the General Funding Agreement (GFA);
- ensure the efficient, economical and effective management and distribution of funds paid by the DfE, including capital assets, equipment and staff;
- maintain sound financial controls in respect of funds paid by the DfE and
- ensure financial considerations are taken fully into account in reaching decisions on the management of the SCITT.

3.5 SCITT GOVERNING BODY

The CEO on behalf of the Trust Board will appoint a Governing Body for the SCITT which shall operate as a sub-committee of the Trust Board.

The Board will comprise members of the following stakeholder groups. Members are appointed, not elected:

- three Headteachers (or nominees of Headteachers) from schools which make up the partnership to include at least one from the Trust and one from another MAT with school(s) in Portsmouth;

- someone with experience and knowledge of financial matters.

Other members may be appointed as deemed appropriate by the CEO.

- The quorum of the Governing Body will consist of at least two Headteachers and one other member.
- Meetings shall take place at least once each term. Additional meetings may be held with the agreement of a quorum of members.
- All members have one vote. Where a vote is tied, the Chair or Vice-chair will have the casting vote.
- If a member is absent for more than XXXX meetings in a 12 month period, they will be deemed to have resigned their membership.

At their first meeting and subsequently each academic year, the Governing Body should elect a Chair and Vice-chair.

Members should sign a declaration of interest document annually.

The SCITT Governing Body is responsible for overseeing the strategic direction of the SCITT, including policy, finance and quality assurance. It should seek to ensure the provision remains of the very highest quality through its scrutiny and decision-making, including:

- the work of the partnership to meet the requirements of any regulations covering school-based initial teacher training, relevant Ofsted inspection frameworks, or other requirements as set out in the General Funding Agreement;
- determining the aims, objectives and strategic direction of the partnership within the ethos of the Trust;
- approving and monitoring the key performance indicators for the SCITT;
- approving and monitoring the Journey to Excellence Plan for the provision;
- approving new partnerships and procedures for the deselection of schools;
- premises requirements;
- appointing a member responsible for overseeing arrangements for the safeguarding of children and vulnerable adults;
- approving the Partnership Agreement;
- reviewing and approving policies pertaining to legislation relevant to ITT and the ITT criteria.
- oversight of the stewardship of funds paid to the SCITT;
- adopting an annual budget and receiving auditors reports'
- reviewing actual income and expenditure against budget headings and revising the forecast for the year to ensure best value for money;
- reviewing the risk register
- agreeing arrangements for quality assurance of the SCITT's activities;
- assuring academic standards with relevant awarding bodies;
- agreeing self evaluation reviews
- approving the appointment of internal and external moderators

- appointing an Assessment Board
- appointing an Appeals Committee and
- overseeing trainee termination in accordance with written procedures;

3.6 ASSESSMENT BOARD

The Assessment Board shall consist of members deemed appropriate by the Governing Body, and should include as a minimum, the SCITT Principal, a member of the Governing Body and a member of the Partnership Board.

The Assessment Board should provide assurance to the Governing Body on the following matters:

- assessment of progress made by trainees towards meeting the Teachers' Standards;
- determination of action to be taken when a trainee is not making the necessary progress;
- actioning of such matters as directed by the Governing Body or Partnership Board;
- evaluation of the consistency and development of academic and assessment processes;
- review of quality assurance processes and
- areas of provision which require improvement or change.

3.7 APPEALS COMMITTEE

The Appeals Committee exists to hear appeals by trainees and trainee termination.

The Appeals Committee shall consist of a member of the Governing Body, a member of the Partnership Board and a mentor. None of these should have been involved in previous decision making in relation to an appeal to be heard.

The Appeals Committee should apply the appeals and disciplinary policy of the SCITT.

3.8 THE PARTNERSHIP BOARD (MANAGEMENT COMMITTEE)

The Partnership Board is an advisory body within the governance structure of the SCITT. As such membership is open to:

- All Headteachers of schools in the partnership or their representative
- The SCITT Principal
- A representative from the awarding body

The Partnership Board provides the Governing Body with a pool of expertise which it can draw on to support and challenge the operational areas of

- programme planning, structure, content and delivery;
- compliance with ITT criteria;
- actions within the Journey to Excellence plan;
- evaluation of key performance indicators and other data against benchmarks and
- intelligence about local and national changes in the education landscape.