

TERMS OF REFERENCE OF THE MAT BOARD

- Appoint the Executive Headteacher and the Primary Headteacher
- Determine the salary increases, and perform the performance management of, the Executive Headteacher and the Primary Headteacher (together with the Executive Headteacher)
- Establish the Local Governing Bodies (LGBs) and other sub-committees of the MAT, together with their terms of reference so that it is clear what responsibilities are delegated to them
- Determine how the LGBs and other committees of the MAT report to and are accountable to the MAT board
- Receive reports from the LGBs, consider with a view to ratifying any decisions made by the LGB brought to the MAT Board and to review any key issues raised by the LGBs in their reports.
- Receive reports from the sub-committees of the MAT as set out below
- Appoint the Chair and the Vice-chair
- Provide and oversee Trustee and Local Governor training and evaluation
- Have oversight of and direct the overall strategy of the MAT
- Determine and approve policies for the MAT and / or each of the two schools as appropriate either directly or through delegation to the appropriate LGB or sub-Committees of the MAT Board as appropriate
- Receive reports on the outcomes of link programmes and learning walks to discuss any issues of concern
- Approve the admissions policies and arrangements for Yavneh College and Yavneh Primary School. This will be in accordance with admissions law and the School Admissions Code. The admissions policies and arrangements will be determined through the Admissions Committee of the MAT for approval by the MAT, and will be communicated to the Local Governors
- Consider and evaluate performance against Key Performance Indicators (KPIs) agreed by the MAT (e.g. finance, academic results etc.). The KPIs are to be identified and agreed by end of the Summer Term for each subsequent year. This may be implemented by reference to the LGB reports and detailed discussions which have occurred at this level.
- Consider and approve the Development Plans (also known as the School Improvement Plans) for each of Yavneh College and Yavneh Primary School, after they have been considered and approved by each of the LGBs. This will take into account the outcomes of the annual strategy meeting with the YC SLT and the Primary Headteacher (and other senior leaders of Yavneh Primary School in due course) to review the vision and strategic priorities on which they can build and determine KPIs plus any recommendations made by the relevant LGB. The MAT Board will monitor the progress being made and its impact to ensure that appropriate improvement results through the LGBs.
- Determine and monitor any additional financial and other reporting targets for each of Yavneh College and Yavneh Primary School
- Receive financial reports on YCAT and both schools at least 6 times a year

- Receive reports relating to exclusions, complaints and disciplinary matters pertaining to each of the two schools
- Approve the annual budget and annual financial statements of the MAT (and any other financial matters required to be approved by the MAT Board), following approval by the Finance Committee
- Will sit on senior leadership Appointment Panels, the Pupil Disciplinary Committee, the Staff Grievance Committee and the Staff Appeals Committee when required, as well as sit on panels for complaints and exclusions

THE MAT BOARD WILL:

The MAT Board will, based on the decisions and recommendations of the relevant LGB:

- Review Yavneh College's and Yavneh Primary School's vision and strategic objectives with each of the schools' senior leadership teams on an annual basis. The purpose of this session is not only to check that the vision is still relevant and appropriate to promote fundamental British values and encompass the needs of the community but also that the strategic objectives will ensure that each school will attain the vision and high standards required to ensure that it is outstanding.
- Ensure, together with the senior leadership team, that KPIs assigned to each strategic objective are both realistic and challenging to maintain high standards or facilitate improvement, where necessary, and enable both the MAT Board and the LGB of each of the two schools to monitor progress and measure attainment of the objective.

The MAT Board will monitor the performance of each of the two schools by:

- Approving each school's Development Plan (also known as School Improvement Plan (SIP). This will occur following a report from the relevant LGB on the outcomes of its challenging discussion on its rationale, strategies for meeting the stated criteria and ensuring that targets are measurable, challenging yet attainable. Further challenge and discussion will occur at MAT Board level as appropriate.
- Reviewing progress with each school's Development Plan on a termly basis and ensuring that targets are being met within the stated deadlines. This will be based on relevant reports from each LGB. Further discussion may occur as appropriate.
- Requiring the Executive Headteacher to report to the MAT Board on any strategic issue which is common to both schools but not included within the LGBs' remit. It should also cover any material matters not otherwise covered that the LGBs / Executive Headteacher consider should be brought to the attention of the MAT. Such reports will be submitted as and when appropriate.
- Analysing official outcome data based on points and issues raised by the LGB (e.g. Ofsted and Pikuach data, Raiseonline, Dashboard, FFT, to ensure that each school compares well against similar providers and previous performance. Account will be taken of any previous analysis of data which has occurred at the relevant LGB meeting.

Should there be any slippage in performance, the Executive Headteacher and the Primary Headteacher, as appropriate, are asked to account for it and stipulate the strategies that each school has put into place to address any issues or areas of concern. A termly progress report will be required on the success and impact of these strategies.

- Receiving reports on financial performance from the Finance Committee. This will also include the approval of the annual budget, approval of the annual audited accounts and approval of any other financial matters required to be approved by the MAT Board
- Receiving reports from other committees
- There will be an annual presentation on both school's quality assurance procedures. This will be relevant at both Local Governing Body and MAT Board level. This is given by the senior leader with responsibility for quality and standards and updates from the MAT Board on the outcomes of lesson observations, the links to the appraisal process and actions taken to address any concerns with the quality of teaching, learning and assessment. The executive Headteacher updates the MAT Board on progress and impact of the strategies implemented.