



GOVERNANCE DOCUMENTS – SUMMARY OF CHANGES 2024

Scheme of Delegation: Part 1	
Pp 4 - 5	Changes made to reference the Employee Growth and Development Programme
Page 5	New: The Board will be invited to attend an annual meeting with the Members
Page 8	Section on Finances has been re-worded in light of GAG pooling
Scheme of Delegation: Part 2	
10	New: Governance Professional: Appoint/Remove
18	Appoint an Audit, Risk and Governance Committee
20	New: Establish the format for a 360 reflection of the chair of The Board
25	Ensure that all Members, foundation directors, foundation and parent governors and senior employees complete the register of interests and that these are published Responsibility: The Board
26	New: In conjunction with the NRCDES, ensure effective continuous professional development for directors, local governors and senior employees to ensure they are aware of their statutory responsibilities and comply with the Seven Principles of Public Life
27	With the headteacher, establish and develop pupil, parent and staff voice and monitor the same, reporting any issues or other matters, through the LGB , to the CEO and directors, as appropriate
31	New: Foster self-evaluation by the LGB chair and the process of LGB self-evaluation/skills audit on an alternating annual basis
32	New: LGB succession plan to be developed and reviewed with the support of the Governance Manager (or equivalent)
34	Ensure that statutory information on CMAT and academy websites is published, including an annual governance statement (incorporated into the annual accounts)
35	Directors' Report and Accounts: submit to Members, publish and lodge with Companies House, including statement on how the CMAT secures value for money
40	Review the level of complaints, data breaches and freedom of information requests across the CMAT and report to directors outlining the changes initiated as necessary to address any issues
43	Agree adequate insurance arrangements for CMAT and individual academies
45	New: Ensure recommendations from external/internal audits are actioned within agreed timescales
46	New: Prepare a CMAT-wide Whistleblowing Policy and ensure effective communication and training of the application of the policy
47	New: Ensure effective systems for the prevention of fraud with ESFA being notified of sums in excess of £5,000
48	New: Ensure DfE is notified within 7 days of changes to information about Members, directors, chair of directors, chairs of local governing bodies, accounting officer and finance director (chief financial officer)
49	New: Ensure the CMAT has a Gifts and Hospitality Policy and that it is understood by directors, local governors and staff
50	New: Ensure compliance with a Notice to Improve including publication on the CMAT website
51	Preserve and develop the religious and educational character, mission and ethos of the CMAT as determined by the Members in accordance with the Articles of Association Responsibility added to CEO & Exec
52	Preserve and develop the religious and educational character, mission and ethos of the academy as determined by the CMAT Board in accordance with the Articles of Association Responsibility added to Headteacher

53	Produce and adopt a Strategic 3 year rolling plan for the CMAT that will ensure delivery of the Bishop's vision for Catholic Education within the Diocese Responsibility added to CEO & Exec
59	New: Agree arrangements for GAG pooling (Members to approve)
60	Management of risk for the CMAT: ensure adequate internal control, risk management and assurance processes including proactive management of strategic risks
66	New: Headteacher appointments – to ensure that all diocesan protocols are followed
67	New: Reserved post appointments – to ensure that all diocesan protocols are followed
70	New: Academy staff (not headteacher/deputy headteacher) appointments – to implement CMAT recruitment process
73	New: Agree academy staffing structure based on Integrated Curriculum Financial Planning (ICFP) between finance, school improvement and HR
78	New: To determine pay progression of the Chief Executive Officer
79	Hold headteacher to account for the educational performance of the academy and its pupils and for the internal management and control of the academy including the performance of staff (performance management – deleted)
80	New: Responsible for performance and development of central team
81	New: Responsible for the performance and development of headteacher
82	New: Responsible for the performance and development of academy staff
83	New: To determine pay progression of Executive post holders
86	New: To agree any cost of living increases to pay scales (CEO, Executive, teachers and support staff)
87	New: To approve pay progression decisions for posts below CEO and Executive in line with respective Pay Policies
92	New: Responsible for managing the workload of headteachers
93	New: Responsible for managing the workload of all school-based employees
94	New: Responsible for managing the workload of all employees working in the central team
95	New: Responsible for monitoring the wellbeing and workload of all employees in the CMAT
96	New: Making changes to terms and conditions of staff (following consideration/recommendation by the Strategic HR Committee)
101	New: Ensure any staff severance payments provide value for money and are in line with the <i>Academy Trust Handbook</i> , including where non-contractual elements of any severance exceed £50,000/overall payments exceed £100,000
102	New: Publish the number of employees whose benefits exceed £100K in £10K bandings and ensure that payments to senior staff are tax compliant
103	New: Obtain ESFA approval of any new electric vehicle salary sacrifice schemes
104	Appoint internal auditor, ensuring they are suitably qualified, experienced and independent
106	New: Internal Audit: ensure internal scrutiny reports are shared with the Audit, Risk and Governance Committee and available to all directors promptly
108	External Auditor: Appoint external auditors, ensuring any additional services commissioned are listed in a separate letter of engagement
109	External Audit: Ensure accounts are prepared and audited in accordance with the requirements of the Academies Accounts Direction for submission by 31 December each year and the diocesan requirements relating to the accounting for the Church's assets
110	New: Notify ESFA immediately of the removal or resignation of external auditors including reasons why
111	New: Ensure accounts are published on the CMAT website by 31 January each year and are submitted to Companies House
112	External Auditors' report: receive and respond in a timely fashion and take appropriate action as required including challenging the robustness of any management response

113	New: Ensure the CMAT approves a balanced budget for the financial year ending 31 August and minutes its approval
114	New: Ensure the CMAT approves a 3-year budget forecast, shares it with ESFA and instigates a mechanism for regular review ensuring that such forecasts build on learning from previous years
115	New: Ensure the CMAT's financial planning enables it to remain financially viable and a going concern. Where this is at risk, take prompt action to flag risks to the Members and ESFA
118	Approve contracts which constitute related party transactions [requires approval from ESFA], ensuring they provide value for money and that they are appropriately disclosed
120	New: Ensure any investment strategy the CMAT develops aligns with ESFA guidance on value for money and cautious financial exposure and that it has the agreement of the Members
127	Develop and implement, in conjunction with the Executive Team and headteachers a disaster recovery/business continuity plan for the CMAT which is reviewed regularly to ensure that it remains fit for purpose
128	New: Ensure effective systems are in place for the management and oversight of CMAT cashflow
130	New: Seek ESFA's prior approval for transactions beyond the CMAT's delegated limits or transactions deemed novel or contentious
133	New: Ensure compensation payments deliver value for money and that payments in excess of £50,000 are pre-approved by the Members and ESFA if non-statutory
134	New: Seek Members' and ESFA pre-approval for ex-gratia payments, writing off of debts and losses, guarantees, letters of comfort and indemnities, leases, acquiring and disposing of fixed assets beyond the limits of this handbook
135	New: Ensure Members' and ESFA prior approval before borrowing, including overdrafts (but excluding finance leases on DfE approved list)
136	New: Submit school resource management self-assessment checklist to ESFA annually
137	New: Share management accounts with the Chair of The Board and the Chair of the Finance and Estates Committee monthly facilitating monitoring of the income, expenditure and balance sheet and risks that may need to be escalated to The Board or the Members
138	New: Oversee development of an estates strategy that ensures the maintenance and safe working conditions of the CMAT estate and aligns with the Estate Management Competency Framework and diocesan estate expectations
140	Ensure health and safety audits are carried out and report findings actioned
161	Ensure the single central record (SCR) is maintained accurately and up to date for all CMAT employees, in schools, the central team including Members and Directors
162	New: Ensure the single central records (SCR) is maintained accurately for all school-based employees, governors and volunteers
163	New: Ensure the school's single central record (SCR) is accurate and up to date
181	Prepare an annual report to The Board on the need for school places within the local community, including forecasts and the effectiveness of existing arrangements Responsibility added to CEO & Exec

CMAT Committee Terms of Reference

Page 16	Human Resources and Staffing Committee – reference is now made to the Employee Growth and Development Programme
Page 18	Pay and Performance Management Committee – a number of changes have been made to the 'authority and delegated functions' section

Local Governing Body Handbook

Page 7	New details for Governance Manager inserted
Page 11	Reference to performance management replaced with Employee Growth and Development Programme

Section 5	This section has been re-worded and additional information added on the role of a Local Governing Body Adviser
Section 6	Additional information on the election and eligibility of parent governors added
Page 29	Reference to performance management replaced with Employee Growth and Development Programme
App D	The previous Appendix D has been removed (inter-relationship between the LGB and CMAT Board
Code of Conduct - Directors	
	No changes to content. Change of font only.
Code of Conduct – Local Governors	
	Additional sentence added in 'role and responsibilities' section – 'we will attend safeguarding training in the Advent term of every academic year'.