

Governance Statement

Introduction

The Soke Academy Trust operates through the Board of Directors, delegated committees and the Executive team. Each aspect of governance and leadership work together in partnership but also has its own functions and responsibilities, to ensure clear accountability.

At the Soke Education Trust we operate a Code of Conduct for all stakeholders and use the Nolan Principles for ethical leadership: selflessness, integrity, objectivity, accountability, openness, honesty and leadership to hold itself to account.

Structure

Board of Directors

The Board of Directors sets the strategic direction of the Trusts and works collaboratively with the Executive Leadership team and the Local Governing Bodies to ensure the success of the Trust and its educational outcomes.

Audit, Finance, Risk & People Committee

The function of the Audit, Finance, Risk & People Committee is to carry out the delegated responsibilities set by the board to ensure that the Trust has financial probity, identifies and monitors risk and is compliant with its responsibilities by carrying out internal and external audits.

Achievement & Curriculum Committee

The Board delegates its responsibilities for providing a broad and balanced curriculum to the Achievement and Curriculum Committee. In addition, this committee maintains a high level overview of the educational performance of each school in the Trust.

Local Governance Committees

Each school in the Trust has a Local Governance Committee, which fulfils delegated responsibilities set out by the Board. The Local Governance Committee's key role is to work in collaboration with the Chief Executive and the Board to ensure each school carries out the Trust's strategic vision, monitor the educational performance of the school and its Pupil Premium strategy.

Executive Leadership Team

The Executive Leadership Team comprises the Chief Executive Officer, the Chief Financial Officer, Director of Education & Chief Operations Officer. The central team support the educational and non-educational functions of the Trust including implementing the strategic vision, setting budgets, monitoring finances and providing HR & Estate Management functions

Chief Executive Officer

The CEO is accountable to the Trust Board and as the Accounting Officer, to the secretary of State for Education. The CEO ensures the Trust meet's its obligations for the proper stewardship and use of public funds. The CEO may delegate the day-to-day functions of the role to the CFO. The CEO is also responsible for the educational outcomes of the Trust and for line managing the Headteachers of each school.

Statutory Documents

The Trust's governance regulations comprise a number of documents including:

- Articles of Association
- Scheme of Delegation
- Financial Regulations
- Strategic Plan
- Committee terms of reference
- External Audit Contract
- Trust Policies
 - Acceptance of gifts, hospitality, awards, prizes or benefits
 - Accounting
 - Admission Arrangement
 - Anti-Fraud
 - Adult Code of Conduct
 - Children with Health Needs Who Cannot Attend School
 - Charging & Remissions
 - Competitive tendering
 - Complaints
 - Data Protection
 - Early Career Teacher
 - First Aid
 - Freedom of information publication
 - Health & Safety
 - Investment
 - Register of Business Interests
 - Risk Management
 - Risk Register
 - Safeguarding & Child Protection

- Staff discipline, conduct and grievance
- Statement of procedures for dealing with allegations of abuse against staff
- Supporting pupils with medical conditions
- Single Central Register
- Special educational needs (SEN) and disability policy and SEN information report
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- Whistle-Blowing
- Trust Delegated Policies
 - Accessibility plan
 - Behaviour
 - Early Years Foundation Stage
 - Exclusions
 - Premises management documents
 - Privacy notices
 - Relationships and sex education
- Risk assessments
- Attendance Register
- Minutes of, and papers considered at, meetings of the Local Governance Committee