



ORGANISATIONAL STRUCTURE 2018/2019

The Governors are responsible for the overall management and control of the Academy and will meet at least three times a year.

The approach described below is designed to achieve the objectives, strategies and time frames specified in The Academy of Central Bedfordshire's School Development Plan. The Governors believe that such progress will enable the school to move towards achieving an 'outstanding' performance level in the context of the Ofsted criteria.

Each group is described in terms of membership, frequency of meetings and the primary elements of its purpose.

1. Governing Body

Membership

Oliver Button – Chair (Queensbury Academy)
Revd Bill Britt (St Mary's Church)
Tracie Collins (Children's Services)
Jeff Conquest (Woodland Middle School Academy) Middle School Representative
Nigel Croft (Community)
Shawn Fell (Harlington Upper School)
Liz Furber (All Saints Academy)
Steve Gray (Redborne Upper School)
Karen Hayward (Sandy Academy)
Nick Martin (Samuel Whitbread Academy)
Jim Parker (Lord Grey Academy)
Mike Smith (Manshead Upper School)
Rob Watson (Stratton Upper School)

Named Safeguarding Officer

Jeff Conquest

Frequency

At least one per term.

Purpose

The purpose of the Governing Body is to:

- Assist shape the vision and direction of the school.
- Ensure that the school fulfils its statutory duties.
- Have a good understanding of the strengths and weaknesses of the school (SEF and SDP).
- Challenge and support the Senior Leadership Team.
- Provide clearly defined working procedures.

- Delegate appropriate lead roles and powers to its Sub-Committees and the Senior Leadership Team.

2. Curriculum, Student Welfare, Health and Safety and Premises Sub-Committee

Membership

Jeff Conquest – Chair (Woodland Middle School Academy) Middle School Representative
 Revd Bill Britt (St Mary's Church)
 Tracie Collins (Children's Services)
 Shawn Fell (Harlington Upper School)
 Liz Furber (All Saints Academy)
 Nick Martin (Samuel Whitbread Academy)
 Executive Headteacher
 Heads of School

Meeting Frequency

At least one per term.

Purpose

The purpose of the Curriculum, Student Welfare, Health and Safety and Premises Sub-Committee is to:

- Oversee the School's curriculum and monitor standards
 - Curricular policies;
 - Curricular development planning;
 - Implementation of National Curriculum;
 - Review outcomes from Inspectors, examinations and learning support.
- Report to parents.
- Admissions and timetabling.
- Student welfare.
- Foster links with local business, arts and sports organisations.
- External and community relations.
- Consider Health and Safety at Work.
- Consider policies relating to Risk Management.
- Risk assessments.
- Authorisation and monitoring of school trips.
- Working conditions.
- Premises matters:
 - Condition of buildings;
 - Maintenance planning;
 - Improvements and extensions;
 - Specifications for identified works with associated quotations from contractors;
 - Cleaning arrangements.
- Development of school premises and utilisation of facilities.

3. Finance, Personnel and Discipline Sub-Committee

Membership

Karen Hayward – Chair (Sandy Academy)
 Oliver Button (Queensbury Academy)
 Steve Gray (Redborne Upper School)

Nick Martin (Samuel Whitbread Academy)
Executive Headteacher
Heads of School

Meeting frequency

At least one per term.

Purpose

The purpose of the Finance Sub Committee is to:

- Consider and make recommendations relating to Revenue Budget.
- Monitor income, expenditure and cash flow.
- Consider auditors reports and recommendations.
- Authorise virements.
- Consider capital expenditure and monitor projects.
- Consider lettings policies.
- Consider policies re charges to students and outstanding debts.
- Receive audited School Fund Accounts.
- Consider Staff Pay policy.
- Review insurance arrangements including indemnity policy.
- Implement Staff Pay policy and salary reviews.
- Consider all personnel matters.
- Staff appraisal.
- Staff welfare and conditions of service.
- Staff sickness and attendance.
- Staff recruitment.
- Staff job descriptions.
- Staff discipline.
- Staff and Governor training.

4. Appeals Committee

Will be formed from three available Governors to consider:

- Pupil exclusions.
- Appeals.
 - from parents;
 - from staff.

5. Senior Leadership Team

Membership

School Executive Head Teacher
Head of School – Kingsland Campus
Head of School – Stotfold Campus
Deputy Head Teacher – Stotfold Campus
Assistant Head Teacher – Kingsland Campus

Meeting frequency

Weekly during term time.

Purpose

The purpose of the Senior Leadership Team is to:

- Work in conjunction with the sub-committees to ensure that the School Development Plan is addressed in an integrated and timely manner.
- Respond to the direction provided, and the information requested, by the Governing Body and its sub-committees.
- Define the Line Management structures and the membership/purpose of all groups within the school.
- Provide effective two-way internal communications, making use of weekly staff meetings, daily briefing sessions and other means.
- Manage and develop the school with emphasis on teaching and learning and the behavioural needs of pupils.
- Understand and satisfy the development needs of staff and monitor their effectiveness in delivering the outputs required, for the success of The Academy of Central Bedfordshire.
- Use the SEF and other inputs to identify and prioritise areas for improvement. Address those areas using improvement project groups where appropriate.