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Governance Meeting Schedule 2024-2025



Acronyms

A8	
AA	
AIF	
AIP	
ADP	
AP	
AP	
ARC	

BoD

HRD	
IDSR	
ITT	
KCSIE	
KPIs	
KS1	
KS2	
KS3	

KS4



Mission, Vision and Values

FMAT Mission

FMAT Vision

FMAT Values
Excellence:



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Scheme of Reservation

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SD017 COMMUNICATIONS





SD033	APPOINTMENT AND DETERMINE PAY OF VP, SLT MEMBER AND OTHER SIGNIFICANT POSTS												
SD034	APPOINTMENT AND DETERMINE PAY OF ALL OTHER POSTS												
DISMISSALS													
SD035	DISMISSAL OF CHIEF EXECUTIVE												
SD036	DISMISSAL OF ALL OTHER STAFF UNLESS THERE IS A CONFLICT OF INTEREST. DISMISSALS SPECIFIC TO THE AREA OF RESPONSIBILITY												
SD037	DISMISSAL DUE TO FAILED PROBATION												
SETTLEMENT AGREEMENTS													

SD038



	PRINCIPALS, CROSS TRUST ROLES AND SLT												
SD044	ADDITIONAL PAYMENTS/ACTING UP PAYMENTS- ALL OTHER ACADEMY STAFF												
SD045	APPROVAL OF PERFORMANCE RELATED PAY PROGRESSION FOR TEACHING STAFF ANNUALLY												





Scheme of Delegation - Finance Department

Budget Approval



Committees of Directors					Sub Executive Functions					
Resources	Audit and Risk (ARC)	Education (EC)	People (PC)	Academy Associations (AA)	Chief Executive Officer (CEO)	Chief Operating Officer (COO) - Operations	Officer - Finance & HR	Chief Operating Officer - HR	Director of Education (DoE)	Principal

FINANCE



		FMAT Members	Board of Directors	Board of Directors Committees	Sub	Executive Functions
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Summary of Roles & Responsibilities

	Members	Board of Directors	Chair of Board of Directors	CEO	AA	AA Chair	Principals
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Education Committee Terms of Reference

1. Constitution
2. Membership

3. Attendance at Meetings

4. Frequency of Meetings

5. Purpose

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-

6. Responsibilities

- 6.1. Reviewing and evaluating Reports on:

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6.2. Policies

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People Committee Terms of Reference

1.



6.2. Staff Grievance, Discipline, Dismissals and Appeals

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Performance Appraisal Committee Terms of Reference

1. Constitution

2. Membership

3. Attendance at Meetings

Frequency of Meetings

5. Purpose

-
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Academy Association Terms of Reference

1. Constitution



3.1. Governance

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3.2. Learning – Provision and Outcomes

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-
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Board of Directors Meeting Agenda

1. Meeting Opening

~~CONFIDENTIAL~~





Finance & Resource Committee (FRC) - Summary of Annual Agenda Items

Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
<u>Standing Items</u> <ul style="list-style-type: none"> • • • • • • • • • 	<u>Standing Items</u> <ul style="list-style-type: none"> • • • • • • • 	<u>Standing Items</u> <ul style="list-style-type: none"> • • • • • • • • • 	<u>Standing Items</u> <ul style="list-style-type: none"> • • • • • • • • 	<u>Standing Items</u> <ul style="list-style-type: none"> • • • • • • •
<u>Specific Discussion Items</u> <ul style="list-style-type: none"> • 	<u>Specific Discussion Items</u> <ul style="list-style-type: none"> • • 	<u>Specific Discussion Items</u> <ul style="list-style-type: none"> • 	<u>Specific Discussion Items</u> <ul style="list-style-type: none"> • • 	<u>Specific Discussion Items</u> <ul style="list-style-type: none"> • • •



Audit & Risk Committee (ARC) - Summary of Annual Agenda Items

Meeting 1	Meeting 2	Meeting 3	Meeting 4
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Education Committee (EC) - Summary of Annual Agenda Items

Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
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Standing Items

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Standing Items

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Specific Discussion Items

-
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-
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Specific Discussion Items



Academy Association (AA) Meetings - Summary of Annual Agenda Items

here.

Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
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Standing Items

-
-

Specific Discussion Items

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Chair of [NAME OF Academy] Association Report to the Board of Directors

1. Significant issues discussed (For noting by Education Committee)
1.1. Student Absence & Persistent Absence 1.2. Student Punctuality 1.3. Suspensions 1.4. Permanent Exclusions 1.5. Student Attainment at KS4 1.6. Other
2. Key Outcomes from Academy Association Meeting
2.1. Where is good progress being made and how do you know? 2.2. What are the areas of progress you have concerns about and why? 2.3. What are the specific achievements the Board should be aware of?
3. Training
3.1. Has any additional training been identified for the AA?
4. Risks
4.1. Are you satisfied that the Executive Team have identified the the the the 1 369.91 284.78>



Ground Rules

	<ul style="list-style-type: none">••••	<ul style="list-style-type: none">•



Academy Associate Visit Report



Code of Conduct for Directors and Academy Associates

The Role of Directors and Associates

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Relationships

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Confidentiality

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Additional Funding Lead		



ACADEMY ASSOCIATES
FMAT TRAINING SUMMARY 2024-2025

Training	Source	Frequency
Blanket Training		





Effective Meetings Guidance

1. Introduction

2. Stages



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Procedure for Electing a Chair/Vice-Chair of Board of Directors Committees and/or Academy Associations

1. Introduction



Election of Parent / Carer



4.2. Learning – Provision and Outcomes

-



Appendix 1: Election of Parent/Carer Associates

1.

2.

3.

4.

5.

6.

7.



Model Letters, Forms and Ballot Papers

PARENT/CARER ACADEMY ASSOCIATE ELECTION



Appendix 3: Model Parent/Carer Ballot Letter and Ballot Form

BALLOT FOR ELECTION OF PARENT/CARER ACADEMY ASSOCIATE

insert date

insert number

•
•



Appendix 4: Model Ballot Paper

NB: This ballot paper includes the candidates' personal statements in the same document. You may choose to provide these as a separate document.

Election of Parent/Carer Academy Associate to <insert Academy name>
insert number

insert number

Candidates



Director Person Specification

1. Purpose of the Role

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Academy Associate Person Specification

1. Purpose of the Academy Association



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3. Report back to the Academy Association and keep them up to date.

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FMAT Strategic Governance of Safeguarding - Annual Link Associate Report

Summary of activities on every visit

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Areas of strength		
Key areas for development		
Risks to be reported to the Board		



Link Visit 2 – Spring Term

Date _____

Associate Name _____

Academy Name _____

Area for Scrutiny	Challenge and Supporting Evidence	Link Associate Notes
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Areas of strength		
Key areas for development		
Risks to be reported to the Board		



Link Visit 3 – Summer Term

Date _____

Associate Name _____

Academy Name _____

Area for Scrutiny	Challenge and Supporting Evidence	Link Associate Notes





Areas of strength		



Link Associate Brief – Careers Education, Information, Advice and Guidance (CEIAG)



3. Report back to the Academy Association and keep them up to date.

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Link Associate Brief – Curriculum (incl. RSHE)

Purpose

Duties and responsibilities

1. Work with the Designated SLT Curriculum Lead.

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Link Associate Brief – Additional Funding

Purpose

Duties and responsibilities

1. Work with the Academy leads for AF streams.



3. Report back to the Academy Association and keep them up to date.

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Link Associate Brief – SEND

Purpose

Duties and responsibilities

4. Work with the SENCO

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5. Understanding and monitoring effective SEND practice

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6. Report back to the Academy Association and keep them up to date.

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Training & reference material

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Areas of strength		

Key areas for development



Link Visit 2 – Spring Term

Date _____

Associate Name _____

Academy Name _____

Area for Scrutiny

Challenge and Supporting
Evidence



Areas of strength	
Key areas for development	
Risks to be reported to the Board	



Link Visit 3 – Summer Term

Date_____



Link Associate Brief – Post-16
Purpose

Duties and responsibilities

7. Work with the Head of Sixth Form at Fairfax



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-
-

9. Report to the Academy Association and keep them up to date

-



Link Visit 1 - Autumn Term

Date _____

Associate Name _____

Activity	Considerations	Link Associate Notes

Areas of strength		
Key areas for development		
Risks to be reported to the Board		



Try to avoid giving any impression that you are judging the quality of teaching.





Link Visit 3 – Summer Term

Date_____

Associate Name_____

Activity	Considerations	Link Associate Notes
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Areas of strength
Key areas for



Trust Information & Policies - Website Check List 24-25



Statutory Information & Policies – Academy Websites Checklist 24-25

CONTENT	AUTUMN TERM CHECK DATE:	TICK BOX	SPRING TERM CHECK DATE:	TICK BOX	
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EXCELLENCE

DEDICATION

AMBITION

INTEGRITY

TRADITION