

Northgate School Arts College (Academy Trust)

Governance – The Governing Body, September 2019

The governors have overall responsibility for ensuring that Northgate School Arts College (Academy Trust) has an effective and appropriate system of control; financial and otherwise.

The Governing Body delegates the day-to-day responsibility to the Executive Head Teacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the Funding Agreement between NSAC and the Secretary of State for Education. The Governing Body and sub-committees meet at regular intervals throughout the academic year.

Below is a **Register of People with Significant Control** guidance within the organisation;

| Name | Category | Appointment Date | Committee | Responsibility |
|------------------|---------------------------------|------------------|---|--|
| Sheralee WEBB | Executive Head Teacher (Staff) | 09.08.2011 | Business (inc; Finance, Personal & General Purposes) and NSAC Site Operations (inc; Health & Safety) and TBH/SB Site Operations | Accounting Officer |
| Michael KENDALL | Appointed – Member | 09.08.2011 | Business | Chair of Governors Chair of Business Committee |
| Alan SHARP | Appointed – Trustee | 12.12.2018 | Premises | - |
| Julie WOODS | Appointed - Trustee | 09.08.2011 | KS3 & 4 Teaching & Standards and Post 16 Teaching and Standards | Chair of KS3 & 4 Teaching & Standards Vice Chair of Post 16 Teaching & Standards Safeguarding Governor |
| Maria RICHARDS | Appointed - Trustee | 09.08.2011 | Post 16 Teaching & Standards and TBH/SB Site Operations | Chair of Post 16 Teaching & Standards Health & Safety Governor |
| Julie CARTWRIGHT | Appointed – Member | 09.08.2011 | - | Safeguarding Governor |
| Susie THOMAS | Appointed – Trustee (Community) | 01.06.2015 | Business and Post 16 Teaching & Standards | - |
| Diane CHANDLEY | Appointed – Trustee | 01.02.2016 | Business and KS3 & 4 Teaching & Standards | - |

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|----------------------|------------------------|------------|---|------------------------|
| Richard OSBORNE | Appointed – Trustee | 10.07.2019 | Business | - |
| Debbie GUTTERIDGE | Appointed – Trustee | 10.07.2019 | - | - |
| Kevin O'BRIEN | Appointed – Trustee | 16.03.2020 | - | - |
| Zoe MOORE | Appointed – Trustee | 16.03.2020 | - | - |
| Susan NEMMHARD | Deputy Head Teacher | 03.01.2018 | - | Deputy Head Teacher |
| Francesca SHEARS | Head of School | 06.04.2016 | Business | Head of School |
| Sarah HUTT | Head of Bee Hive | 03.01.2018 | Business | Head of Bee Hive |
| Lynnette MICHAELIDES | Deputy Head Teacher | 04.06.2018 | - | Deputy Head Teacher |
| Joanne FITZPATRICK | Assistant Head Teacher | 06.04.2016 | KS3 & 4 Teaching & Standards and Post 16 Teaching and Standards | Assistant Head Teacher |
| Catherine COPE | Business Manager | 12.02.2018 | Business | Business Manager |

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Governing Body Register of Business Interests – September 2019

| Name | Relevant Business Interests | | Any Other Educational Establishments Governed | Relationships with the School Staff including Spouses, Partners and Relatives |
|-----------------|------------------------------|--------------------|---|---|
| | Name of Organisation | Nature of Interest | | |
| Sheralee Webb | Northampton School For Girls | Governor | | None |
| | Lime Trust, Peterborough | Governor | | |
| Michael Kendall | emPSN Services Ltd | Director | | None |

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|----------------------|---|--|------|--------------------------|
| | National Education Network National Leader of Governance, DfE | Director Leader | | None |
| | The Grange School, Daventry Lime Trust, Peterboro' East Midland Academy Trust | Chair of Governors Governor Chair of Pupil Premium Forum | | |
| Alan Sharp | None | | None | None |
| Julie Woods | None | | None | None |
| Maria Richards | None | | None | None |
| Julia Cartwright | None | | None | Wife of Academy Employee |
| Susie Thomas | None | | None | None |
| Diane Chandley | None | | None | None |
| Richard Osborne | Business Data Group Limited; EMB Group Ltd; EMB Cyber Limited SEMLEP Skills Advisory Panel Northamptonshire Chamber of Commerce | Director | None | None |
| Debbie Gutteridge | None | | None | None |
| Kevin O'Brien | None | | None | None |
| Zoe Moore | None | | None | None |
| Susan Nembhard | None | | None | None |
| Francesca Shears | None | | None | None |
| Sarah Hutt | None | | None | None |
| Lynnette Michaelides | None | | None | None |

| | | | | |
|--------------------|------|--|------|------|
| Joanne Fitzpatrick | None | | None | None |
| Catherine Cope | None | | None | None |

- The role of a governor (as set out in the Academies Financial Handbook) is to oversee the trust's financial affairs and hold the executive leadership to account.
- A governor (trustee) **must** apply the highest standards of governance and take full ownership of their duties. They must comply with the trust's charitable objects, with company and charity law, and with their funding agreement. The duties of company directors, in summary, are to:
 - Act within their powers
 - Promote the success of the Academy
 - Exercise independent judgement
 - Exercise reasonable care, skill and diligence
 - Avoid conflicts of interest
 - Not to accept benefits from third parties
 - Declare interest in proposed transactions or arrangements
- The trustees must ensure regularity and propriety in use of the trust's funds, and achieve **economy**, **efficiency** and **effectiveness** – the key elements of **value for money**.

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Governing Body Register of Attendance – Academic Year 2019/20

The Governing Body has formally met 6 times during the year. Attendance during the year at meetings of the Full Governing Body and Business Committee are as follows:

| Full Governing Body Meetings | | | |
|------------------------------|-------------------------------------|-------------------|-------------------|
| Governor and Role | | Meetings Attended | Out of a Possible |
| Mr M Kendall | Chair | 6 | 6 |
| Miss S Webb | Ex Headteacher & Accounting Officer | 6 | 6 |
| Mrs J Cartwright | | 4 | 6 |
| Mrs D Chandley | | 6 | 6 |
| Mrs D Gutteridge | | 4 | 6 |
| Ms Z Moore | | 5 | 5 |
| Mr K O'Brien | | 4 | 5 |
| Mr R Osborne | | 4 | 6 |
| Mrs M Richards | | 5 | 6 |
| Mr A Sharp | | 6 | 6 |
| Mrs S Thomas | | 3 | 6 |
| Mrs J Woods | | 6 | 6 |

As a result of COVID (March 20), Business and Full Governing Body meetings were amalgamated in Term 4.

| Business Meetings – Incorporating Finance and Pay & Performance | | | |
|---|-------------------------------------|-------------------|-------------------|
| Governor and Role | | Meetings Attended | Out of a Possible |
| Mr M Kendall | Chair | 2 | 2 |
| Miss S Webb | Ex Headteacher & Accounting Officer | 2 | 2 |
| Mrs D Chandley | | 2 | 2 |
| Mrs S Thomas | Vice Chair | 2 | 2 |
| Mr R Osborne | | 2 | 2 |