

SUMMARY OF ROLES AND RESPONSIBILITIES

BDES	<ul style="list-style-type: none"> <input type="checkbox"/> Provides policies, guidance and support <input type="checkbox"/> Provides guidance on the provision of RE, collective worship and the development of Catholic life. <input type="checkbox"/> Supports the community of Catholic Academies <input type="checkbox"/> Provides advice and support on the use of buildings and land. 	Members	<ul style="list-style-type: none"> <input type="checkbox"/> The guardians of the mission, vision and values of the MAC <input type="checkbox"/> Accountable to the Archbishop <input type="checkbox"/> Signatories of the Memorandum and Articles of Association <input type="checkbox"/> Hold the Board of Directors to account <input type="checkbox"/> Appoint the MAC auditors and receive audited accounts <input type="checkbox"/> Remove ineffective Directors from the MAC Board
Board of Directors	<ul style="list-style-type: none"> <input type="checkbox"/> The accountable body. <input type="checkbox"/> Accountable to the Archbishop, Members and Secretary of State <input type="checkbox"/> Full Board Meetings per annum, plus Committee Meetings <input type="checkbox"/> Lead Link Roles <input type="checkbox"/> Responsible for the preservation and development of the Catholic Character of the MAC. <input type="checkbox"/> Strategic oversight, set the 3-5year vision for the MAC <input type="checkbox"/> Ensure robust and effective governance / decision making across the MAC <input type="checkbox"/> Ensure compliance with all regulatory requirements <input type="checkbox"/> Hold the CSEL to account for academic standards and outcomes <input type="checkbox"/> Oversee the finances and effective use of funds across the MAC – setting budgets. <input type="checkbox"/> Review performance management across the MAC <input type="checkbox"/> Maintain a risk register which actively informs MAC agenda and decision making <input type="checkbox"/> Appointment of senior leaders and protected posts across the MAC <input type="checkbox"/> Duty to uphold the MAC’s objects and comply with any directives, advice or guidance from the Archbishop via the DES. 	Chair of Directors	<ul style="list-style-type: none"> <input type="checkbox"/> Responsible for the effective operation of the BOD. <input type="checkbox"/> Accountable to the Archbishop and Secretary of State <input type="checkbox"/> Ensure effective and efficient conduct of the Directors’ business <input type="checkbox"/> Agree with the CSEL the agenda for all of the Board’s meetings <input type="checkbox"/> Ensure that all Directors are given the opportunity to express their views before any important decision is taken <input type="checkbox"/> Establish a constructive relationship between the Board, the CSEL, Executives and LGBs <input type="checkbox"/> Ensure when a vacancy arises that the CSEL is replaced in a timely and orderly fashion <input type="checkbox"/> Ensure that the Board reviews its own effectiveness and to review the Directors contribution <input type="checkbox"/> Represent the Board in discussions with DfE and ESFA <input type="checkbox"/> Represent the MAC at public occasions <input type="checkbox"/> Ensure Directors have completed agreed training
CSEL	<ul style="list-style-type: none"> <input type="checkbox"/> Accountable to the BOD for the performance of the MAC <input type="checkbox"/> Chair the CET and communicate to the Board on behalf of the CET <input type="checkbox"/> Lead and support Board’s development of the MAC strategy <input type="checkbox"/> Deliver on the strategy and the strategic goals <input type="checkbox"/> Communicate on behalf of the Board with the DfE and other regulatory bodies 		<ul style="list-style-type: none"> <input type="checkbox"/> Act as the Trust’s Accounting Officer. <input type="checkbox"/> Responsible to the Board for ensuring appropriate oversight of financial transactions of the MAC <input type="checkbox"/> Responsible for education standards across the MAC and in all Schools

Local Governing Boards	<ul style="list-style-type: none"> <input type="checkbox"/> Support the BOD by providing oversight at an Academy level <input type="checkbox"/> Accountable to the BOD <input type="checkbox"/> 3 Local Board meetings per annum, plus 3 focussed area meetings. <input type="checkbox"/> Conducting Link role visits <input type="checkbox"/> Establish and maintain relationships with the local parish priest, Church and parish community <input type="checkbox"/> Establish and maintain relationships with parents and the wider community. <input type="checkbox"/> Scrutinise the impact of expenditure of pupil premium. <input type="checkbox"/> Carry out the MAC vision, policies and priorities <input type="checkbox"/> Scrutinise the academic performance of the School and agree School Development plans <input type="checkbox"/> Inform the BOD and its committees in relation to the impact of additional funding (Pupil Premium, Catch-up and Sports Premium) <input type="checkbox"/> Advise and act as a critical friend to the Head Teacher and advise the BOD about local issues they need to consider <input type="checkbox"/> Represent the interests of the Academy community <input type="checkbox"/> Ensure the School is operating within the ethos, values and mission of the MAC <input type="checkbox"/> Co-operate with Ofsted and CSI inspections 	Chair of the Local Governing Board	<ul style="list-style-type: none"> <input type="checkbox"/> Responsible for the effective operation of the LGB <input type="checkbox"/> Ensure that link role visits are being undertaken <input type="checkbox"/> Agree with the Head Teacher the agenda for meetings <input type="checkbox"/> Ensure that all Governors are given the opportunity to express their views <input type="checkbox"/> Establish a constructive relationship between the LGB and Head Teacher <input type="checkbox"/> Represent the School at public occasions <input type="checkbox"/> Be a guardian of the MAC Mission, Vision and Values <input type="checkbox"/> Ensure that the LGB or subcommittees receive the information they require in a timely fashion <input type="checkbox"/> Ensure governors have completed training that has been stipulated by the BOD
Head Teacher /Exec Head Teacher	<ul style="list-style-type: none"> <input type="checkbox"/> Accountable to the CSEL for the performance of the School <input type="checkbox"/> Undertakes statutory responsibilities as Head Teacher as per the Head Teachers Standards. <input type="checkbox"/> Provides leadership and vision to the School <input type="checkbox"/> Responsible for safeguarding and well-being of pupils and staff <input type="checkbox"/> Advises on and implements School's development/action <input type="checkbox"/> Responsible for recruitment of school staff, their induction their professional development <input type="checkbox"/> Provide professional leadership for the School and secure its success and improvement, ensuring high quality educational provision and care for all its students and good standards of learning and achievement 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement the agreed policies and procedures laid down by the BOD including the implementation of all statutory regulations <input type="checkbox"/> Advise the LGB on forward planning and quality assurance <input type="checkbox"/> Provide leadership and management of the School and its staff <input type="checkbox"/> Manage the delegated budget and resources efficiently <input type="checkbox"/> Undertakes performance management of school staff <input type="checkbox"/> Responsible for disciplining School staff <input type="checkbox"/> Responsible for following HR policies and HR advice <input type="checkbox"/> Establish and maintain relationships with the local parish priest, Church and parish community <input type="checkbox"/> Establish and maintain relationships with parents and the wider community <input type="checkbox"/> Establish and maintain a positive relationships across the MAC 	