

**Buckler's Mead Academy**  
**Governance Structure**

**Members**

|                                  | <u>Date of Appointment</u> | <u>Date of Resignation</u> | <u>Business and Pecuniary Interests</u>   |
|----------------------------------|----------------------------|----------------------------|---|
| Mr Mark Lawrence                 | 1/9/2019                   | 16/09/2020                 | Headteacher. Director of subsidiary company Buckler's Mead Leisure Centre and Trading Limited from 1/9/2019. Director of Threadneedle Management Company (Property Management). Director at Yeovil College until 10/6/2019. |
| Mr Richard Grant Hunt            | 5/7/2011                   |                            | Director of subsidiary company : Buckler's Mead Leisure Centre and Trading Limited  |
| Mr Martin Leonard William Salzer | 5/7/2011                   |                            | Employed by Leonardo Helicopters  |
| Mr Malcolm Kenneth Gulliver      | 10/9/2014                  |                            | Trustee of Fiveways Charitable Trust. Chair of Governors at Fiveways School, Yeovil.  |
| Mr John William Crew             | 5/7/2011                   |                            | Director of subsidiary company : Buckler's Mead Leisure Centre and Trading Limited  |

**Full Board**

|                  |                                    | <u>Date of appointment</u> | <u>Term of Office</u>      | <u>Date of resignation from Board</u> | <u>Appointed by</u> | <u>Business and Pecuniary interests</u>   |
|------------------|------------------------------------|----------------------------|----------------------------|---------------------------------------|---------------------|---|
| Mr Mark Lawrence | Headteacher and Accounting Officer | 1/9/2019                   | For duration of employment |                                       | Governing Body      | Headteacher. Director of subsidiary company Buckler's Mead Leisure Centre and Trading Limited from 1/9/2019. Director of Threadneedle Management Company (Property Management). |

|                                  |  |           |  |  |                |   |
|----------------------------------|--|-----------|--|--|----------------|---|
|                                  |  |           |  |  |                | Director at Yeovil College until 10/6/2019.   |
| Mr Richard Grant Hunt            | Chair of Board and Community Governor  | 1/8/2011  | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |  | Governing body | Director of subsidiary company: Buckler's Mead Leisure Centre and Trading Limited.  |
| Mr John William Crew             | Vice Chair of Board (to 4 <sup>th</sup> September 2019) and Community Governor | 1/8/2011  | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |  | Governing body | Director of subsidiary company : Buckler's Mead Leisure Centre and Trading Limited  |
| Mr Malcolm Kenneth Gulliver      | Community Governor and Vice Chair of Board from 4 September 2019               | 1/8/2011  | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |  | Governing body | Trustee of Fiveways Charitable Trust. Chair of Governors at Fiveways School, Yeovil.  |
| Mrs Pauline Barbara Hutchings    | Community Governor   | 1/8/2011  | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |  | Governing body | Casual contract to work as an Exam Invigilator at Stanchester Academy until April 2020.   |
| Mr Martin Leonard William Salzer | Community Governor   | 1/8/2011  | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |  | Governing body | Employed by Leonardo Helicopters  |
| Mr Colin Kenneth Thomas          | Community Governor   | 1/8/2011  | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |  | Governing body | None  |
| Mrs Denise Gommo                 | Community Governor   | 10/9/2014 | 4 years (reappointed for a further 4 year term to 31/8/2022)   |  | Governing body | Employed by Somerset County Council (Milford Junior School) until 31/8/2019, then by The Huish Academy Trust from 1/9/2019. Associate Governor at |

|                           |                   |          |  |           |                |  |
|---------------------------|-------------------|----------|--|-----------|----------------|--|
|                           |                   |          |  |           |                | Milford Junior School until 31/8/2019.   |
| Mrs Suzanne Parry         | Parent Governor   | 9/9/2015 | 4 years and for a further 4 year term until 31/8/2023  |           | Governing body | Also a member of staff   |
| Mrs Dawn Juliette Copland | Staff Governor    | 1/9/2011 | 4 years (reappointed for a further 4 year term from 7 July 2015) and for a further 4 year term until 31/8/2023 |           | Governing body | Company secretary of Buckler's Mead School and Company Secretary and Director of Buckler's Mead Leisure Centre and Trading Limited (from 15 June 2020) |
| Stephen Lawes             | Co-Opted Governor | 6/9/2017 | 4 years  | 31/8/2020 | Governing body | Director of Flyfisher Solutions Limited  |
| Julia Foote               | Parent Governor   | 5/9/2018 | 4 years  | 31/8/2020 | Governing body | Employed by St Gildas Catholic Primary School (Somerset County Council)  |

### **Senior Leadership Team**

|                     |   | <b>Appointed to Leadership Team</b>              | <b>Resigned from post</b> | <b>Business and Pecuniary Interests</b>   |
|---------------------|---|--|---------------------------|---|
| Mr Mark Lawrence    | Head Teacher  | 1/9/2011<br>(appointed to current post 1/9/2019) |                           | Headteacher. Director of subsidiary company Buckler's Mead Leisure Centre and Trading Limited from 1/9/2019. Director of Threadneedle Management Company (Property Management). Director at Yeovil College until 10/6/2019. |
| Mr Christopher Hunt | Associate Head Teacher  | 1/5/2019   | 31/8/2020                 | Self employed School Improvement Partner, working with Fairlands School (Mendip Edge Federation), Hugh Sexeys School, South Somerset Partnership School, Taunton Deane Partnership College, Voyager Learning Campus.        |
| Mr Craig Fletcher   | Assistant Head :<br>Pastoral Lead;<br>Behaviour and Attitudes | 1/9/2012   |                           | Governor at St Michael's Academy. Yeovil.<br>Governor at St Mary's First School, Charminster until 1/12/2019.   |
| Mr Matt Wood        | Business Manager/   | 14/7/2014  | 14/6/2020                 | Company secretary and Director of subsidiary company : Buckler's Mead Leisure Centre and Trading Limited until 14 June 2020   |

|                     |  |  |  |  |
|---------------------|--|--|--|--|
|                     | Company Secretary  |  |  |  |
| Mrs Sophie Thompson | Assistant Head (SENCO)   | 1/9/2020   |  | Family relation of Designated LLP Member of law firm, Browne Jacobson. Governor at Merriott and Haselbury First Schools. |
| Mr Paul Balkwill    | Acting Deputy Head Raising Standards Leader, Quality of Education Impact | 1/9/2017 (appointed to current role from 1/9/2020) |  | None   |
| Mr Timothy Yeates   | Assistant Head Quality of Education, Intent/ Implementation              | 1/9/2019   |  | None   |
| Ms Katherine Royle  | Acting Deputy Head. Safeguarding Lead; Personal Development              | 1/9/2019 (appointed to current role 1/9/2020)      |  | None   |
| Caren Forsey        | Associate Senior Leadership Team (Head of Maths)                         | 1/9/2020   |  | None   |
| Megan Dunsby        | Associate Senior Leadership Team (Head of English)                       | 1/9/2020   |  | None   |
| Rebecca Parsons     | Associate Senior Leadership Team (Head of Science)                       | 1/9/2020   |  | None   |

|              |  |           |  |  |
|--------------|--|-----------|--|--|
| Dawn Copland | Finance Manager – Associate Senior Leadership Team | 15/6/2020 |  | Staff director. Company secretary of Buckler’s Mead School and Company Secretary and Director of Buckler’s Mead Leisure Centre and Trading Limited (from 15 June 2020). Academy Chief Financial Officer. |
|--------------|--|-----------|--|--|

**Membership of Sub-Committees:**

**Teaching and Learning Sub-Committee**

Directors: John Crew  
Pauline Hutchings  
Sue Parry  
Martin Salzer  
Richard Hunt

Staff: Paul Balkwill  
Tim Yeates

**Pastoral and Safeguarding Sub Committee**

Directors: Richard Hunt (Chair)  
Malcolm Gulliver  
Pauline Hutchings  
Sue Parry

Staff: Katie Royle  
Craig Fletcher

**Business Sub Committee**

Directors: John Crew (Chair)  
Denise Gommo  
Malcolm Gulliver  
Richard Hunt  
Colin Thomas

Staff : Mark Lawrence  
Dawn Copland

**Head Teacher Appraisal Committee Appointed Directors Committee**

John Crew  
Richard Hunt (Chair)  
Malcolm Gulliver  
Reserve: Vacancy

**Discipline Committee**

John Crew (Chair)  
2 x Director Members of Pastoral and Safeguarding Sub Committee (in the first instance)

**NB – Chair and Head are invited to all Committee Meetings**

Academy Link Directors

|  |                         |
|--|-------------------------|
| Health and Safety                                | Colin Thomas            |
| Looked After Children                            | Malcolm Gulliver        |
| Pupil Premium                                    |                         |
| Responsible Officer including independent checks | Somerset County Council |
| Safeguarding including e-safety                  | Richard Hunt            |
| SEN/ Disability                                  | To be confirmed         |
| Attendance                                       | Richard Hunt            |
| English  | Vacancy                 |
| High Achievers, Gifted and Talented              | To be confirmed         |
| Leadership and Management                        | John Crew               |
| Maths  |                         |
| Science  | Richard Hunt            |
| Training   | Dawn Copland            |
| Data Protection                                  | Martin Salzer           |
| Careers  | John Crew               |

# **Management Structure of The Buckler's Mead Academy**

## **Board of Directors**

**Academic Year 2020/21**

The Board of Directors has established a management structure through which specific responsibilities have been delegated to named committees, individual Directors, or the Head. This ensures efficient and effective formation and delivery of policy.

In order to monitor, evaluate, review and co-ordinate the effectiveness of the management structure, the formation and delivery of policy, the Board meets at least termly and Directors receive a range of papers which allow them to gain detailed insight into work being undertaken by the committees of the Board of Directors and a clear overview concerning the management of the school and the way in which the Board of Director's policies are being implemented. The relevant papers include: Headteacher's Termly Report; minutes of the previous meetings of the Board, any committees held since the previous meeting of the Board; copies of the Termly Financial Report ; and reports from individual Directors who have undertaken Academy projects or major visits.

Meetings of the Board of Directors consider position and other papers and when the existing policies and management structure need modification, they initiate the necessary action. In this way, policies and delegation of the Board of Director's functions are dynamic and responsive, rather than seen as tablets of stone. When policies are being drafted by the Academy's senior staff and the committees, the general and specific principles formed through debate within the Board of Directors become major factors in the drafting exercise. At the Directors' Committee meetings, policy proposals are considered in the light of the consensus created at the Board of Directors meetings relating both to the specific policy and to previous discussions relating to issues which directly or indirectly impinge on the specific policy. In this way, the consensus created through discussions of the full Board of Directors play a significant role within the various Directors and senior staff discussions relating to strategic, tactical and operating procedures.

It is not the intention of full Board meetings to duplicate in detail the discussions that have previously taken place within other meetings of the Directors' Management structure because the briefing and position papers distributed in advance of Board meetings are intended to convey both the action plans and their reasons. Directors are encouraged to clarify any points through the appropriate meeting Chair or by informally discussing the matter with one of the Directors who attended the meeting. Where a Director continues to have a concern or for any other reason wishes the matter to be discussed more fully at a meeting of the Full Board, she/he may easily do so because the agenda is structured to accommodate this, although where a Director knows in advance of a meeting that

she/he intends to raise the matter, the Chair should be advised in advance so that the anticipated timing of agenda items may be adjusted appropriately.

The Directors' Management Structure dovetails into the Academy's overall Management Structure:-

## **FULL BOARD OF DIRECTORS**

### **SUB COMMITTEES**

Directors formulate sub-committees so as to use their time and expertise wisely in fulfilling their statutory duties and scrutinising the work of the School. Sub-committees are delegated to make decisions and approve policies in line with the scheme of delegation determined at the start of each academic year.

#### **Meetings**

Each committee will normally meet five times a year, on the dates identified on the school calendar, shared with directors at the start of the academic year. The first meeting of each year will include a review of reference and the election of a chair and vice-chair. Directors will also decide at the meeting how minutes are to be taken and distributed. At each meeting the minutes of previous meetings will be checked and signed by the chair before being passed onto the Clerk to the Governors for filing.

#### **Membership**

At least three directors must be present at Sub-Committees for meetings to be quorate. All directors are eligible to join sub-committee meetings therefore there is no upper limit on the size of sub-committees. Senior Leadership Team members will normally attend directors' meetings and service the meetings, i.e. liaise with the Chair regarding the agenda and provide reports, information and guidance as requested. Directors may also invite other guests to their meetings or for particular agenda items at a meeting. Invited guests may include members of staff, other stakeholders, consultants or experts. Directors must be mindful of the need to protect confidentiality or discussing sensitive issues where appropriate.

#### **Voting**

Directors need only vote to approve statutory policies, spending above the pre-determined threshold, on issues that are a significant departure from previous practice or on issues that, after discussion, prove contentious. The Clerk will normally record directors' approval or otherwise of proposals. Senior Leadership Team members or other visitors who are not directors may not vote.



## **Business**

At the first meeting of each academic year, directors will use the year planner template to strategically organise their work. The purpose of planning is to help ensure directors fulfil their statutory duties, are strategic and use their time appropriately – the plan need not be stuck to rigidly and may be amended if necessary.

## **Reporting to The Full Board of Directors**

Sub-Committee minutes will be supplied to directors ahead of meetings of the Full Board and will normally be taken as read. Any director may raise issues pertaining to minutes of sub-committee meetings. Sub-committees may make recommendations to the Full Board of Directors where decisions at that level are required.

## **BUSINESS SUB-COMMITTEE**

The Business Sub-Committee comprises of Directors plus the Head teacher. It is attended by the Finance Manager.

The Sub-Committee reports to the Full Board and is responsible for the operation of the Academy's finances and fulfils the audit function. Its tasks include: guiding the Head on all matters relating to finance; preparing draft financial policy statements for consideration by the Board; presenting the draft budget to the Full Board, monitoring income, expenditure and virements, discussing any variations with those responsible for the appropriate budgets and report termly to the Full Board; to agree the level of day-to-day financial management by the Head and senior staff.

This Sub-Committee is also responsible for personnel and site matters. The Sub-Committee considers annually decisions regarding pay relating to individual members of staff and management point distribution. The Sub Committee will also meet as required to consider such issues as staff redundancies, premature retirements, suspensions, dismissals and grievances.

The Sub-Committee reviews and considers all premises related issues and prioritises them accordingly, before presenting to the Full Board. Additionally, the Sub Committee reviews Health and Safety issues and monitors that the Academy is meeting its legal requirements.

## **PASTORAL AND SAFEGUARDING SUB COMMITTEE**

This Sub-Committee is responsible for ensuring that the duty of the Academy to safeguard and promote the welfare of all its students is fulfilled and oversees its responsibilities to safeguard children who have been identified as requiring support and protection. Areas of responsibility relate directly to both the Academy's internal organisational areas and to the main OFSTED targets of Behaviour and Attitudes; and Personal Development. The Sub-Committee receives detailed progress reports on behaviour, exclusions and attendance which informs their recommendations to the Full Board with regards to improvements in these areas.

## **TEACHING AND LEARNING SUB-COMMITTEE**

This Sub-Committee is responsible for the curriculum, plus teaching and learning and relates directly to the OFSTED area of Quality of Education. Responsibility is held for ensuring that the curriculum is delivered in accordance with the Academy Development Plan and national requirements. The Sub-Committee monitors and makes proposals to the Full Board regarding the formation of a broad and balanced curriculum; and monitors and evaluates the impact of the quality of teaching and learning on rates of progress and standards of achievement by all students. The Sub-Committee receives a detailed analysis of exam results; monitors intervention strategies and expected outcomes for subject areas. Monitoring and evaluation of sub-groups of learners (including Looked After Children, Pupil Premium children and SEND) is also undertaken to ensure all needs have been identified and addressed. Responsibility is also held for implementation of the SEN policy.

## **HEAD TEACHER'S APPRAISAL COMMITTEE**

This committee comprises the Chair of the Board and two other Directors (who must not be members of staff at the Academy). The Panel meets twice annually to review the Headteacher's targets and salary.

## **DISCIPLINARY COMMITTEE**

This committee meets throughout the year as required.