



Governance Arrangements 2024-2025

Governance Arrangements

The Trustees have established committees (Local Governing Bodies and Finance & Planning Committee) either with delegated authority to make decisions or for the purpose of providing advice and support, informing the overall work of the Trust Board. However, these committees are not legally responsible or accountable for statutory functions – the Trust Board retains overall accountability and responsibility.

The responsibilities of board committees are set out in their terms of reference; The Trust Board will appoint committee members and Chairs.

Delegation can be removed if trustees determine that a committee is unable to meet key performance indicators.

The purpose of the Governing Body is to provide independent oversight of the management and operation of each academy, with the aim of improving the quality of education provided and raising standards.

Executive Leaders and the Senior Leadership Team make the day-to day decisions about running the academies.

Trustees shall ensure that the minimum requirements of committee members (governors) for the academies LGB are:

- Chair
- At least two parent governors
- The Headteacher (ex officio)
- At least one staff governor
- At least one local authority governor
- Any number of co-opted/community governors

The role of the Governing Body (in line with the scheme of delegation) is:

- Building an understanding of how the academies are led and managed
- Determine school level policies which reflect the Trusts ethos and values
- Management of risk: establish register, review and monitor

- Monitoring whether the academies are:
 - o Working within agreed policies
 - o Is meeting the agreed targets
 - o Managing its finances and resources well
 - o Engaging with stakeholders
 - o Reporting to the Trust Board

The Governing Body responsibilities include;

- Review, approve and monitor the Academy Development Plan (ADP)
- Review, monitor and challenge Headteacher/SLT reports:
- School performance & improvement
- Safeguarding, SEND, other vulnerable groups
- Behaviour, attendance & safety
- Student development

The Governing Bodies are sub committees of the Trust Board. Governance structure & committees are established and reviewed annually by the Trust Board.

Roles and Responsibilities

Lower Academy Local Governing Body 2024/25

Name	Term of Office	Committees/Responsibilities
Deirdre O'Donoghue	01/09/24 – 31/08/27	Chair of Governing Body
Rebecca Rees	01/09/24	Ex-officio (Headteacher)
Keith Bobbin	01/09/24 – 31/08/27	Governor (Community)
Gemma Stoddard	29/09/2022 - 31/08/2025	Governor (Staff)
Sam Ricks	25/05/2023 – 24/05/2026	Governor (Staff)
Michelle Kalam	23/05/2024 – 23/05/2027	Governor (Community)
Tammy Gurney	01/09/24 – 31/08/2027	Governor (Parent)
Hayley Kemp	19/09/2024 – 31/08/2027	Governor (Parent)

Upper Academy Local Governing Body 2024/25

Name	Term of Office	Committees/Responsibilities
Leah-Marie Smith	01/09/24 – 31/08/27	Chair of Governing Body
Deirdre O'Donoghue	01/09/24 – 31/08/27	Governor (Community)
Rebecca Rees	01/09/2023	Ex-officio (Headteacher)
Dan Smith	07/12/2022 – 7/12/2025	Governor (Community)
Keith Bobbin	01/09/24 – 31/08/27	Governor (Community)
Natalie Fischer	29/09/2022 - 31/08/2025	Governor (Staff)
Karen Mallinder	25/05/2023 – 02/12/2024	Governor (Staff)
Megan Prendergast	14/12/2023 - 14/12/2026	Governor (Community)
Maxine Newell	28/06/2024 – 28/06/2027	Governor (Community)
Samantha Coote	26/02/2025 – 26/02/2028	Governor (Staff)

Basildon Academies
Register of Business Interests
September 2024 – August 2025

NAME	TYPE	DATE APPOINTED	RELEVANT BUSINESS INTERESTS	LINKS TO OTHER EDUCATIONAL ESTABLISHMENTS	PERSONAL RELATIONSHIPS WITH SCHOOL STAFF OR OTHER GOVERNORS	DATE INTEREST DECLARED
Deirdre O'Donoghue	Chair of Governors/Trustees, Supervisory Member	01.09.2024/ 01.01.2022	Trustee at AQA	None	None	19.09.2024
Mark Logan	Chair of Supervisory Members	01.01.2022	None	Governor for School in Portugal	None	26.03.2025
Dipesh Patel	Supervisory Member	01.01.2022	None	None	None	08.01.2025
Olanike Jagun	Supervisory Member	01.01.2022	None	None	None	17.01.2025
Gary Smith	Trustee, Chief Executive & Accounting Officer	11.02.2022 01.09.2017	Chief Executive Officer	CSS Community Governor CSS Management Committee CSS FR Committee	Wife is member of staff at Basildon Upper & Lower Academy	19.09.2024
Keith Bobbin	Trustee/Local Authority/Community Governor	11.02.2022 01.09.2017 01.09.2024	None	Northlands Primary School	None	13.02.2025
Leah-Marie Smith	Trustee/ Parent Governor	11.02.2022 02.12.2021	None	None	None	06.01.2025

NAME	TYPE	DATE APPOINTED	RELEVANT BUSINESS INTERESTS	LINKS TO OTHER EDUCATIONAL ESTABLISHMENTS	PERSONAL RELATIONSHIPS WITH SCHOOL STAFF OR OTHER GOVERNORS	DATE INTEREST DECLARED
Sam Ricks	Staff Governor	29.03.2023	None	None	None	10.05.2024
Gemma Stoddard	Staff Governor	29.09.2022	None	None	None	16.01.2025
Owen South	Trustee	20.07.2022	None	None	None	06.01.2025
Natalie Fischer	Staff Governor	29.09.2022	None	None	None	26.09.2023
Daniel Smith	Community Governor	29.12.2022	None	Named Nurse for all secondary & primary schools in Basildon East Locality	None	01.11.2023
Rebecca Rees	Ex-Officio	01.09.2023	None	None	None	10.05.2024
Megan Prendergast	Community Governor	14.12.2023	Recruitment	Academies Recruitment Agency Ltd	None	14.12.2024
Alison Paveling	Trustee	23.05.2024	None	Deputy Head of Children's Support Service	None	19.09.2024
Michelle Kalam	Community Governor	23.05.2024	None	None	None	21.06.2024
Maxine Newell	Trustee/Community Governor	28.06.2024	None	None	None	02.07.2024
Hayley Kemp	Parent Governor	19.09.2024	Primary School Teacher	St Peter's Primary School Billericay	None	08.09.2024

NAME	TYPE	DATE APPOINTED	RELEVANT BUSINESS INTERESTS	LINKS TO OTHER EDUCATIONAL ESTABLISHMENTS	PERSONAL RELATIONSHIPS WITH SCHOOL STAFF OR OTHER GOVERNORS	DATE INTEREST DECLARED
Tammy Gurney	Parent Governor	01.09.2024	None	None	None	18.12.2024
Louise Sherman	Trustee	13.02.2025	None	Keys Cooperative Academy Trust – MECCA, NEECA	Mark Sherman, husband	13.02.2025
Samantha Coote	Staff Governor	26.02.2025	Upper Academy Staff Member	None	None	03.03.2025

Trust board Meeting Attendance 1st September 2023 – 31st August 2024

Trustee	Meetings attended	Out of possible
Nick Luckock	5	5
Tom Montgomery	5	5
Gary Smith	5	5
Keith Bobbin	5	5
April Gurney	5	5
Leah-Marie Smith	3	5
Owen South	3	5
Alison Paveling	2	2
Joanne Barak	2	2

Trust board Meeting Attendance 1st September 2024 – 31st August 2025

Trustee	Meetings attended	Out of possible
Gary Smith	3	3
Deirdre O'Donoghue	3	3
April Gurney	3	3
Keith Bobbin	3	3
Leah-Marie Smith	2	3
Owen South	2	3
Alison Paveling	2	3
Maxine Newell	2	3

Lower Academy Governing Body Attendance

1 st September 2023 – 31 st August 2024				1 st September 2024 – 31 st August 2025		
Trustee	Meetings Attended	Out of a Possible		Trustee	Meetings Attended	Out of a Possible
Chair of Governors	2	3		Chair of Governors	3	3
Community Governor 1	3	3		Community Governor 1	3	3
Community Governor 2	1	3		Community Governor 2	2	3
Headteacher	2	3		Headteacher	3	3
Director of Finance (invitation)	0	0		Director of Finance (invitation)		
Parent Governor 1	1	3		Parent Governor 1	3	3
Parent Governor 2	0	3		Parent Governor 2		
Parent Governor 3	1	1		Parent Governor 3		
Staff Governor 1	3	3		Staff Governor 1	3	3
Staff Governor 2	2	3		Staff Governor 2	1	1
Local Authority Governor	0	0		Local Authority Governor		
Trust School Improvement Leader (invitation)	2	3		Trust School Improvement Leader (invitation)		
DSL (invitation)	3	3		DSL (invitation)	3	3
CEO (invitation)	3	3		CEO (invitation)	1	3

Upper Academy Governing Body Attendance

1 st September 2023 – 31 st August 2024				1 st September 2024 – 31 st August 2025		
Trustee	Meetings attended	Out of a Possible		Trustee	Meetings attended	Out of a Possible
Chair of Governors	2	3		Chair of Governors	3	3
Community Governor 1	1	3		Community Governor 1	3	3
Community Governor 2	3	3		Community Governor 2	1	1
Community Governor 3	1	2		Community Governor 3		
Headteacher	3	3		Headteacher	3	3
Director of Finance (invitation)	0	3		Director of Finance (invitation)		
Parent Governor 1	2	3		Parent Governor 1	2	3
Staff Governor 1	2	3		Staff Governor 1	2	3
Staff Governor 2	2	3		Staff Governor 2	2	3
Local Authority Governor	0	0		Local Authority Governor		
Trust School Improvement Leader (invitation)	2	3		Trust School Improvement Leader (invitation)		
DSL (invitation)	3	3		DSL (invitation)	1	1
CEO (invitation)	3	3		CEO (invitation)	2	3