

Active Education Academy Trust operates River Bank Primary School, a free school in Luton. The school opened in September 2013.

The members are responsible for the appointment of up to eight trustees. Elections are also held for up to two parent trustees. In addition, the headteacher is a trustee. Trustees may be re-elected or re-appointed at the end of their term of office. An election for the Chair and Vice Chair of the Board of Trustees takes place in each academic year.

The members of the academy are the Chair of Trustees and members appointed by Active Luton.

Trustees are volunteers with fixed terms of office for four years with the sole exception of the headteacher who is appointed to the board for the duration of their employment in the role.

Trustees recognise their duties and responsibilities as 'trustees' for the purposes of charity law, as 'directors' for the purposes of company law and as 'governors' of the school. The board of trustees is responsible for the management and administration of the academy. Trustees meet as a board at least six times each academic year.

The board of trustees carries out a regular skills audit and self-evaluation to ensure that the make-up of the board is balanced and contains appropriate skills and experience. The current board brings a range of expertise and skills which helps to direct the academy in a positive and effective way. The board requires all trustees to undertake training and development to enable it to fulfil its duties and to ensure that safeguarding remains a central focus for all its work.

The core functions of the board of trustees that underpin effective governance are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The board works in close partnership with the headteacher to whom it delegates the day-to-day running of the school.

Trustees have established an overall framework for the governance of the academy which determines membership, a scheme of delegation and procedures for the governing board.

## River Bank Primary School Governance Information

Governance of the academy is supported by the Company Secretary who attends and clerks all board meetings.

There is a dedicated Finance, Audit and Risk Committee that is responsible for maintaining oversight of the Trust's financial, governance, risk management and internal control systems in order to ensure short and long term viability. It also has responsibility for oversight and evaluation of the trust's people, facility, premises and property processes and effectiveness, maintenance and development throughout the Trust. The Committee is responsible for reporting findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the trust's annual reporting requirements.

The Pay Committee meets annually and as required. It has responsibility for the review of the Pay Policy for all staff, for ensuring that salary levels and recommendations for individual posts are in accordance with the Pay Policy , for the review of the Professional Development Research and Appraisal Policy and to undertake/oversee any formal consultations on pay matters.

The board of trustees is committed to continuous improvement and ensuring that the pupils remain the focus of everything that it does.