



Local Procedure for Governance Monitoring and Reporting Eastern Region: 2024 – 25
Policy: ACS16

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Aspris is committed to providing high quality provision underpinned by a robust governance framework. We nurture a culture of continuous quality improvement that transcends compliance and aspires to deliver outstanding service outcomes. The following principles underpin our governance framework:

- **Governance procedures and activities are focused on outcomes, safety and quality**
- **We work together in a co-ordinated way to deliver services safely and effectively, with risks managed appropriately**
- **Information about our schools and colleges is reported promptly to enable us to assess our performance, understand risks and decide next steps**
- **Our 'Central Services' have clear functions that support the schools and colleges within our Education Division (see 4.2)**
- **Each school and college operates within a structured management and organisational framework**
- **Every colleague has a line manager to whom they report**
- **Schools and colleges are organised into broadly geographical portfolios which are overseen by a Regional Director (RD) who also acts as the Chair of Governors**

5.3.1 It is expected that each school or college will hold regular senior leadership/management meetings (SLT or SMT Meetings). Membership of these meetings will be determined locally. They should be at least monthly but could be weekly. Agenda items will be determined locally but are likely to include all or some of the following as appropriate:

- Safeguarding (Mandatory)
- Quality of Teaching and Learning
- Curriculum
- Pupil behaviour and attitudes (including attendance, bullying, RPIs, exclusions)
- Health and safety (Mandatory)
- Incidents and Reporting and Lessons learnt
- Young people's progress towards targets
- Outcomes and transitions of children and young people
- Finance (Mandatory)
- Referrals and admissions (Mandatory)
- Therapy/Medical
- Staffing
- SEF/SAR/SER/SDP/Other Development or Action plan review.
- ISS compliance
- Pupil Premium
- Equality and Diversity
- Careers

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3. LOCAL GOVERNANCE REPORTING AND MONITORING: Meeting Descriptions and accountability of staff

LOCAL GOVERNANCE REPORTING AND MONITORING Meeting Descriptions				
	Description	Documentation	Staff Responsible	Frequency
All sites Weekly Report	<i>5. Communication and Reporting Structure</i> Overview of all aspects of local site operations including safeguarding. Highlight issues or blocks for RD attention – communication response from RD via email	Weekly Report Format ESC 16C	Site Leaders and Managers Extended leadership team in schools to contribute to report on their area of responsibility	Weekly Deadline every Monday 12pm
All sites SLT / Team Meetings	<i>5.1 Governance Policy</i> <i>6.1 Guidance for Agenda Items</i> Each Site Lead or Manager to hold their own meeting with their team. Informed by Action Plan etc. Cascade national and local company directives Drive continuous improvement and quality	All local formats for evidence plus: SDP / SEF – education Action Plan – SEND Action Plan – Support Services Action Plan – Business Action Plan – Admin Strategy H&S/ Maintenance Team – meet with HT	HT – SLT SEND lead – therapy teams Regional maintenance manager Referrals – HTs and regional referrals lead	Weekly

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		7.2 Meeting schedule and minutes		
Strategic Leads	4.2 <i>Communication and Reporting Structure – regional level</i> Strategic Operations and Governance overview Business development and action planning. Shared strategic agenda to inform site action plan and team meeting agenda. Informs commercial review, ADC and operational performance	Agenda* - monthly focus from Governance Policy Business development plan for the region Shared central documentation.	Operations Director Head Teachers Business Manager SEN Lead Site Services Manager Referrals Co-ordinator And any other professional invited at the discretion of the OD	Monthly
Commercial Review	Operations and expenditure; considered against ADC and budget forecast. Report on monthly spend in line with budget Informs strategic discussions Reporting to COO and Finance Director	Commercial Review Proforma. Accounts spreadsheet. HT/ Senior admin and RBM monthly health check prior to commercial review pack completion	Operations Director presents to Director of Finance/ Head of Finance/ COO Regional Business Manager Head Teachers	Monthly
Environmental check	Environmental walk documented.	EC16 R – environmental checklist H&S*	HTs/ Support Service Managers Can include QT team support (appendix 1)	Monthly

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Education Governance	5.2 <i>Service level Governance</i> Strong local model of Governance. Governance is about knowing YP, Detailed support and challenge Ofsted evidence – impact of new framework in demonstrating Governance impact Enviornmental walk documented QA cycle reviewed and documented SCR signed and reviewed by OD	ECS16G Termly Governance Report Education Audit of SCR completed by RD ECS16S	Head Teacher plus SLT/ ELT as appropriate. Governance Chair: Nancy O’Regan, Regional and National Governance members as per organisational structure and dependant on need can include QIL (Appendix 1) And any other professional invited at the discretion of the OD	Tri-annually Report to be received 7 days before scheduled date
H&S Committee meeting	Review of H&S audits in align with reporting and monitoring Academy Compliance	ECS 14	Head Teacher Business Manager Regional Colleagues H&S Staff representatives Pupil representative Note Taker: Senior Admin	Quarterly
Budget Forecast Annual	Annual overview. Projected Income from Fees / ADC growth Projected spend : Staffing costs, recruitment in line with ADC growth Commercial review monitoring Potential Projects to support ADC	Aspris Accounts Budget format	Regional Director Regional Business Manager Aspris Accountants and Finance Team Head of Finance (Education) Head Teachers	Annually Usually in T3

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Safeguarding	<p>Creating a culture of Safeguarding, weekly site meetings, reporting, escalations, review, lessons learnt – open and transparent</p> <p>Regular training / compliance</p> <p>Audits: Quality team company, commissioner, Governance</p> <p>Regional sharing of best practice through committee meetings</p> <p>Robust SCR process embedded.</p>	<p>Safeguarding Policy KCSIE</p> <p>Training Compliance for DSLs / all staff</p>	<p>Regional Director – regional safeguarding lead</p> <p>DSL/ DDSLs</p> <p>HT</p> <p>Company Head of Safeguarding</p>	<p>On demand / built in points for review as part of local process/ Governance checks / proprietorial Governance.</p>
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4. Other Meetings of Significance to Governance Monitoring and Reporting – local teams to provide information as requested

LOCAL MEETINGS		
Description	Responsibility	Frequency
Regional Operations Meetings	RD	Termly
Operational meetings	RD	Weekly: Mon/Fri
Regional Head Teacher call	RD / HTs	Weekly: Fri
Referrals Meeting	All Site Leads, referrals co-ordinator	Weekly: Mon

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Ad-hoc SLT meetings with RD	RD / HTs / SLT	RD at least half termly join SLT / expectation SLT is weekly at site level
Formal Line Management of Strategic Leads	RD / strategic leads	Termly (x 3)
Commercial Review Health Check	RD/ HT / Senior Admin	Monthly post P&L release
ADC local referrals meeting	RD / Referrals Co-ordinator / HT's	Weekly: Mon
Environmental Walk	RD / HT	Site visit / Strategic Leads review
Performance Management Reviews	All Line Managers	T1/2 (target set) T3/4 (mid-term) T5/6 (Review)
HR Central / ER cases	RD / local senior admin	Weekly : Monday pm
Safeguarding Audit (Education)	RD / DSL / HTs	Tri-annually
ISS Audit	HTs / RD / Quality Team	Termly
Regional Safeguarding Forum	RD/ all DSLs	Quartely
ACE Forum	All staff / Site representative / Site Leads / Senior Admin	Quarterly*
H&S / Maintenance / HTs – site action review	HTs / RD / Regional maintenance	Weekly
H&S Audits	Site Leads / Regional Maintenance / external audit	Bi-annual site visit/ monthly monitoring
Bids and Commissioners Review	RD	Ad-hoc basis
Growth and Projects	RD / COO – wider central teams	Ad-hoc basis
Quality Assurance commissioner visits (education)	Head Teachers / RD	As and when
EMERGENCY REPORTING		

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Escalation Forms ECS58 V03– significant incident, cause for concern, serious safeguarding risk	HT/ DSL Head of Safeguarding (KD)	As required – to RD – follow local process for incident recording
Notification form – Ofsted / regulator visit	HT	Aspris Governance
Major Incident Contingency Form HS74 Response	HT	Updated as required – review local procedures in accordance with government guidance
Quality Team Governance Support - See new information T1 2023 tbc		
CENTRAL MEETINGS		
Safeguarding support and reflection calls	HT/ DSL / KD	On demand
Head Teacher weekly calls	HT / Head of Quality (ML)	Fortnightly
ESS calls	Head of Quality (ML) / HT / Proprietary Governance	As required
Quality Team / Safeguarding visits	Head of Quality (ML) / Safeguarding KD	As required
Quality Review	Exec Team – RD supplies slide deck review for region	Monthly

5. Proprietorial Governance

- 4.2.1 Governance and Risk Team
The Governance and Risk team has a specific role in ensuring the aims of governance are met. It consists of the following sub-teams/individuals
- Health and Safety Team
 - Aspris Group Policy Manager
 - Registration & Regulations Co-ordinator
 - Group Claims & Complaints Coordinator
 - Independent Monitoring and Compliance Team
 - Safeguarding Team
 - Quality Teams (Education and Care)
 - External Investigators/Advisers

GROUP GOVERNANCE STRUCTURE

Group governance structure and Key Meetings

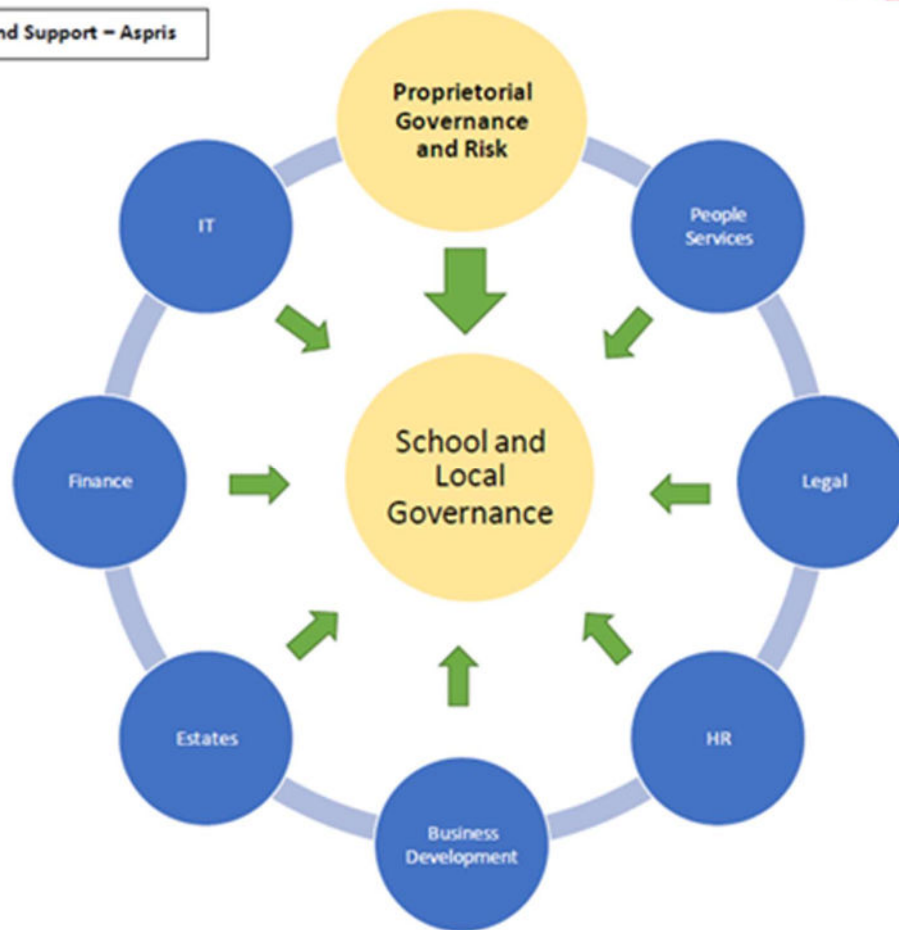
Executive	Executive Committee Meetings
Divisional	Divisional SMT Meetings Governance and Specialist Areas Committees Commercial and Quality Reviews Divisional Commercial and Quality Reviews Group Health and Safety/IPC committee Safeguarding committee Policies and Procedures Committee Task and Finish Groups as appropriate
Portfolio	Regional Cluster Meetings



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Service	Service SMT Meetings Governance Meetings Service Business Reviews Other Service Operational Meetings
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Proprietorial Challenge and Support – Aspris



6. Quality Team

4.2.2 Education Quality Team

The Education Quality Team sits within the Governance and Risk Team and as such is overseen by the Director of Governance and Risk (DoG&R). It consists of a Head of Quality (HoQ) and 2 Quality Improvement Leads (QILs). Each QIL maintains a portfolio of settings for which they have responsibility.

4.2.2.1 The purpose of the Education Quality Team is to be collaborators with and critical friends to both the schools and colleges and the Regional Directors. Their core function is to provide assurance to the Executive Committee. As a critical friend they provide challenge and support to operational governance with regard to

- Operational quality
- Readiness for regulatory inspection
- Provision of post-inspection support
- Compliance with statutory and company expectations

The Education Quality Team works proactively with Regional Directors (RDs), school and/or college leads and Central teams to: drive improvements in quality and young person outcomes; teach, coach and mentor colleagues to build operational capacity and sustainability; and ensure that quality indicators, educational standards and statutory and regulatory requirements are fully met.

4.2.2.2 Education Quality Team Visits

The Education Quality Team offers remote support and a range of support/challenge visits:

- Entitlement Visits
- Enhanced Entitlement Visits
- Focussed Visits

7 . Calendar of Governance Meeting Dates 2024- 25: all invites sent through outlook.

Regional team meetings	Commercial Review Health Checks with RD	H&S Quarterly - RM	Regional Safeguarding Committee Meeting - PR
Feb	Wed 12 th Feb	Oct	Oct
March	Wed 12 th March		
April	Wed 23 rd April		
May	Wed 14 th May	Feb	27 th Feb
June	Tues 10 th June		
July	Tues 15 th July		
		May	1 st May
		July	10 th July



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7. Full School Termly Governance Dates

	Chair	T1/2 Date	T3/4 Date	T5/6 Date
Bridge House	PR		6/2/25	6/5/25
Woodview	PR		29/1/25	7/5/25
Sheridan	PR		28/1/15	9/5/25
Kingsbrook	PR		30/1/25	14/5/25
Radio City	PR			

***dates shared with COO** and may include attendees from the wider Proprietorial Governance Team

Cross Reference: AOP06 Safeguarding children in Education
AOP06BSafeguarding Children in Education – Wales
AOP08 Safeguarding Adults
AOP08A Safeguarding Adults - Wales
AOP31 Risk Management Strategy and the Group Risk Register
AH&S01 Health and Safety Policy, Organisation and Arrangements

Associated forms:

ACS Form 16A Validation of School Compliance with Independent School Standards
ACS Form 16AB Blank NMS for Residential Special Schools
ACS Form 16AA Welsh Schools ISS Compliance Tracker
ACS Form 16M Governance and Challenge Record Schools and Colleges
ACS Form 16G Schools/Colleges Termly Governance Report
ACS Form 16GA Termly Governance Meeting Notes
ACS Form 16QA Action Plan For Specific Quality Improvement Template
ACS Form 16R ENVIRONMENT WALK AROUND template 2022 colleges
ACS Form 16RA ENVIRONMENT WALK AROUND template 2022 Estyn
ACS Form 16RB ENVIRONMENT WALK AROUND template 2022 Ofsted
ACS Form 57A Careers Guidance Gatsby Benchmarking Checklist Self-Assessment Tool