

# Holding the Trustees to Account

(Reviewed and updated November 2024)

The members of the Thomas Keble Academy Trust are custodians of the governance of the trust and the Trustees have a responsibility to demonstrate to the Members that the Trust’s charitable object is being fulfilled.

The table below details how the Members **Review** (read and raise queries or comments as required), **Monitor** (analyse and report) and **Confirm** (check and note action is completed) the actions of the Trustees.

Area	Measure	Frequency	Owner	Term
Standards	<b>Review</b> Headteacher’s Report to Trust Board	Through year	All	Termly
	<b>Review</b> OFSTED report	As required	All	As required
Performance	<b>Monitor</b> outcomes and compare performance with existing schools <a href="https://www.compareschool-performance.service.gov.uk">https://www.compareschool-performance.service.gov.uk</a>	Annually	KH	Autumn
	<b>Review</b> Annual Report – Trustees’ Report (Achievements and Performance)	Annually	All	Autumn
Governance	<b>Review</b> Scheme of Delegation	Annually	SP	Summer
	<b>Confirm</b> that key milestones on the Academies Planning Calendar are achieved (contained within meeting minutes)	Through year	All	Termly
	<b>Confirm</b> the Board of Trustees meets at least three times a year and conducts business only when quorate (dates of meetings and lists of attendees)	Through year	All	Autumn
	<b>Review</b> Skills Audit	Annually	AC	Summer
	<b>Confirm</b> that the Trustees’ contribution is reviewed – Meeting Attendance & Link Meetings	Through year	AC/KH	Termly
	<b>Confirm</b> that Chair is elected annually	Annually	All	Autumn
	<b>Review</b> minutes of Trustees’ meetings	Through year	All	Termly
Financial	<b>Confirm</b> an appropriate, reasonable and timely response to findings by auditors	Following audit report	All	External – Autumn Internal – Spring
	<b>Confirm</b> that the board approves a balanced budget for the financial year and minutes their approval	Annually	All	Summer
	<b>Confirm</b> that management accounts are shared with the Resources Committee and made available to all Trustees	As required	All	Termly
	<b>Confirm</b> that an audit committee (either dedicated or combined with another committee) has been appointed to advise on the adequacy of the trust’s controls and risks	Annually	All	Autumn
	<b>Confirm</b> decisions about executive pay follow a robust evidence-based process reflecting the individual’s role and responsibilities, and that the approach to pay is transparent, proportionate and justifiable	Annually	All	Spring
	<b>Monitor</b> Financial Benchmarking <a href="https://schools-financial-benchmarking.service.gov.uk">https://schools-financial-benchmarking.service.gov.uk</a>	Annually	KH	Spring
Risk	<b>Review</b> Risk Register	Through year	SB	Termly
Strategy and Vision	<b>Review</b> school Vision	Annually	All	Summer
	<b>Confirm</b> strategy links to Vision	Annually	All	Summer
	<b>Confirm</b> strategy includes Key Performance Indicators which are monitored and reviewed	Annually	All	Summer