



RCAOS Catholic Academies Trusts (CAT) Oversight Group

Terms of Reference

Purpose

- To work on behalf of the Archbishop and Diocesan Trustees in overseeing the implementation of the Diocesan Academy Strategy and delivery of the RCAOS Academisation programme with respect to individual trusts and schools
- To act as approver for Diocesan requirements in relation to the agreed academisation principles and the Academisation Programme requirements (outlined in Appendix A)
- To provide constructive challenge to proposed CAT projects. This may include challenge to individual schools or groups of schools where data supports other actions may be required prior to academy conversion.
- To provide CAT projects with guidance to ensure effective academy conversion in line with Diocesan expectations
- To act as the approving body for any CAT/school to progress to the RSC for academy orders
- To ensure the agreed Academisation principles are adhered to across the Academisation programme
- To work with CATs to ensure no Catholic School is excluded from academisation opportunity.
- To be able to direct schools (where intervention is considered necessary) to join specific CATs and to direct CAT's to assume responsibility for specific schools.
- To monitor academisation programme risks and issues and act as a point of escalation prior to the Education Committee
- To monitor performance of RCAOS CATs via a bi-annual review with CAT boards in addition to the AGM
- To act as a point of escalation for the Diocese for CATs or schools converting
- To resolve strategic and directional issues

Membership

- The Members of the board are listed below. The board may choose to invite any further members with agreement from the board members listed below.
- The Diocesan Academisation Project Manager will also attend.
- Professional representation from the Education Commission will be invited to attend.

Role	Incumbent
Episcopal Vicar for Education (Chair)	Canon Victor Darlington
COO RCAOS	Paul McCallum
Diocesan Schools Commissioner and Director of Education	Angela Cox (interim)
Head of Property RCAOS	Chris Millington
FD RCAOS	Paul Jackson
Education Commission Officers	As required

Accountability

- The CAT Oversight group is accountable to the Education Committee.

Ways of working



- The CAT Oversight group will meet up to 11 times per year (approximately monthly with a summer break in August)
- The CAT Oversight group may meet virtually between scheduled meetings for any emergency decisions
- The CAT Oversight group will be chaired by the Episcopal Vicar for Education, or his nominee.
- Decisions and actions from the CAT Oversight group will be logged by the Diocesan Academisation project manager.
- Papers for the CAT Oversight group will be issued at least 7 days in advance
- Representatives from schools/ CATs will be asked to attend and present.
- Summary notes of meetings will be placed on the DEC website.
- Decisions/ outcomes will be communicated with attendees within 7 days of the meeting taking place.

The Terms of Reference will be reviewed every 6 months.

Appendix A – Approval Requirements

The following products are required to be approved by the CAT Oversight Group. Any new CAT proposals should be presented alongside the CAT Requirements pro forma.

Product	Notes	When
Name of the CAT	Short description of desired name and why this name has been identified. All RCAOS CATs must have Catholic in the title.	Prior to RSC application
CAT Development plan	Draft plan. Outlining key areas of development for the CAT including improvement strands, implementation plan and how they link to delivery of vision. Should address improvement for both pupils and staff. To include other areas of development including systems, organisation and partnerships.	Draft plan prior to conversion. Thereafter annual review
CAT Growth plan	Growth plan outlining phases for CAT growth. Next phase expected to be agreed in principle with in scope schools. Should demonstrate the cluster, and how this growth supports families.	Growth plan prior to RSC application.
CAT Vision and Mission	Document (short) outlining proposed vision. Ensure it includes how the CAT will support outcomes for children and engage with families and parishes	Prior to RSC application
CAT Directors/ Trustees	All CATs have Directors on the board. These must be approved before appointment and will be appointed on a skills basis alongside being practising Catholics. Proposals to be presented to The Education Commission Governance team for processing before approval by the CAT Oversight group	Prior to RSC application



CEO and CFO Job description	Standard CEO and CFO job description available from the Education Commission. Where these deviate from template, approval required.	Prior to RSC application
CEO and CFO approval	Diocesan representation during recruitment.	Throughout recruitment process
RSC application	Approval to proceed to apply to the RSC for academy orders	Prior to RSC application



Principle	Key note
No school is left behind	Growth plans must include the inclusion of all RCAOS schools.
Promote and Strengthen authentic Catholic Education	Vision and Mission clear and approved by the Diocese. Episcopal oversight.
A sustainable model for its communities	Growth, financial sustainability, improved outcomes for pupils
Explicit in its aims for Children and Families	Development plans clear
Inclusion: breadth of opportunity and academic standards	Value of diversity in our schools
Trustees/ Directors and Members must be appointed by the Diocese	Episcopal oversight of the trust and its academies as required in Canon Law
Model Articles, policies and MoU	Utilise CES model articles Abide by the DfE/Catholic Education MoU in dealings with the RSC and ESFA
Name to be approved by the Diocese	or a name will be chosen by the Archbishop
Growth and Development to be approved by the Diocese	All MATs must submit their growth and development plans to the Diocese prior to submission to the RSC.
Use of central buildings and maintenance teams	consistent approaches are taken to compliance matters across the Diocesan estate.