



*Creative  
Education  
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## **Academy Council and Rapid Improvement Board Responsibilities**

### **Safeguarding**

**Resources:** Safeguarding visit report template and guidance

The safeguarding representative from the AC/RIB should visit the academy prior to each AC/RIB meeting to carry out the activities in the guidance. The representative should then produce a short written report on the template which should be distributed with the AC/RIB meeting papers for discussion at the AC/RIB meeting.

### **Health and Safety**

**Resources:** Governance visit report template

The Health and safety representative should visit the academy prior to each AC/RIB meeting to meet with the Principal and/or site manager to discuss any issues arising from routine health and safety checks. The representative should then produce a short written report on the template which should be distributed with the AC/RIB meeting papers for discussion at the AC/RIB meeting.

### **Pupil Premium**

**Resources:** Pupil premium report template

The pupil premium representative should visit the academy prior to each AC/RIB meeting to meet with the academy's pupil premium lead who should have completed the pupil premium report template in advance of the visit. The data table and the first three columns of the expenditure and impact table should be completed for the first meeting in the autumn term. For the remaining meetings during the year, only the data table and evaluation sections should be updated. The representative should use the meeting to gain a thorough understanding about pupil premium expenditure and impact so that they can explain the content of the report as required at the AC/RIB meeting. The report should be distributed with the AC/RIB meeting papers for discussion at the AC/RIB meeting. The document (previous year and current year versions) should provide the information necessary to fulfil the website reporting requirements.



## **Looked After Children**

**Resources:** LAC report template  
LAC annual report template

The looked after children representative should visit the academy prior to each AC/RIB meeting to meet with the academy's LAC lead who should have completed the LAC report template in advance of the visit. The data/information bullets and the first three columns of the expenditure and impact table should be completed for the first meeting in the autumn term. For the remaining meetings during the year, only the data/information bullets and evaluation sections of the table should be updated. The representative should use the meeting to gain a thorough understanding about LAC premium expenditure and impact so that they can explain the content of the report as required at the AC/RIB meeting. The report should be distributed with the AC/RIB meeting papers for discussion at the AC/RIB meeting.

The annual LAC report should be completed at the end of the academic year by the academy's LAC lead and discussed and distributed in place of the regular report at the first meeting of the autumn term.

## **Special Educational Needs and Disabilities**

**Resources:** SEND report template

The SEND representative should visit the academy prior to each AC/RIB meeting to meet with the academy's SENCo who should have completed the SEND report template in advance of the visit. The data table, information bullets and the first three columns of the expenditure and impact table should be completed for the first meeting in the autumn term. For the remaining meetings during the year, the report should be updated with evaluations and performance data. The representative should use the meeting to gain a thorough understanding about expenditure, provision and impact so that they can explain the content of the report as required at the AC/RIB meeting. The report should be distributed with the AC/RIB meeting papers for discussion at the AC/RIB meeting.