

Governance Statement

As Trustees we acknowledge our overall responsibility for ensuring that Woodbridge Trust has an effective and appropriate system of control covering all aspects of the Trust's business activities. Such systems are designed to manage and mitigate rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Board of Trustees has delegated the day-to-day responsibility to the Chief Executive Officer, as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and that these are in accordance with the requirements and responsibilities assigned to it in the funding agreements between Woodbridge Trust and the Secretary of State for Education. The Chief Executive Officer is also responsible for reporting to the Board any material weakness or breakdowns in internal control.

Trustees are well trained and are committed to attending training that enhances understanding of their responsibilities and legal function. This equips them with the knowledge to provide both challenge and support for the Senior Leadership Teams at all of the academies in the Trust. The Scheme of Delegation balances the need for control with empowering Academy and senior leaders to be accountable for the performance of the academy / area they manage.

As Trustees, we have reviewed and taken account of the guidance in DfE's Governance Handbook and competency framework for governance.

The Trust Board

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The board has formally met 3 times during the period ending 31 August 2020.

The Board is supported by a Governance Support Officer, who also provides advice and guidance. The size, structure and composition of the Board and Committees is constantly reviewed to ensure that the governance remains robust and challenging.

The board oversees all Trust activities from Pupil attainment, progress and attendance to financial management, viability and stability of the Trust, the future growth of the Trust, along with key personnel appointments.

The board has agreed a scheme of delegation in order that decision making is devolved to the desired operational or strategic level.

Attendance at meetings during the period ended 31 August 2020 was as follows:

Trustee / Member	Meetings Attended	Out of a possible
Heather Scott (Chair of Trustees / Member)	3	3
Lindsay Bradbury (Member up to 1/1/20, Trustee afterwards)	2	3
Ashley Mason (Member up to 1/1/20, Trustee afterwards)	3	3
Dr Tony Birch	2	3
Dr Pip Hoyes	3	3
Richard Ikin	2	3
Jennifer Jackson	2	3
Ann Nelson	1	1
Janet Woods	2	3
Elizabeth Newman	0	1
Margaret Cooper	2	2

Audit Committee

The Audit Committee is a sub-committee of the Board of Trustees. The main purpose of the Committee is to advise the Board of Trustees on the Trust's assurance framework in line with the Academies Financial Handbook, Articles of Association and Funding Agreements, supporting the Board in fulfilling its responsibilities with regard to financial and business risk management together with the wider internal control framework of the Trust. Meetings of the Committee will be held at least 3 times during the year, however due to the personal circumstances of the committee members, the committee has only met twice this year. The work of the committee continues to develop, focused by clear terms of reference, providing resilience to the Boards reporting mechanisms.

Attendance at meetings during the period ended 31 August 2020 was as follows:

Trustee	Meetings Attended	Out of a Possible
Dr Pip Hoyes (Chair)	2	2
Janet Woods	2	2
Dr Tony Birch	2	2
Ashley Mason	1	2

Finance, Resources and HR Committee

The Finance and Resources Committee is a sub-committee of the main board of Trustees. The Committee is responsible to the Board of Trustees for Financial, HR and Health and Safety matters, this includes but is not limited to the reviewing the budgets, reviewing of policies relating to these areas, pay review, grievances, disciplinary, ensuring submission of key returns by the CFO to the ESFA/DFE. The committee deal with other financial or audit matters as may from time to time be referred to the committee for consideration.

Attendance at meetings during the period ending 31 August 2020 is as follows:

Trustee	Meetings Attended	Out of a Possible
Lindsay Bradbury	1	3
Ann Nelson	1	1
Richard Ikin (Chair)	3	3
Jennifer Jackson	2	3
Heather Scott	3	3