

FULL GOVERNING BODY

TERMS OF REFERENCE

**Membership: V Snowden (Chair), R Davis (Vice Chair), K Hayes, S Turner, L Atkinson,
S Bean, M Lister, L Greaves, J Lindley, E Fox, S Kelly
Clerk: NYES**

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for matters considered confidential. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote

The Governing Body will:

- Hold at least 4 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- Set dates of meetings for the year ahead
- Receive Head teacher reports
- Review and monitor national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Monitor accidents/incidents involving pupils/staff/governors/visitors
- Review, adopt and monitor a Freedom of Information Policy
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Annually review and approve the School Health and Safety Policy
- Monitor the implementation of the school's health and safety arrangements
- Ensure at least 2 governors are appointed to complete the Head Teacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy and curriculum policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors
- To receive a regular report on Safeguarding
- To receive a regular report on Community Cohesion

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of Annual Budget
- Authorisation of the 3-Year Financial Plan
- Setting financial priorities through the School Development Plan
- Authorisation of Statement of Internal Control
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school

- Authorisation of Terms of Reference for all committees
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters

The Governing Body will not delegate any functions relating to:

the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Delegated Functions Overview

The following functions are delegated to the committee, but not to any individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools;
- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

Committee Terms of Reference

Membership

The Governing Body will appoint no less than four governors to each sub-committee.

The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or a non-governor member.

The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.

The Head teacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

Any member of staff other than the Head teacher, when the subject for consideration is the pay, performance or discipline of any other member of staff.

The Head teacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

Three governors who are appointed members of the committee.

Meetings

The committees will meet when the Head teacher or Chair of governor consider it is necessary.

Committee meetings will not be open to the public but minutes are available except for matters which are considered confidential.

In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.

In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.

It is advisable that each committee shall be clerked by the Clerk to Governors. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with full governors' meetings where necessary.
- To contribute to the School Improvement Plan

Updated: Sept 2024

Meeting Dates

Thursday, 26 September 2024 at 5.15pm

Thursday, 28 November 2024 at 5.15pm (Auditors) Members Invited for Y/E Accounts

Thursday, 27 February 2025 at 5.15pm

Thursday, 22 May 2025 at 5.15pm

Thursday, 10 July 2025 at 5.15pm

AUDIT, RISK AND FINANCE COMMITTEE

TERMS OF REFERENCE

Membership: S Bean (Chair), V Snowden (Chair of Trustees), L Atkinson, M Lister

Non-Voting Members: E Fox (Accounting Officer), S Kelly (Business Manager)

Audit and Risk

1. Responsibilities

- to maintain an oversight of the Academy Trust's financial, governance, risk management and internal control systems
- to report findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the trust's annual reporting requirements.

2. Authority

- the Audit and Risk Committee is a Committee of the Academy Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- the Audit and Risk Committee is authorised to:
 - request any information it requires from any employee, external audit, internal audit, or other assurance provider.
 - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

3. Composition

- the membership of the committee will comprise a minimum of 4 trustees.
- employees of the trust should not be audit and risk committee members, but the accounting officer and chief financial officer should attend to provide information and participate in discussions.
- the chair of trustees should not be chair of the audit and risk committee.
- where the audit and risk committee is combined with another committee, employees should not participate as members when audit matters are discussed.
- until otherwise determined by the board of trustees, a quorum shall consist of 3 members of the committee.
- at least one member of the audit and risk committee should have recent or relevant accountancy, or audit assurance, experience.
- any trustee may attend a meeting of the audit and risk committee, including those who are not members of the audit and risk committee.

4. Reporting

The Audit and Risk Committee will:

- report back to the Trust Board regularly every term.
- provide an annual summary report provided by the internal scrutineer / auditor and areas reviewed by internal scrutiny / audit covering key findings, recommendations, and conclusions

5. Coverage

The Audit and Risk Committee will:

- advise the board on the effectiveness and resources of the external/internal auditors or scrutineers to provide a basis for their reappointment, dismissal, retendering, or remuneration. Considerations may include:
 - the auditor's/scrutineer's sector expertise
 - their understanding of the trust and its activities
 - whether the audit process allows issues to be raised on a timely basis at the appropriate level
 - the quality of auditor/scrutineer comments and recommendations in relation to key areas
 - where relevant the personal authority, knowledge and integrity of audit partners and their staff to interact effectively with, and robustly challenge, the trust's managers
 - the auditor's/scrutineer's use of technology
- ensure there is co-ordination between internal audit/scrutiny and external audit and any other review bodies that are relevant
- consider the reports of the auditors/scrutineers and, when appropriate, advise the Trust Board of material control issues.
- encourage a culture within the trust whereby each individual feels that he or she has a part to play in guarding the probity of the Trust, and is able to take any concerns or worries to an appropriate member of the management team or in exceptional circumstances directly to the Board of Trustees
- provide minutes of all Audit and Risk Committee meetings for review at board meetings

External Audit

- review the external auditor's plan each year
- review the annual report and accounts
- review the auditor's findings and actions taken by the trust's SLT in response to those findings
- produce an annual report of the committee's conclusions to advise the board of trustees and members.

Internal Scrutiny

- take delegated responsibility on behalf of the board of trustees for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academies Financial Handbook.
- conduct a regular review of the risk register
- agree an annual programme of internal scrutiny / audit, which is objective and independent, covering systems, controls, transactions, and risks.
- advise the trustees on the adequacy and effectiveness of the trust's systems of internal control, governance, and risk management processes,
- consider the appropriateness of executive action following internal audit/internal scrutiny reviews and to advise the board on any additional or alternative steps to be taken
- oversee the annual review of the trust's risk register

Quorum: 3

Finance, Sites & Premises and HR

To assist the decision making of the Governing Body, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility to ensure sound management of the Academy's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the Governing Body for ratification basis.

Major issues will be referred to the full Governing Body for ratification.

Finance

Subject to the requirements of the Academy Trust Handbook 2022, the committee is authorised:

- To consider the academy's indicative funding, notified annually by the EFA, and to assess its implications for the academy, in consultation with the Head Teacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- To consider and approve the academy's budget, at the start of each financial year.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of EFA, drawing any matters of concern to the attention of the Governing Body.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Head Teacher (£10,000) and up to maximum of £30,000 after which items would be referred to the FGB.
- To prepare the financial statement to form part of the annual report of the Governing Body to parents and for filling in accordance with Companies Act and Charity Commission requirements.
- To receive auditors' reports and to recommend to the full Governing Body action as appropriate in response to audit findings.
- To recommend to the full Governing Body the appointment or reappointment of the auditors of the academy.

Quorum : 3

Sites and Premises

- To inspect the premises regularly and to attend the Annual Building Meeting with the Asset Consultant, School Building Inspector and Site Manager.

- To decide upon priorities for expenditure within budget constraints taking into account information from the Asset Management Plan data.
- To monitor the repair and maintenance work carried out.
- To deal with all aspects of Health and Safety including the appropriate policies and risk assessments, exercising responsibility as defined in the Local Authority Safety Policy, ensure that all statutory testing such as Portable Appliance Testing (PAT) and water safety (Legionella) testing is undertaken satisfactorily and to include road safety problems.

Quorum : 3

Human Resources

- To appoint all teaching with the exception of the Head Teacher and Deputy Head Teacher.
- To approve job descriptions for all new posts.
- To review the job description and the grading for support staff posts.
- To consider applications for flexible/early retirement and flexible working.
- To consider the termination of employment of staff in redundancy situations.
- To approve extensions to temporary contracts.
- To consider the staffing review and to approve the staffing structure.
- To review annually the salaries of teaching staff and approve the salary statements in line with the school's Pay Policy.
- To consider personnel matters including Equal Opportunities/Diversity Issues and monitor them against the school policy.
- To consider any staff welfare issues.
- To review the policies for pay and performance management.
- To achieve the aims of the whole school pay policy in a fair and equal manner.
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- To observe all statutory and contractual obligations.
- To minute clearly the reasons for all decisions and report these decisions to the next Governing Body meeting.
- To work with the Head Teacher in ensuring that the Governing Body complies with the Performance Management Regulations.

Quorum: 3

Updated: SK – Sept 2024

Meeting Dates

Wednesday, 13 November 2024 at 4.00pm

Wednesday, 12 February 2024 at 4.00pm

Wednesday, 16 April 2025 at 4.00pm

Wednesday, 18 June 2025 at 4.00pm

LEARNING AND SCHOOL IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

Membership: K Hayes (Chair), V Snowden, R Davis, S Turner, L Greaves, E Fox,

Purpose

To assist the decision making of the Governing Body, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility.

To make appropriate comments and recommendations on such matters to the Governing Body for ratification basis.

Major issues will be referred to the full Governing Body for ratification.

- To ensure that the school is meeting statutory requirements with regard to the curriculum.
- To monitor and evaluate the curriculum including the way the school delivers the curriculum.
- To support and monitor the development and impact of CPD for staff and subject leaders.
- To support and monitor the targets and objectives of the School Improvement Plan.
- To support the school, where appropriate, with school development/improvement planning and completion of the school Ofsted Self-Evaluation document.
- To consider complaints in connection with the school curriculum and religious worship.
- To agree targets set by the school.
- To understand the school's performance data and its implications.
- To receive reports from the Headteacher on pupil progress through the school.
- To monitor the implementation of the school's Inclusion Policy to ensure that the curriculum is meeting the needs of all pupils.
- To monitor the progress of identified groups e.g. gender, Special Educational Needs and Disability (SEND), Looked After Children (LAC) etc.
- To consider and monitor progress on issues arising from OfSTED inspections and any School Improvement priorities and produce draft action plans for recommendation to the Governing Body.
- To consider all welfare issues concerning pupils.
- To monitor attendance and punctuality.
- To support the school in its pursuit of effective links with parents/carers, the local and wider community and other key stakeholders.
- To have oversight of issues relating to pupil transition.
- To acknowledge pupil, parent and community voice.

- Approve and work with senior leaders to set priorities of the School Improvement Plan.

Quorum: 3

Meeting Dates

Friday, 6 December 2024 at 9.00am

Friday, 28 March 2025 at 9.00am

Friday, 27 June 2025 at 9.00am

Updated: 27 February 2025