PIONEER LEARNING TRUST
Pursuing Excellence and Equity

# Terms of Reference of the Local Governing Body

## ➢ Purpose

The Governing Body will be responsible for the strategic direction of the Academy.
*(Please note the term Headteacher refers to the posts of Head of School and Executive Headteacher)*

<u>The responsibilities to be covered within the meetings will be:</u>

- Operating the Academy in accordance with the principles and values of The Pioneer Learning Trust.
- Ensuring the quality of educational provision.
- Challenge and monitor the performance of the school in relation to curriculum targets and to include the receiving and reviewing of performance data.
- In consultation with the Chief Finance and Operations Officer and Headteacher, to draft the formal budget plan for the financial year including a 3 year financial plan.
- To draft and keep under review the staffing structure in consultation with the Headteacher.
- To consider legislation and advice on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy.
- To develop and review curriculum policies (including Sex Education, Drugs Education, Religious Education, Collective Worship and Special Educational Needs and Disabilities). Where appropriate, to make recommendations for changes to the Governing Body.
- To consider the school's achievements (including pupil attainment on an annual basis) and agree targets.
- To develop and review the school's Behaviour policy and make recommendations for changes.
- To develop and review the home-school agreement.
- To consider amendments to the School Prospectus.
- To consider implications following School Improvement discussions within the School Review process
- To oversee arrangements for individual governors to take a leading role in specific areas.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- Implementation of all extended school activities.
- To develop and review all School Policies.
- To consider implications and make school level decisions following budget monitoring at least Termly.
- To make decisions in respect of service agreements and contracts.
- To ensure that sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the annual Pay Committee' recommendations, to determine whether sufficient funds are available for increments to the Headteacher's pay.
- To consider curricular issues which have implications on Finance and Personnel.
- To develop, on an annual basis, the staff complement and appointment process within which the Headteacher may make appointments during the year.
- To engage with the school's selection and recruitment process and make recommendations for changes to the Headteacher, as appropriate.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and reviewing the Staff Well Being policy and Well Being and Workload Reduction Strategy.
- To consider any appeal against a decision on pay grading or pay awards.
- To review reports from the Responsible Officer.

- To develop a strategy for buildings maintenance (including budgeting for repairs etc. and development).
- Develop and review Asset Management Plans and receive reports on Condition and Suitability surveys.
- In consultation with the Headteacher, propose premises-related funding bids to the Trust Board for consideration.
- To receive regular reports on health and safety issues.
- To develop and review the school's letting policy.
- To ensure that buildings insurance is arranged and that cover is adequate.
- To establish and keep under review an Accessibility Plan.
- To establish and review disciplinary/capability procedures.
- To ensure that risks are being adequately identified and managed by reviewing the internal financial controls and agreeing a programme of work to address and provide assurance on those risks.
- To review the times of the school sessions and the dates of school terms and holidays.

➢ **Membership**

The Headteacher is an ex-officio member of the Governing Body.
The membership for the Governing Body shall be 9 members made up as follows:

- 3 co-opted governors
- 3 Staff Governors:
  - The Headteacher (as ex-officio);
  - 2 members of staff (elected from any level within the staff team);
- 3 Parent Governors

The term of office for each Governor will be 4 years as stipulated in the Trust's Articles of Association.

➢ **Attendance at Governing Body meetings**

The Governing Body may invite attendance at meetings from persons who are not Governors to assist or advise on a particular matter or range of issues, including parents and members of Academy staff.

➢ **Quorum**

The quorum is one third of the total number of governors holding office at the date of the meeting.

➢ **Voting at Local Governing Body meetings**

Only members of the Governing Body may vote at meetings. The Chair will have a casting vote.

➢ **Appointment of Chair**

The Chair of the Governing Body will be elected on an annual basis at the first meeting of the Board of Governors in the autumn term. No Governor who is employed by the Academy Trust will act as Chair to the Governing Body.

In the absence of the Chair of the Governing Body, the elected Vice Chair will stand in and in their absence the Governing Body will elect a temporary replacement from among the Governors present at the meeting subject to a non-employee being present and prepared to take on the role

➢ **Clerk**

The clerk of the Governing Body will be specifically appointed to serve the Governing Body.
In the absence of the clerk the Governing Body will appoint a replacement clerk for the meeting.
The clerk will circulate an agenda and papers for each meeting at least a week before the Governing Body meeting.

- **Recording and reporting the proceedings of Governing Body meetings**
  The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded. The written record will be available in sufficient time for it to be included in the agenda and papers for the next meeting of the Board of Governors. This is to meet the statutory requirement to provide information to the whole Board of Governors and to seek ratification of decisions and recommendations.

  The chairman of each Governing Body Committee will be responsible for giving an oral summary of the Committee's deliberations at meetings of the Board of Governors.

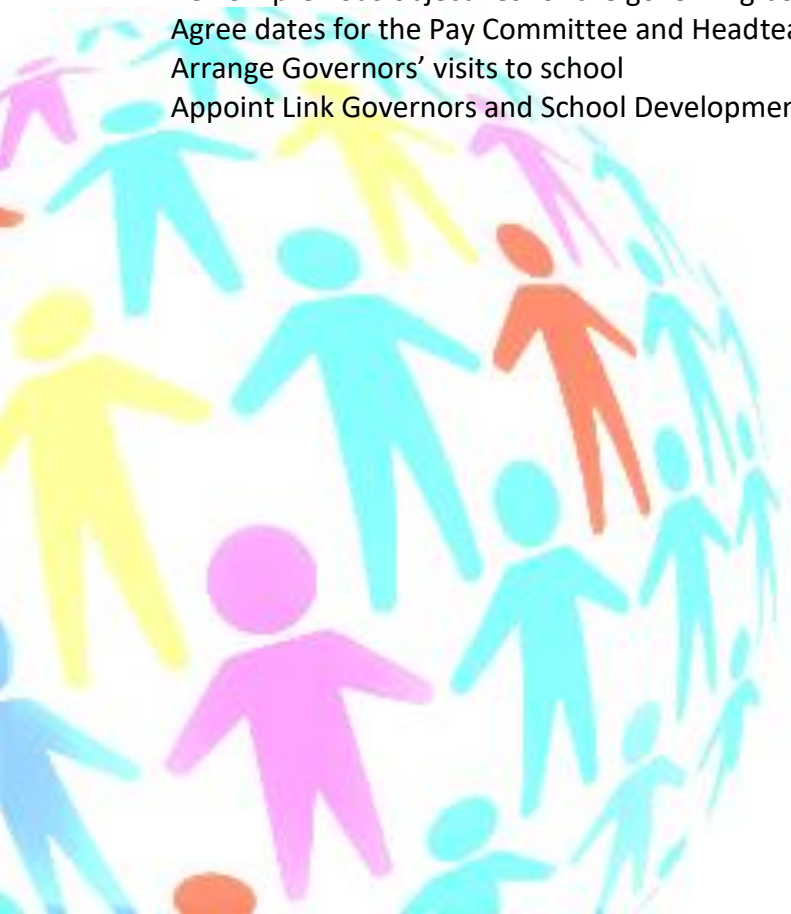
- **Frequency of meetings and programme of work**
  The Governing Body will meet once per half term to fulfil its responsibilities. In instances of urgent items that need to be brought to Governor attention an extra-ordinary meeting of the Governing Body will be called.

  The Chairman of the Governing Body should liaise with the Headteacher of the Academy to plan the Governing Body's work in relation to the School Development Plan.

  There will also be a Business Meeting held at the start of the Academic year which may forma part of the first Full Governing Body meeting in the academic year.

- **Review**
  Governors' meeting arrangements and terms of reference will be reviewed annually.

- **Termly Meeting Planner**
  **Autumn Term Business Meeting (usually within first full meeting of the year)**
  Membership
  Elect Chair and Vice Chair
  Review terms of reference and delegated powers
  Establish committees for Pay and Performance Management
  Review previous objectives for the governing body and set new targets
  Agree dates for the Pay Committee and Headteacher Performance Review Committee
  Arrange Governors' visits to school
  Appoint Link Governors and School Development plan responsibilities



| Autumn Term | |
|---|---|
| **Meeting 1** | **Meeting 2** |
| **Business Agenda**<br>Elect Chair<br>Agree Terms of Reference<br><br>**Agenda Items**<br>Presentation of Management Accounts<br>Report from Responsible Officer<br>Review Finance manual<br>Review any summer holiday building works<br>Agree any holiday building works for Half Term and Christmas<br>Review operational policies in line with agreed schedule<br>Review SATs/Public Examination Results<br>Formally adopt Policies set at Trust Level | Presentation of the Headteacher's Report to include HR update, pupil data and safeguarding review<br>Review Self Evaluation Form (SEF)and update as necessary<br>Approve the School Improvement Plan and curriculum intent<br>Allocate link Governors to SIP areas<br>Review Management Accounts<br>Review Pupil Premium Expenditure and strategic plan<br>Review education and standards policies in line with agreed cycle<br>Update from the Pay Committee and adoption of the pay policy<br>Organise training and support for Governors<br>Formally adopt Policies set at Trust Level |
| **Spring Term** | |
| **Meeting 1** | **Meeting 2** |
| Presentation of Management Accounts<br>Report from Responsible Officer<br>Review operational policies in line with agreed cycle<br>Review 'buy back' services<br>Review previous holiday works<br>Agree holiday building works for Half Term and Easter<br>Review Financial Benchmarking<br>Update on support staff pay<br>Formally adopt Ratify Policies set at Trust Level | Presentation of the Headteacher's Report to include HR update, pupil data, safeguarding review and School Improvement review<br>Agree any significant changes to the staffing structure for the next year<br>Review the Management Accounts<br>Review education and standards policies in line with agreed cycle<br>Receive Governor visit reports<br>Organise training and support for Governors<br>Formally adopt Policies set at Trust Level |
| **Summer Term** | |
| **Meeting 1** | **Meeting 2** |
| Report from Responsible Officer<br>Review operational policies in line with agreed cycle<br>Review education and standards policies in line with agreed cycle<br>Agree final staffing structure for next year<br>Review the Management Accounts<br>Review 'buy back' services and SLAs<br>Reviewing Governing Body effectiveness (self-review process)<br>Review previous holiday works<br>Formally adopt Policies set at Trust Level | Presentation of the Headteacher's Report to include HR update, pupil data, safeguarding review and School Improvement review<br>Review Pupil Attainment in relation to targets set<br>Presentation of Management Accounts<br>Outcome of CIF Bids (where relevant)<br>Agree final budget for next year<br>Agree any summer holiday building works<br>Agree meeting dates for next academic year<br>Formally adopt Policies set at Trust Level |

- **Disqualification**

  Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay of any person employed to work at the school.