

## **Terms of Reference for Full Governing Bodies of individual Academies (the 'Committee')**

It is noted that a Multi Academy Trust organisation refers to Local Governing Bodies (LGB) as 'Committees of the Trust'. Part of the Symphony Learning Trust's (SLTs) ethos and aims are to empower LGBs with the necessary duties to ensure effective working practices continue to develop. This will include the effective use of current committees within each LGB (eg Finance Committee, Standards Committee etc).

For the purposes of this document and for future reference, we will refer to the LGBs as '*committees*' (of the Trust).

For the purposes of this document and for future reference, we will refer to the individual committees currently in place for each Academy (eg Finance Committee, Standards Committee etc), as '*Sub-committees*'.

### **Membership:**

- The membership of each Committee consists of Governors from each respective Academy. The chair is elected by the Committee members. He/she must be a governor who is not employed at the Academy. Size of each Committee is the decision of each individual Academy with the intention of ensuring sufficient expertise and skills coverage is maintained.
- Minutes of all Committee meetings should be taken by an external independent clerk. (Should an external independent clerk not be available, the committee should agree a minute taker and the decision recorded in the minutes)
- For sub-committees, an external independent clerk may also be used but this is an option. A governor can act as clerk in sub-committees. In cases where a *Finance sub-committee* does not utilise an external independent clerk, the clerk can be a Governor who is not a member of the Finance sub-committee.

### **Quorum**

- Five Governors

### **Meetings**

The Committee will meet at least once a term (twice in the Autumn). Before each meeting the standardised agenda will be issued to all Governors. The members of the

Committee shall be sent by email or post, at least 7 days wherever possible before a meeting, notice of the meeting, a copy of the agenda, draft minutes of the previous meeting and papers relevant to the agenda items.

## **Function**

The main functions of the Committees are to:

### **a) Set the strategic direction of the Academy by:**

- i) Setting the values, aims and objectives for the Academy*
- ii) Agreeing the policy framework for achieving those aims and objectives*
- iii) Setting targets*
- iv) Agreeing the Academy improvement strategy/ improvement plan which includes approving the budget and agreeing the staffing structure*  
*These aspects will also be reported to the SLT Trustees for updates at required SLT Trustee meetings*

### **b) Challenge and support the Academy by monitoring, reviewing and evaluating:**

- i) The implementation and effectiveness of the policy framework;*
- ii) Progress towards targets;*
- iii) The implementation and effectiveness of the Academy Improvement Plan;*
- iv) The budget and the staffing structure.*  
*These aspects will also be reported to the SLT Trustees for updates at required SLT Trustee meetings*

### **c) Ensure accountability by:**

- i) Signing off the Academy's own self-evaluation report;*
- ii) Responding to SLT / Ofsted / DfE / EFA or accounting reports when necessary;*
- iii) Holding the Executive Head teacher to account for the performance of the Academy;*
- iv) Ensuring parents and pupils are involved, consulted and informed as appropriate;*
- v) Making available information to the community;*  
*These aspects will also be reported to the SLT Trustees for updates at required SLT Trustee meetings*

*d) Appoint and performance manage the Executive Head teacher who will deliver the aims (with the Head of Academy) through the day to day management of the Academy, implementation of the agreed policy framework and Academy improvement strategy, and delivery of the curriculum*

*e) Receiving and challenging termly reports from the Executive Head teacher and/or Head of Academy detailing statutory items and overall Academy performance. This will also be reported to the SLT Trustees for updates at required SLT Trustee meetings*

## **5. Governor commitment**

### **For Committees to carry out their role effectively, governors must be:**

- a) Prepared and equipped to take their responsibilities seriously;*
- b) Acknowledged as the accountable body by the lead professionals;*

- c) Supported by the appropriate authorities in that task; and
- d) Willing and able to monitor and review their own performance;
- e) Willing and able to enter into appropriate governor training whether arranged individually, through the Academy or the SLT;
- f) No governor can act on her/his own without proper authority from the Committee;
- g) All governors carry equal responsibility for decisions made, and
- h) Although appointed through different routes (i.e. parents, staff, community, co-opted), the overriding concern of all governors has to be the welfare of the Academy as a whole and therefore, the welfare of the wider SLT

## **6. Chair of Governors and Clerk to the Governors**

The Chair of Governors will be elected annually at a Committee meeting. There will be no limit to the time that a Chair of Governors is in place.

The Clerk to the Governors will be appointed by the Committee. Interviews will be held as required including nominated governors and Academy staff as agreed. It is recommended that new Clerks be appointed on a probation period for six months initially and the appointment reviewed every three years. The Clerk will be line managed by the Chair of Governors and/or other appointed governors.

## **7. Membership of the committee**

The membership of the Committee shall be governed by the latest Constitution of the Committee as held by the Clerk to the Governors.

## **8. Delegating powers**

The committee must approve certain statutory policies (see the end of these Terms of Reference) and must approve/ratify the annual Academy budget before it is submitted to the EFA. Other tasks can be delegated to committees such as, but not limited to:

- a. Finance, Pay and Personnel sub-committee\*
- b. Teaching and Learning sub-committee\*
- c. Premises, Health & Safety sub-committee\*
- d. Other sub groups as required, e.g. Specific Projects, Strategy, Vision (incorporating work on the Academy Improvement Plan) \*

\*It is recognised that individual Academies will have specific titles for sub-committees which may differ from the actual wording above. For example, a Management sub-committee may include Premises, Health and Safety and specific projects and a Standards sub-committee may include curriculum and teaching and learning aspects. Each individual Academy is responsible to form their own sub-committees to fulfil the tasks delegated by the SLT.

## **9. Review**

The terms of reference will be reviewed (including those for each sub-committee) and presented to the Committee annually.

## 10. Policies

The Committee has delegated responsibility to the sub-committees to review and ratify many of the school policies (see Terms of Reference for each sub-committee in each Academy). The Committee will review and ratify the following policies:

Statutory Policies in **bold**

<i>Policy to be reviewed by Local Governing Body</i>	Review period (yrs)	Written by and initially ratified at...	What does the committee do
<i>Admissions Appeals</i>	<b>1</b>	Trustees	Review and agree SLT Policy
<b>Admissions*</b>	<b>1</b>	Trustees	Review and agree SLT Policy
<i>Appeals (staff)</i>	<b>1</b>	Trustees	Review and agree SLT Policy
<i>Attendance (Pupils)</i>	<b>3</b>	Committee	Write and Ratify
<b>Behaviour (including Restraint)</b>	<b>2</b>	Committee	Write and Ratify
<i>British Values</i>	<b>3</b>	Trustees	Review and agree SLT Policy
<i>Complaints</i>	<b>3</b>	Trustees	Review and agree SLT Policy
<i>Confidentiality</i>	<b>3</b>	Trustees	Review and agree SLT Policy
<b>Curriculum, Learning &amp; Teaching</b>	<b>2</b>	Committee	Write and Ratify
<b>Data Protection</b>	<b>3</b>	Trustees	Review and agree SLT Policy
<i>Educational Visits</i>	<b>3</b>	Trustees	Review and agree SLT Policy
<b>Equal Opportunities (SLT)</b>	<b>3</b>	Trustees	Review and agree SLT Policy
<b>Equality Plan/Scheme</b>	<b>3</b>	Committee	Review and agree SLT Policy
<i>Exclusions</i>	<b>2</b>	Trustees	Review and agree SLT Policy
<b>Freedom of Information Publication Scheme</b>	<b>3</b>	Trustees	Review and agree SLT Policy
<i>Governors' Monitoring of School Development (gov vists)</i>	<b>3</b>	Committee	Write and Ratify
<b>Governors' Expenses</b>	<b>3</b>	Trustees	Review and agree SLT Policy
<i>Inclusion Statement</i>	<b>3</b>	Committee	Write and Ratify
<b>Instrument of Government</b>	<b>1</b>	Committee	Write and Ratify
<b>Restraint</b> (as an Appendix to the Behaviour Policy)	<b>2</b>	Committee	Write and Ratify
<b>SAFEGUARDING</b>	<b>2</b>	Trustees	Review and agree SLT Policy
<i>Safer Recruitment</i>	<b>2</b>	Trustees	Review and agree SLT Policy
<i>School Aims and Vision</i>	<b>3</b>	Committee	Write and Ratify
<b>Special Educational Needs (and Local Offer)</b>	<b>1</b>	Committee	Write and Ratify
<b>SRE</b>	<b>3</b>	Committee	Write and Ratify
<b>Staff Code of Conduct</b>	<b>1</b>	Trustees	Review and agree SLT Policy
<i>Uniform</i>	<b>3</b>	Committee	Write and Ratify

+ Contractual Policy that must be consulted upon

# May be contractual so it's advisable to consult on changes