

Terms of Reference for the Local Governing Board of Aspirational Futures Multi Academy Trust (Parklands High School 09505)

Membership

A minimum of seven (7) and maximum of 11 (eleven) members to include:

- Two elected parents (maximum of 3)
- One elected member of staff (maximum of 2)
- Co-opted governors appointed by the Local Governing Board

The Headteacher/Principal will be in attendance; the Governing Body Professional will convene and minute meetings.

Term of Office

Governors are appointed for four years.

Quorum

A minimum of three non-staff members.

Meetings

Three meetings a year to be held, one in the autumn term, one in the spring term and one in the summer term.

Reporting

Approved minutes to be submitted to the trust within four weeks (20 school days) of the meeting.

Summary of Functions

Local Governing Board committees are responsible for the link between the Trust and the parents and the community, feeding into the Trust's oversight and management of the school.

The Board of Trustees delegates to them the following functions as laid out in the Scheme of Delegation:

Developing an understanding of how the Trust and the school are led and managed by:

1. Building an understanding of the Trust's ambitions for the school and its pupils – its vision and strategy and how this is realised at school level.
2. Knowing the Trust's values and becoming familiar with key policies, understanding how these work in practice so that they are creating a healthy culture for all.

Being the link with parents and the community by:

1. Building a knowledge of parents' views and the community context.

2. Ensuring that Trustees and the CEO are aware of parents' and community views.
3. Providing a parental perspective (but not representing the views of parents as a whole).
4. Providing a staff perspective (but not representing the staff body).

Monitoring the work of the school, escalating any concerns to the CEO and / or Trustees via the minutes.

1. Scrutinising reports on the school's progress with achieving its ambitions.
2. Scrutinising reports on how the school complies with key policies.
3. Visiting the school during the school day and attending events.
4. Reviewing key decisions made by the headteacher, for example, pupil exclusions and responses to complaints.

Responsibilities (as detailed in the Scheme of Delegation):

Governance

- Determine a calendar of Local Governing Body (LGB) meetings.
- Appoint Local Governors.
- Appointment of the Chair and Vice-Chair of the LGB.

Academy Performance, Curriculum and Teaching:

To monitor:

- Academy Development Plan.
- Curriculum (Intent, Implementation and Impact).
- Curriculum (linked to financial planning).
- Quality Assurance of the Quality of Education.
- Progress and Achievement.
- Review the impact of additional funding.

All of the above are in consultation with the Chief Executive Officer.

Academy Policies and Procedures

- To agree the school day, term dates and holidays.
- To agree admissions in line with the Admissions Policy.
- To agree the Pupil Admission Number (PAN).
- To consider student issues, including attendance, suspensions, punctuality and disciplinary matters for each school.
- To consider exclusions. (The Trustees may decide if the review is undertaken by the LGB, or a combination of experienced LGB members and Trustees).
- To monitor the school's website, logo, branding and uniform.

Staff Policies and Pay

- To be kept **informed** of the adoption of pay scales and other terms and conditions of service for employees.
- To be kept **informed** of the adoption of Trust-wide policies and collective agreements.

- To consider individual academy employees in consultation with the Chief Executive Officer.
- To be **consulted** on the headteacher's/principal's pay.

Staff Management

- To be **consulted** on the suspension of the Headteacher/Principal.

Financial; Governance and Management

- To be kept **informed** of Trust-wide integrated curriculum-led financial plans (annual budget plans and three year forecasting).
- To be kept **informed** of the percentage of top slicing.
- To be **consulted** on the individual Academy budgets.

Central Services

- To be **consulted** on the scope of Central Services which is provided to academies within the Trust.

Policies

- To be accountable for all non-statutory policies at individual academy level.
- To be consulted on all statutory policies at individual academy level.

Approved: Monday 27 March 2023

Review Date: Spring Term 2024.