



PARK COMMUNITY ACADEMY

LOCAL GOVERNING BODY TERMS OF REFERENCE

INTRODUCTION

- The work of the Local Governing Body is carried out through meetings of the Governors as a whole (Governing Body meetings) and through the Committee structure. In addition, a number of statutory panels will carry out specific delegated tasks.
- The Committees are the bodies which devise policies on behalf of the Local Governing Body, and through which the day to day work of the Governors is carried out.
- The Local Governing Body meets normally three times per year (once per term).
- The full Governing Body has the following responsibilities:
 - Determine the Academy's ethos, meaning all aspects of the running of the Academy that are not covered by law or by the Articles of Association.
 - Delegate specific responsibilities to Committees and to individual Governors, and review annually the establishment, Terms of Reference, constitution and membership of all Committees.
 - Ensure equal opportunity for all pupils.
 - Publish an annual prospectus/brochure containing the required information.
 - Publish an Annual Trustees Report, containing at least the prescribed information.
 - Decide school session times and dates of school terms and holidays.
 - Approve the formal school budget plan for submission to the DfE for each financial year.
 - Decide arrangements for collective worship.
 - Decide school discipline policies.
 - Adopt and review the Home/School Agreement.
 - Ensure that sex education is given in a way that encourages pupils to have due regard to moral considerations and the value of family life.
 - Prohibit political indoctrination and secure balanced treatment of political issues.
 - Determine and review policies on charges and remissions.
 - Ratify all policies, statutory and otherwise.
 - Additional items as required/agreed.
- Each Committee meets a minimum of three times per year (once per term). The Minutes of each meeting are confirmed and signed at the next meeting and reported to the full Governors' meeting.
- Both the Local Governing Body meetings and Committee meeting run with an Agenda with some set standing items.

MEMBERSHIP AND CONDUCT

- The Terms of Reference of each Committee of the Local Governing Body must be approved by the full Governing Body and reviewed each year. The Terms of Reference provide the sole, agreed framework within which each committee operates.
- Each Committee will be composed of a *minimum* of four Governors. The Headteacher is an ex-officio member of each Committee and each Committee should have *at least* three other Governors.
- The membership of each Committee will be agreed on an annual basis at the first meeting of the full Governing Body in the Autumn Term.
- The Chair of each Committee is elected by the full Governing Body on an annual basis at the first meeting of the full Governing Body in the Autumn Term. No Governor employed by the Academy will act as a Chair to the Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the Governors (who are not employed by the Academy) present at the meeting.
- The Governing Body elects the Clerk to the Committee. In the absence of the Clerk, the Committee will elect a replacement for the meeting.
- The quorum for each Committee is fixed at three Governors, which will not include the Headteacher or his/her representative.
- Each Committee will meet as often as necessary to fulfill its responsibilities and at least once per term.
- The Clerk to the Committee will circulate an agenda for each meeting and papers at least 5 days prior to the Committee meeting.
- Attendance at each Committee meeting, issues discussed and recommendations for decisions will be recorded. The Clerk to the Committee will forward the written record to the Governing Body in sufficient time for inclusion on the agenda and papers of the next meeting of the full Governing Body. This is to meet statutory requirements, to provide information to the full Governing Body and to seek ratification of decisions and recommendations.
- The Chair of the Committee will be responsible for giving an oral summary of the Committee's deliberations if necessary at the full Governing Body's meetings.
- Each Committee is authorized to invite attendance at its meetings from person(s) to assist or advise on a particular matter or range of issues, including Local Authority representatives and members of the Academy staff who are not Governors.
- Any Governor may attend any meeting of a Committee.
- Only Governors who are members of the Committee may vote at Committee meetings. Where necessary, the elected Chair of the Committee may have a second or casting vote.

- In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of Governors, in consultation with the Headteacher and Chair of the Committee, will take appropriate action on behalf of the Committee. Any decisions taken and the reasons for urgency will be explained fully at the next meeting of the full Governing Body.

AGENDA AND MINUTES

- The Chair, in consultation with Committee members, shall decide on the agenda for each meeting.
- Governors wishing to place items on the agenda must notify such items to the Chair of the Committee at least 10 working days in advance of the meeting.
- The Agenda and accompanying papers for the forthcoming meeting shall be distributed to all Governors (not just members) at least 5 days prior to the meeting. All agendas shall be in a set format and either posted or emailed to Governors.
- Chairs, may, at their discretion, permit an item which is both urgent and important to be included without prior written notification. Such instances should be rare and challenged by the Chair before agreeing to its inclusion.
- Committees shall refer strategic issues to the full Governing Body for decision.
- Minutes of meetings shall be presented in a set format and shall make it clear what action is to be taken, by whom and when. Confidential items shall be recorded separately as 'confidential'.
- Minutes of a Committee meeting shall be presented at the next full Governing Body meeting.
- Where a decision is to be agreed at a meeting, the item shall remain on subsequent agendas under 'Matters Arising' until such time as the meeting is assured that the decision has been fully implemented or completed, to ensure that the decision is followed through.

WORKING BETWEEN COMMITTEES

- In performing their various tasks, Committees shall make use of working groups in cross committee activity.
- Where necessary, two or more committees may hold joint meetings in achieving cross Committee tasks.

CONFIDENTIALITY

- All detailed discussions in meetings shall be regarded as confidential to Governors.
- Unless separately recorded and clearly marked 'confidential', all papers and approved Minutes are public documents.

Finance, Audit, Risk and Resources Committee

This Committee assists 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.

The Committee are to make appropriate comments and recommendations on the management of the Academy's finances, audit, risk and resources to the Governing Body on a regular basis.

MEMBERSHIP:

1. The Committee shall consist of a minimum of three Governors, plus the Headteacher and the Academy Finance Lead.
2. The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. It is the aim of the Committee that each meeting shall usually have a co-opted member invited who will be able to contribute to the business of the meeting.
3. The number of voting members at any one meeting must exceed that of non-voting members.

QUORUM:

The quorum shall be three Governors, and does not include the Headteacher.

MEETINGS:

1. The Committee shall meet at least once a term and otherwise as required.
2. At least one week's notice should be given when convening a meeting and Agenda's and supporting papers be circulated five days prior to the date of the meeting.

RESPONSIBILITIES:

Finance & Audit

- Consider the Academy's indicative budget, notified annually by the EFSA, and to assess its implications for the Academy, in consultation with the Headteacher, in advance of the financial year involved, drawing any matters of significance or concern to the attention of the full Governing Body.
- Consider and recommend acceptance/non-acceptance of the Academy's budget, for the start of each financial year (September – September).
- Contribute to the formulation of the Academy's Improvement Plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the Academy.
- 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 Academy Development Plan.
- In line with the Trust Scheme of Delegation, approve spend within agreed limits.

- Liaise with, and receive reports from external sources as appropriate, and make recommendations about the financial aspects of matters being considered.
- 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 the EFSA, drawing any matters of concern to the attention of the Governing Body.
- 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 where necessary.
- Prepare the Trustees Report to form part of the Statutory Accounts of the governing Body and for filing in accordance with the Companies Act requirements.
- Receive Auditors' reports and to recommend the Governing Body action as appropriate in response to audit findings.
- Develop and recommend to the Governing Body policies on charging, lettings and contracts that are in accordance with the Academy Financial Regulations and advise Governors on the financial implications of adopting certain policies.
- Recommend to the Governing Body whether to enter into contracts with external parties.
- Ensure the return of financial statements as directed by the EFSA
June-December – External Audit of Accounts
July – Draft Budget Forecast Return to EFA

Buildings

- Follow the policies and directives of the DfE/EFSA and other relevant statutory authorities concerning the upkeep of buildings and land.
- Ensure that the conditions of the premises and grounds are monitored and receive regular reports.
- Ensure that resources are available to implement the repair and maintenance policies.
- Prepare a statement of priorities for maintenance and development in conjunction with the Headteacher.
- Receive regular reports on the general maintenance of the premises and grounds and inform the Governing Body of the effectiveness of any planned maintenance programmes.
- Approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- Oversee the preparation, implementation and monitoring of premises related contracts.

- Consider and advise the governing Body on matters relating to the efficient and effective use of the premises and grounds.
- Draft and review the Academy's Disaster Recovery Plan, and make recommendations to the Governing Body.
- Establish arrangements to enable the continuing regular review of security to be undertaken and make recommendations to the Governing Body.
- Be aware of the extent of insurance cover on premises and equipment.
- Additional items as required.

Health and Safety

- Recommend to the Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures.
- To ensure that there are arrangements in place for the dissemination of information on Health and Safety matters to staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the full Governing Body to any necessary preventative/remedial action.
- To receive reports from the Multi Academy Trust, Health and Safety representatives and external Health and Safety agencies.
- To ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils, and visitors to the School, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and headteacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the school Health and Safety Policy.
- Additional items as required/agreed.

Risk

- Prepare and review the Academy's Risk Management Plan on an annual basis.
- Identify any areas of risk and make recommendations to mitigate the level of risk.
- Review the policy and provision for Pupil Welfare/Child Protection/Safeguarding/Behaviour Management
- Monitoring reports by the link governor for Safeguarding and Behaviour Management will be discussed at Full Governors' Meetings.

Staffing/Personnel

- Consider the Headteacher's recommendations and decide, within the resources available to the Governors, how many teaching and non-teaching staff should be employed.
- Draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultations on staffing and personnel matters.
- Review and recommend to the Governing Body for adoption, policies and procedures for dealing with such issues as discipline, grievance, capability and equal opportunities and to ensure dissemination of the information to staff.
- Draft and review a staffing structure in consultation with the Headteacher.
- Approve and review annually the staff training and development plan.
- Review staff work/life balance, working conditions and well being, including the monitoring of absence.
- Draw up for approval by the Governing Body all Personnel Policy documents required including:
 - Equal Opportunities
 - Condition of Service
 - Directed Time
 - Health and Safety of Employees
 - Leave of Absence
 - Supply Cover
 - Professional Development
 - INSET
 - Induction
 - Disciplinary/Capability Procedures
- Delegate to the Headteacher and one or more Governors to carry out all procedures for the appointment of new teaching staff.
- Delegate to the Headteacher or his/her representative the appointment of all other non teaching staff.
- Delegate to the Headteacher all provision of supply cover of under one term's duration.
- Ensure that appropriate contracts of employment are issued to all staff and that appropriate job descriptions are in place.

Curriculum, Quality and Standards Committee

This Committee monitors, evaluates and reviews Academy policy and practice in relation to curriculum planning, learning resources and environment, communications and publications.

MEMBERSHIP:

4. The Committee shall consist of a minimum of three Governors, plus the Headteacher and the Academy Business Lead.
5. The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. It is the aim of the Committee that each meeting shall usually have a co-opted member invited who will be able to contribute to the business of the meeting.
6. The number of voting members at any one meeting must exceed that of non-voting members.

QUORUM:

The quorum shall be three Governors, and does not include the Headteacher.

MEETINGS:

3. The Committee shall meet at least once a term and otherwise as required.
4. At least one week's notice should be given when convening a meeting and Agenda's and supporting papers should be circulated five days prior to the date of the meeting.

RESPONSIBILITIES:

- Determine curricular policy, in consultation with the Headteacher, having regard to the statutory requirements and the curriculum.
- Consider curricular issues that have implications for finance and personnel decisions and make recommendations to the relevant Committees or the Governing Body.
- Ensure an up to date statement of the curriculum and delivery of the curriculum.
- With the assistance of the staff, provide information about how the curriculum is taught, evaluated and resourced.
- Review the policy and provision for collective worship and for Religious Education and make recommendations.
- Review the policy and provision for Sex Education and make recommendations.
- Review the policy and provision for Equal Opportunities and ensure every reasonable consideration will be given to disabled pupils as far as the construction of the building allows.

- Assist the Headteacher in promoting good relationships with parents and the Community.
- Assist in the preparation of the School Brochure/Prospectus for approval by the Governing Body.
- Review information and data regarding school performance for pupils from EYFS to KS5.
- Oversee targets for pupil achievement and progress from EYFS to KS5 and monitor the school's performance towards them.
- Be involved in the monitoring of achievement, progress and assessment throughout the school.
- Monitor the use of pupil premium, PE premium and Covid recovery funding and its impact.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, looked after children and disability on pupils, parents and communities.
- Ensure the school has a curriculum policy that meets pupils' needs.
- Ensure that the 14-19 curriculum is broad-based and provides for vocational training as well as academic qualifications.
- Ensure that all pupils have access to appropriate careers advice.
- Additional items as required/agreed.