

# **Forest Academy**

## **Terms of Reference (See also Members, Governors and Committee Structure) 2021-22**

Revised: 8 November 2021

Agreed: 8 November 2021

Next Review Date: 20<sup>th</sup> July 2022

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## The Members

*Having more members increases the range of perspectives represented and reduces the risk of concentrating power. It also ensures that Members can take decisions via special resolution (75% of members agree) without requiring unanimity, while minimising circumstances in which a split membership prevents decisions being taken by ordinary resolution (at least 51% of the Members are in favour). The minimum number of Members is three; preference is for at least five in number. There is no maximum number.*

### Terms of reference:

- **Members will comprise the signatories / subscribers to the Memorandum of Association** and their rightful successors.
- **Members may amend the Articles of Association** subject to any restrictions created by the funding agreement or charity law.
- **Members appoint the academy trust's auditors** and will receive and review (but do not have to sign off) the academy trust's annual audited accounts (subject to the Companies Act).
- **Members may appoint or remove other Members** in accordance with the Articles of Association by Special Resolution of the Members not the subject of the resolution as long as the number of Members is at least three. (See Note.)
- **Members will act within the bounds of the Articles of Association.**
- **Members may appoint by ordinary resolution up to 12 Governors / Trustees.** (The total number of Trustees who are employees of Forest Academy may not exceed one third of the total number of Trustees.) Members may remove by ordinary resolution any Governor / Trustee so appointed (as long as three Governors / Trustees will remain in office). This article notwithstanding, parent Governors / Trustees are preferably elected from among the parents of pupils in the school (two as a minimum).
- **Members may by ordinary resolution appoint the Head Teacher / Principal as a Trustee** providing the Head Teacher / Principal agrees so to act.
- **Members may direct by special resolution, the Governors / Trustees to take or not take specific actions** which they otherwise would be empowered to take / not take in accordance with the Articles of Association and the Companies Act 2006.
- **Members must not take any action or do anything that would cause Forest Academy to contravene its Objects.**
- **Members shall act in a way which they decide, in good faith, will be most likely to further the Objects of the Academy Trust.**
- **Members will meet at least annually (at the Annual General Meeting)** to receive the report and approve the actions of the Governing Body. Additional General Meetings may be convened of Members in accordance with the Articles of Association.
- **Members have the power to change the company's name and, ultimately, wind it up.**

### Note:

- **No employee of the Trust may be a Member.**
- **A majority of the Members must not also be Governors / Trustees of Forest Academy.**

**Qualification and Disqualification for being a Member of Forest Academy Trust** will be in accordance with the Articles of Association.

**Quorum: A majority of the number of Members in post, present in person or by proxy, physically or by suitable electronic means in accordance with the Articles of Association**

These terms of reference agreed by the Members on 29<sup>th</sup> November 2021.

## The Governing Body

*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 agree, monitor and review policies, targets and priorities.*

### Terms of reference:

- **Provide Strategic Leadership** that sets and champions vision, ethos and strategy for Forest Academy.
- **Ensure Accountability** that drives up educational standards and financial health.
- **Employ and engage people** with the right skills, experience, qualities and capacity.
- **Foster structures** that reinforce clearly defined roles and responsibilities.
- **Ensure compliance** with statutory and contractual requirements.
- **Monitor, evaluate, and improve** the quality and impact of governance.
- **To select, appoint, suspend or dismiss Head Teacher and Deputies** (selection panel may be used).
- **To provide effective oversight of the Head Teacher.**
- **To agree constitutional matters\***, including procedures where the Governing Body has discretion.
- To execute the Powers of Trustees / Governors specified in the Forest Academy Trust Articles of Association.
- To **co-opt new governors\*** in accordance with the Articles of Association.
- To **appoint parent Governors / Trustees** from among the parents of pupils at the Academy if the number of parent Governors / Trustees elected (from among the parents of pupils at the Academy) to the Board falls below two in number.
- **To hold at least three Governing Body meetings a year.\***
- **To appoint or remove the Chair and Vice Chair.\***
- **To appoint or remove a Clerk to the Governing Body.\***
- **To establish the committees of the Governing Body and their terms of reference.\***
- To appoint the Chair of any committee (*if not delegated to the committee itself*).
- **To appoint or remove a Clerk to each committee.\***
- **To remove a co-opted governor\*** in accordance with the Articles of Association.
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals.\***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.\***
- To approve the first formal budget plan of the financial year.
- **To review the delegation arrangements annually.\***
- To agree, by early in the previous summer term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- To monitor the progress of work being undertaken by committees and individuals.
- To consider recommendations made by committees with regard to the working of the Governing Body.
- To establish and keep under review a protocol for the Governing Body.
- To establish and keep under review arrangements for Governors' visits to school.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.
- To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.

**\*these matters cannot be delegated to either a committee or an individual**

**Qualification and Disqualification for being a Governor / Trustee of Forest Academy Trust** will be in accordance with the Articles of Association.

**Quorum: A majority of the number of Governors in post, present in person or by proxy, physically or by suitable electronic means in accordance with the Articles of Association**

These terms of reference agreed by the Members on 29<sup>th</sup> November 2021.

## The Role of the Chair of the Governing Body

- ❖ To ensure the effective functioning of the Governing Body in accordance with the highest professional standards of governance and the legal and Suffolk County Council delegation requirements.
- ❖ To lead Governing Body meetings in a way which embodies the culture, values and ethos of Forest Academy.
- ❖ To ensure different perspectives, viewpoints and dissenting voices are properly taken into account and recorded.
- ❖ To support individual Governors / Trustees in the fulfilment of their responsibilities.
- ❖ To ensure the Governing Body works together as an effective team, building knowledge, skills and experience while undertaking collective responsibility for actions and decisions.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- ❖ To build rapport and confidence with stakeholders.
- ❖ To seek and maximize opportunities for partnership / collaborative working and sharing good practice and lessons learned both to advance strategic goals and for the mutual benefit of Forest Academy and others.
- ❖ To ensure the Governing Body recognizes and understands organisational risks and scrutinizes risk management plans.
- ❖ To ensure the right data is provided by executive leaders to support effective decision-making; to ensure such data is accessible to the Governing Body and open to scrutiny.
- ❖ To promote the importance of data interrogation to hold executive leaders to account.
- ❖ To ensure the Governing Body holds executive leaders to account for financial and business management as much as educational outcomes.
- ❖ To lead the Governing Body to identify when specialist skills and experience are required to lead specific projects or guide standing committees and to engage people with such skills.
- ❖ To undertake leadership appraisal confidently and explain leadership pay awards to the Governing Body for approval.
- ❖ To ensure the Governing Body is prepared for formal external scrutiny.
- ❖ To develop supportive working relationships between all stakeholders.
- ❖ To develop leadership within the Governing Body and foster effective succession planning.
- ❖ To promote and facilitate coaching, development mentoring and support for all members of the Governing Body; to recognize and develop talent in board members and provide opportunities for individual growth and fulfilment.
- ❖ To ensure the board is compliant with the regulatory framework for governance and, where appropriate, Charity and Company Law.
- ❖ To ensure the board receives appropriate training or development where required on issues of compliance.
- ❖ To listen to the Governance Professional, take direction on issues of compliance and other matters, and value their assistance in coordinating leadership and governance requirements for Forest Academy.
- ❖ To seek external advice when needed.
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.
- ❖ To receive the academy trust's financial management accounts each month and ensure that all Academy Governors / Trustees receive management accounts at least six times each year.

**Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members**

## The Role of the Governance Professional / Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
- ❖ To convene meetings of the Governing Body.
- ❖ To attend meetings of the Governing Body and ensure minutes are taken.
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- ❖ To give and receive notices in accordance with relevant regulations.
- ❖ To perform such other functions as may be determined by the Governing Body from time to time.

**Disqualification –The Headteacher.** In the absence of a Clerk, a Governor / Trustee may act as clerk on occasion, but not on a regular basis.

## The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**Disqualification – none**

## The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters.
- ❖ To convene meetings of the Committee.
- ❖ To attend meetings of the Committee and ensure minutes are taken.
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

**Disqualification – The Headteacher.** In the absence of a Clerk, a Governor / Trustee may act as clerk on occasion, but not on a regular basis

## Finance, Premises and Personnel Committee

### Terms of reference:

#### Responsibilities

- To exercise oversight of the Academy Trust's financial planning and management.
- To exercise oversight of the maintenance and development of the premises and grounds.
- To exercise oversight of the Academy's staffing so as to ensure efficient and effective operation of the school and fulfilment of the Trust's strategic objectives.
- To report findings termly and annually to the Governing Body as a critical element of the trust's annual reporting requirements.

#### Authority

- The Finance, Premises and Personnel Committee is a Committee of the Academy Trust and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Governing Body.
- The Finance, Premises and Personnel Committee is authorised to
  - request any information it requires from any employee, consultant, contractor or financial agent operating for or dealing with the Trust; and
  - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Governing Body.

#### Membership

At least four trustees plus Headteacher. In addition, the board may appoint associate members to the Committee to draw on expertise and experience both inside and outside the school

#### Chair

To be appointed by the Trust board at its first meeting in the Autumn Term, or, if so delegated, to be selected / elected by the Committee during its first meeting in the Autumn Term.

#### Governance Professional / Clerk

A committee with delegated powers must have a clerk. A named individual who can be a governor (incl, Committee Chair), but not Headteacher, will be appointed by the board at its first meeting in the Autumn Term.

#### Other Attendees

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

#### Meetings and Minutes

- A minimum of six per year, or as required throughout the school year.
- Minutes are to be completed in draft no longer than 5 working days after meeting takes place. Approval by Chair of Committee to be completed 5 working days after receiving minutes.

#### Accountability

- A report (written or verbal) will be presented to the next board meeting. This will include all decisions made under delegated powers by the Committee, and recommendations where there is no delegation.

### REMIT

#### Financial policy and planning

- To review, adopt and monitor the schools Financial Regulations which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government

regarding future years' budgets, within the constraints of available information.

- To draft and propose to the board for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan.
- To make decisions in respect of service level agreements and all major contracts.
- To monitor school insurances and any claims.
- To monitor non-pupil funds and letting income.
- To monitor payroll expenditure.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- To monitor the management of assets as per the asset register, including the maintenance, repair and disposal of assets in line with the scheme of delegation.

### **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive monthly financial monitoring reports from the CFO.
- To report back to each meeting of the board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the Academies Resource Management Self-Assessment Tool.
- To undertake any remedial action identified as part of the self-assessment tool.
- To complete annual financial benchmarking.

### **Premises**

- To provide support and guidance for the board and the headteacher on all matters relating to the maintenance and development of the premises and grounds.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the board.
- To arrange professional surveys and emergency work as necessary.
  - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- In coordination with the Audit and Risk Committee, to ensure that the board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Performance Management Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation and that all relevant HR policies are up to date and followed.



- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

#### Other Areas

- To monitor pupil intake and in-year movement of pupils.
- To update the Manual of Internal Procedures on an annual basis.
- To monitor, review, revise as needed, and recommend all policies and procedures related to these Terms of Reference to the Governing Body for final approval.

**Disqualification** - Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school or when the topic being considered is in an area under their supervision or responsibility.

**Quorum:** Three Trustees

These terms of reference agreed by the Governing Body: 8<sup>th</sup> November 2021

## Audit and Risk Committee

### Terms of reference:

#### Responsibilities

- To exercise oversight of the Academy Trust's financial, governance, risk management and internal control systems.
- To exercise oversight of the Academy Trust's Health and Safety programmes in compliance with appropriate regulations and best practice.
- To report findings termly and annually to the Governing Body and the Accounting Officer as a critical element of the trust's annual reporting requirements.

#### Authority

- The Audit and Risk Committee is a Committee of the Academy Trust and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Governing Body.
- The Audit and Risk Committee is authorised to
  - request any information it requires from any employee, external or internal audit, other assurance provider, consultant, contractor, agent or agency operating in the audit, risk management, or health and safety area of responsibility; and
  - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Governing Body.

#### Membership

At least three trustees. In addition, the board may appoint associate members to the Committee to draw on expertise and experience both inside and outside the school

#### Chair

To be appointed by the Trust board at its first meeting in the Autumn Term, or, if so delegated, to be selected / elected by the Committee during its first meeting in the Autumn Term.

#### Governance Professional / Clerk

A committee with delegated powers must have a clerk. A named individual who can be a governor (incl, Committee Chair), but not Headteacher, will be appointed by the board at its first meeting in the Autumn Term.

**Other Membership considerations**

- Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.
- Employees of the trust should not be audit and risk committee members.
- The chair of trustees should not be chair of the audit and risk committee.
- Employees should not participate as members when audit matters are discussed.
- 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.

**Reporting**

The Audit and Risk Committee will:

- Report back to the Governing Body 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.
- Provide Health and Safety reports in compliance with appropriate laws and regulations.

**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; and
    - 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
- Review, adopt and monitor the Health and Safety programme and policy.
- Provide support and guidance for the Governing Body, other committees, and the headteacher on all matters relating to the Health and Safety and environmental protection.
- In coordination with Finance, Premises and Personnel Committee, to ensure that the board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Support emergency response to Health and Safety issues affecting pupils or staff in consultation with the Finance, Premises and Personnel Committee / Governing Body.

**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 review of the risk register at least termly.
- Agree an annual programme of internal scrutiny / audit, which is objective and independent, covering systems, controls, transactions, and risks.
- Review regularly the Health and Safety programme and policy and report findings to the Governing Body.
- 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

#### **Other Areas**

- To ensure the school website is fit for purpose.
- To ensure compliance with GDPR.
- To monitor and support promotion of the school.
- To monitor compliance with all data management legislation.
- To monitor, review, revise as needed, and recommend all policies and procedures related to these Terms of Reference to the Governing Body for final approval.

**Disqualification** – The Headteacher and Staff Governors

**Quorum** - 3

These terms of reference agreed by the Governing Body: 8<sup>th</sup> November 2021

## **Standards Committee**

#### **Terms of reference:**

##### **Responsibilities**

- To exercise oversight of the Academy Trust's overall performance in the planning, delivery, evaluation and monitoring of academic performance and individual development of pupils at the Academy.
- To report findings termly and annually to the Governing Body as a critical element of the trust's annual reporting requirements.

##### **Authority**

- The Standards Committee is a Committee of the Academy Trust and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Governing Body.
- The Standards Committee is authorised to
  - request any information it requires from any employee, consultant, contractor, evaluator or agent / agency, and
  - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Governing Body.

##### **Membership**

At least four trustees plus Headteacher. In addition, the board may appoint associate members to the Committee to draw on expertise and experience both inside and outside the school.

##### **Chair and Vice Chair of Committee**

To be appointed by the Trust board at its first meeting in the Autumn Term, or, if so delegated, to be selected / elected by the Committee during its first meeting in the Autumn Term.

#### **Governance Professional / Clerk**

A committee with delegated powers must have a clerk. A named individual who can be a governor (incl, Committee Chair), but not Headteacher, will be appointed by the board at its first meeting in the Autumn Term.

#### **Meetings and Minutes**

- A minimum of three per year, usually once per term, or as required throughout the school year.
- Minutes are to be completed in draft no longer than 5 working days after meeting takes place. Approval by Chair of Committee to be completed 5 working days after receiving minutes.

#### **Accountability**

- A report (written or verbal) will be presented to the next board meeting. This will include all decisions made under delegated powers by the Committee, and recommendations where there is no delegation.

#### **REMIT**

- To receive and assess all school data related to the academic performance, behaviour, attendance, wellbeing and personal development of pupils at the school against agreed KPIs.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor, evaluate and hold the school executive to account for rates of progress and standards of achievement by pupils, including any underachieving groups.
- To approve the curriculum and ensure it is fit for purpose and compliant with all relevant legislation and monitor its implementation and impact.
- To monitor the impact of the curriculum.
- To monitor the accuracy of assessment.
- To monitor the active promotion of British values.
- To monitor, evaluate and hold the school executive to account for the utilisation and impact of classroom support staff and any other specialist staff utilised to support pupils.
- To monitor, evaluate and hold the school executive to account for the impact of the Pupil Premium grant and the progress, attendance and wellbeing of those children benefiting from the Pupil Premium grant or other catch-up funding.
- To approve the annual Pupil Premium Plan and review the impact of the previous years Pupil Premium Plan.
- To approve the annual Sports Premium Plan and review the impact of the previous years Sports Premium Plan.
- To monitor, evaluate and hold the school executive to account for the impact of SEND provision for those children identified with a SEND, including those who have an Education Health Care Plan.
- Compliance of SEND provision with the SEND Code of Practice.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children, young carers and children with a social worker in their lives) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To annually review the IDSR and review the schools data against national comparisons.
- To ensure that all children have equal opportunities.

- To monitor and evaluate the impact of continuing professional development on quality of teaching.
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To advise the Finance, Premises and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To monitor EYFS provision and compliance with EYFS legislation.
- To monitor, review, revise as needed, and recommend all policies and procedures related to these Terms of Reference to the Governing Body for final approval.

**Quorum - 3**

These terms of reference agreed by the Governing Body: 8<sup>th</sup> November 2021

## EYFS Review Group

**Terms of reference:**

- To ensure that the EYFS profile assessments comply with national standards, including monitoring the school's safeguarding provisions
- To ensure that the school is meeting the statutory requirements of the EYFS framework
- To agree, and review as required, policies relating to the EYFS
- To monitor the implementation of the EYFS curriculum
- To monitor the EYFS Early Learning goals and EYFS profile data in comparison with local and national performance data: and to evaluate achievement and progress throughout the setting
- To monitor how creatively the EYFS environment is used to successfully meet learning goals
- To monitor how the school communicates with parents and other stakeholders, and to consider how the school gathers and responds to feedback
- To consider recommendations from external reviews and moderation of the EYFS setting, such as Ofsted inspections and local authority or academy trust review
- To agree the actions needed to address any issues identified through external review; and to regularly evaluate the implementation of any plan agreed
- To monitor and evaluate the development of the relevant sections of the EYFS setting improvement plan
- To ensure that the whole governing body is aware of both the strengths and weaknesses of the EYFS setting, and the details of plans for building on strengths and addressing weaknesses

**Membership – 3**

**Disqualification** – The Headteacher and Staff Governors

**Quorum – 2**

These terms of reference agreed by the Governing Body: 8<sup>th</sup> November 2021

## Headteacher's Performance Review Group

### Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.

### Membership – 3

**Disqualification** – The Headteacher and Staff Governors

### Quorum – 2

**These terms of reference agreed by the Governing Body:** 8<sup>th</sup> November 2021

## Responsible Officer

### Terms of Reference:

The role of the Responsible Officer (RO) is to provide the governing body (GB) with an on-going independent oversight of the academy's financial affairs. Most public sector organisations, and a growing number of private sector organisations, are required to have an internal audit service but due to the relatively small size of academies this requirement is thought to be too onerous.

In the absence of an internal audit service it falls to the RO to provide the GB with independent assurance that:

- The financial responsibilities of the GB are being properly discharged;
- Resources are managed in an efficient, economical and effective manner;
- Sound systems of internal financial control are being maintained; and
- Financial considerations are fully taken into account in reaching decisions.

### Disqualification:

-Any relevant person employed at the school and not a member of the Finance Committee

**These terms of reference agreed by the Governing Body:** 8<sup>th</sup> November 2021

## Hearings Committee

### Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*).
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action.\***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*).
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.
- Members of this committee may be required to sit on a hearing committee for another school in the local cluster of schools.

**\*cannot be delegated to an individual**

**Membership** – not less than 2 members of the Governing Body

2 governors from local schools may be nominated to be on hearing committee (NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher

**Quorum** – 2

**These terms of reference agreed by the Governing Body:** 8<sup>th</sup> November 2021

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors **only if having had prior knowledge of the case**, should not be a member)

## Appeals Committee

### Terms of reference:

- **To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee.\***
- **To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability.\***
- **To consider any appeal against selection for redundancy.\***

**\*cannot be delegated to an individual**

**Membership** – no fewer members than the Hearings Committee

**Disqualification** – The Headteacher

Any members of the Hearings Committee

**Quorum** – 3

**These terms of reference agreed by the Governing Body:** 8<sup>th</sup> November 2021

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors **only if having had prior knowledge of the case**, should not be a member)

## Delegation of Responsibility to Individuals

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.*

**Terms of reference:**

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the Academy.
- To regularly report to the Governing Body, or one of its committees, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
- To attend training as appropriate.

**Disqualification –** The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The approval of the first formal budget plan of the financial year.
- ❖ School discipline policies.
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions).
- ❖ Admissions.

**These terms of reference agreed by the Governing Body: 8<sup>th</sup> November 2021**