

Forest Academy

Full governing board terms of reference

FULL GOVERNING BOARD OF TRUSTEES OF FOREST ACADEMY

Purpose:

To provide:

- Strategic leadership of the academy trust
- Accountability and assurance
- Strategic engagement
- Financial management in accordance with the Funding Agreement through setting the budget and monitoring its financial performance
- Ensuring the effective safeguarding of all those involved with the trust.

The main responsibilities to be managed by the board are outlined below.

Membership: The Board of Trustees is constituted as per the Articles of Association for Forest Academy. A chair and vice-chair will be elected and a clerk will be appointed.

Quorum: Three Governors or one-third (rounded up) of the number of Governors in post (whichever is greater), present in person, physically, or by suitable electronic means, in accordance with the Articles of Association; exception exists for votes to remove a Governor or the Chair of Governors in which cases a quorum is two-thirds (rounded up) of the number of Governors in post at that time – minimum of three.

Meetings: The board will meet at least 6 times a year. Minutes of the meetings will be shared with the board and made available to the public. In determining the agenda for Trust Board meetings and Committee meetings, the Trustees will have regard to the requirement on them to:

- Ensure the effective academic performance and the overall standard of education provided by the Trust and the schools within it.
- Ensure the effective safeguarding of all children, young people and adults associated with the Trust.
- Ensure good financial management and effective internal controls;
 - Complying with the Funding Agreement and the current version of the Academies Financial Handbook (or successor documents);
 - Receiving and consider information on financial performance at least three times a year; and
 - Taking appropriate action to ensure ongoing viability against agreed budgets.

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In consultation with the Chair, the Clerk to the Trust Board shall prepare an annual plan for the meetings of the Trustees.

The Trustees are responsible for the governance and supervision of the Academy Trust and its committees (including Audit and Risk). They have a number of duties and responsibilities relating to the governance of the Academy Trust and its finances. In summary, the Trustees are responsible for:

- Establishing the vision, mission and values for the Academy Trust;
- Carrying on the Academy Trust in accordance with the objects of the Academy Trust as set out in the Articles of Association and safeguarding the assets of the Academy Trust;
- Designing strategy and structure for the operation of the Academy Trust;
- the delegation of the running of the Academy and the direction of the education, pastoral care, financial and other policies of the Academy to the Senior Leadership Team;
- Ensuring the sound management and administration of the Academy Trust by the Senior Leadership Team, and ensuring that the Senior Leadership Team is equipped with the relevant skills and guidance;
- Financial controls and the financial management of the Academy Trust in accordance with the provisions of the Academies Trust Handbook, which sets out in detail provisions for the financial management of the Academy Trust;
- Setting standards of conduct and values, monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- Risk management, that is identifying, quantifying and devising systems to minimise the major risks affecting the Academy Trust; and
- Ensuring the Academy Trust is conducted in compliance with the data protection and general law.
- Establish a Pay Policy for all categories of staff.
- 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.

Monitoring: The board will be responsible for:

- Monitoring pupil premium spending
- Ensuring that the National Curriculum is taught to all pupils
- Checking that the statutory required information is published on the school's website
- Ensuring that health and safety regulations are followed
- Monitor and support promotion of the school.
- Monitor compliance with all data management legislation.
- Monitor the update of the Manual of Internal Procedures on an annual basis.
- Monitor, review, revise as needed, and recommend all policies and procedures related to these Terms of Reference to the Governing Body for final approval.

Approved by the governing board/board of trustees: [September 2024]

Next review date: September 2025

Delegation of Responsibility to Individuals

Area Of Responsibility	Name of Governor	Liaising with	Visit
Early Career Teachers (ECTs)	Amy Coyne	Sam Gough	
English/ Speaking / Listening / Phonics/ Drama / Reading / Writing	Rita Adrego Dani Lomas	Sam Gough	Jan/April/July
Personal Development, Behaviour, Welfare / Ethos / SMSC / PSHE / RSE / Attendance / Thrive / KIND / Wellbeing (pupils)	Maggie Crowther	Headteacher, Laura LaFond, Tammy Wright	Oct/Dec/ March/May/ July
EYFS / Forest Schools / Outdoor Learning	Rita Adrego/Danielle James	Zoe Huff, Sam Rate	October
Finance and Risk Management	Maggie Crowther Rita Adrego	April Grimes, Naimi White, Lorraine Westley	Oct/Feb/June
Health & Safety, Premises, Critical Incident Management	Matt Rickard	April Grimes, Lou Barker, Billy Gorman	Oct/Feb/June
Humanities (History / Geography) / RE / Collective Worship /MFL	Meghan Norton	Alex Adams, Caroline Robinson, Chantelle Lewis, Zoe Huff, Sam Rate	March/July
Staff, Parent and Pupil Voice, Wellbeing of staff	Amy Coyne	Headteacher, Laura La Fond, Tammy Wright	Feb/June
PE , Art, Music	Danielle James/Meghan Norton	Matt Nicholls, Sam, Bray, Eliza Hopkinson, Danielle James	March/July
Pupil Premium / Sports Premium/Disadvantaged/CLA	Rita Adrego, Danielle James	April Grimes, Sam Gough, Matt Nicholls, Zoe Huff	January July
Safeguarding / Child Protection / Online safety / Prevent / GDPR	Maggie Crowther	Headteacher, Tammy Wright, Naimi White	Nov/Feb/May
SEND	Amy Coyne	Claire Edmeades, Zoe Huff, Headteacher	Dec, March, June
Standards	All governors	Headteacher, Deputy Headteachers, EYFS Lead, (Zoe Huff), KS1 Lead (Helen Morley), LKS2 Lead (Sam Gough), UKS2 Lead	FGB meeting
STEM-Science, Computing, DT, Maths	Meghan Norton	Shelley Egan, Helen Morley, Chloe Quarrell, Emily Reeve	March/July

Date Delegation Agreed:	21/01/25 at FGB meeting following the resignation of Phil Richardson
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