

Whinless Down Academy Trust



St Martin's
School



Priory Fields School
Everyone Achieving Together

Terms of Reference for the Local Governing Body

The Local Governing Body acts as a committee to the Board of Trustees in accordance with the Articles of Association and the agreed 'Delegation of Functions'. The Local Governing Body is able to sub-delegate functions as required.

Monitoring activities against the priorities of each school in the academy School Improvement Plan will be 'commissioned' at meetings or carried out by pairs or individual governors in accordance with the terms of reference following;

The main responsibilities to be managed by the governing body are outlined below:

Items in bold cannot be delegated.

Operational	<ul style="list-style-type: none"> • To Recommend chair for appointment by Trust Board • Elect (or remove) Vice Chair. • To hold at least 6 Local Governing Body meetings each year. • To appoint and remove Co-opted and any associate members. • To suspend a governor. • To decide which functions of the Local Governing Body will be delegated and to whom. • To receive reports from any three, pair or individual to whom a delegation has been made and to consider recommendations and whether any further action by the Governing Body is necessary. • To review the delegation arrangements annually. • To recruit new governors as vacancies arise. • To set up and rigorously maintain a register of Governors' Business Interests. • To approve and set up a Governors' Allowances Scheme. • To regulate the Local Governing Body procedures where not set out in law, and record these as Standing Orders. • To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference. • To arrange a suitable induction process and mentoring for newly appointed or elected governors. • To audit individual and collective development needs and promote appropriate training. • To ensure the Head of School provides such reports as requested by the Governing Body to enable it to undertake its role. • To receive reports on bullying, homophobic and racial incidents.
General	<ul style="list-style-type: none"> • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To update and review regularly the School Improvement Plan monitoring the seasonal milestones within the school plan and identify any

	<p>monitoring opportunities for the governing body</p> <ul style="list-style-type: none"> • To review regularly how the school is regarded by pupils and parents. • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. (Except those which are the responsibility of the Trust Board) • Agree the Policy schedule, the delegation and publication of policies. • To approve the policies(delegated to the LGB) and review as identified on the Policy Schedule • To approve all school trips involving an overnight stay away from home. • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. • To discharge duties in respect of pupils with special needs by appointing a 'SEND governor who will liaise with the Trustee with responsibility for SEND. • To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. • To ensure that the governing body complies with all other legal duties placed upon them and in accordance with both the Articles of Association and the funding agreements.
Budget	<ul style="list-style-type: none"> • To engage in strategic planning ensuring Best Value • To analyse and recommend the annual budget to the Trust Board. • To annually review and approve the Charging and Remissions policy. • To make decisions in respect of service agreements and insurance
Staffing	<ul style="list-style-type: none"> • To make Head of School and Assistant Headteacher appointments. • To annually review the impact of and implementation of the Pay and Reward Policy. • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. (Not Executive HT) • To dismiss the Head of School. • To suspend and end the suspension of Head of School
Curriculum	<ul style="list-style-type: none"> • Ensure NC is taught to all pupils • To monitor the curriculum policy if there is one in place. • To establish a charging and remissions policy for activities.
Assessment	<ul style="list-style-type: none"> • To ensure that all statutory assessments are completed in accordance to statutory orders. • To review school performance through a full range of national, local and school data to enable clear, supportive and challenging debate that helps school self-review, strategic planning and target setting processes.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve annually the Appraisal Policy in line with the Pay Policy. • To agree pay discretions for the leadership members of the school. (Not EHT) • To agree any adaptations to pay grades for existing staff .
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a statement of behavior principles on which the school can produce a behavior policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see new 2007 guidance). • To direct the reinstatement of excluded pupils.

Premises & Insurance	<ul style="list-style-type: none"> To develop a school buildings strategy To procure and maintain buildings, including a properly funded maintenance plan. To seek advice from the trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. To receive annual site report.
Health & Safety	<ul style="list-style-type: none"> To institute a Health & Safety policy To ensure that Health & Safety regulations are followed and appropriately prioritised. To receive (3x per Year) an annual Health & Safety Inspection Report and agree any actions.
Admissions	<ul style="list-style-type: none"> To ensure that admissions are compliant with the Academy's admissions policy and adhere to all statutory requirements.
Collective Worship	<ul style="list-style-type: none"> To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.
Information for Parents	<ul style="list-style-type: none"> To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus. To adopt and review home school agreements.
Federations	<ul style="list-style-type: none"> To consider forming a federation/academy or joining an existing federation/academy To consider requests from other schools to join a federation/academy. To leave a federation/academy.
Membership of the Local Governing Body <i>(see contact list attached)</i>	
Agreed by the Trust Board (Date)	<input type="text"/>
Review Date	<input type="text"/>
Quorum: one half of the number of governors in post (rounded up)	<input type="text"/>
Appointment Date	
Chair of LGB	<input type="text"/>
Vice Chair	<input type="text"/>
Clerk	<input type="text"/>
SEN, Child Protection	<input type="text"/>
	<input type="text"/>