



Wade Deacon Trust

Chief Executive Officer: Mrs Pamela Wright OBE

TERMS OF REFERENCE – LOCAL GOVERNING BODY

SAMPLE

Wade Deacon Trust | Birchfield Road | Widnes | WA8 7TD | Company No. 08278808

E-Mail: admin@wadedeacon.co.uk | Website: www.wadedeacontrust.co.uk | Tel: 0151 423 2721

'A Commitment to Excellence'

SUMMARY ACCOUNTABILITY LEVELS

Wade Deacon Multi-Academy Trust (The Trust) has established a Academy Improvement Board and Local Governing Body (LGB) for each of the academies (The Academy) for which it is responsible. The Trust Board appoints the Governors and decides what powers to delegate to them. The LGB has the authority to delegate their functions to committees, an individual governor or Principal.

The Trust and Academy Improvement Board will retain responsibility for:

1. Budget setting for all academies within the Trust at cost centre level.
2. Planning the Capital Expenditure programme
3. Setting the staffing structure and establishment
4. Trust level curriculum model
5. Whole academy targets in line with Trust priorities
6. Establishing Trust wide policies applicable to each academy
7. Attainment Target setting for each Academy in line with the Trusts adopted model.

Working on behalf of the Trust Board of Directors, it is the responsibility of the LGB to:

- Ensure high outcomes for young people.
- Identify and deal with areas of underperformance, including the implementation of a Strategic Academy Improvement Plan.
- Use the resources available to the academy to raise standards and provide evidence of the success of the strategies adopted.
- Raise staff performance through proper Appraisal and recruitment.
- Implement the curriculum policy in line with the nature of each Academy and the strategic aims and values of the Trust.
- Liaise with and receive reports from the Standards and Operations Monitoring Committees, as appropriate, and to make recommendations to those Committees about matters being considered by them.
- To review and monitor the school website for compliance

In order to decide how resources will be deployed to achieve this, the LGB shall:

1. Receive the set Budget from the Trust Board of Directors at the start of each Academy Financial Year and distribute funding to approved ledger codes.
2. Consider the Academy's budget, and assess its implications in consultation with the Principal, in advance of the financial year involved, drawing any matters of significance or concern to the attention of the Board of Directors through the Central Operations Team.
3. Contribute to the formulation of the Academy's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.
4. Receive and agree the use of any contingency fund or balances, ensuring the compatibility of all such proposals with the improvement priorities set out in the improvement plan.
5. Monitor and review expenditure and compliance with the overall financial plan for the Academy.
6. Agree an annual plan for the expenditure of Pupil Premium and to monitor both actual spending and impact on student progress.
7. Receive and approve all tenders and quotes in line with scheme of delegation.
8. Implement the Trust approved staffing structure and establishment.
9. Appoint all staff except the Principal and Trust Staff, in line with the Trust staffing model and Trust Safer Recruitment Policy.
10. Ensure the Academy has in place an Appraisal process for all staff in line with the Trust policy and monitor the effectiveness of Appraisal..
11. Review pay of all staff in line with the Trust policy (excluding the Principal).
12. Monitor and implement all Trust policies including disciplinary and grievance hearings and appeals.
13. Arrange for the preparation of termly reports in line approved templates for presentation to the Trust.

LOCAL GOVERNING BODY COMMITTEE PROTOCOLS

It would be recommended that those LGB who can demonstrate appropriate levels of control will have in place a Committee Structure. The terms of reference of each LGB committee must be approved by the Trust and reviewed by the LGB each year. The membership of each Committee will be agreed on an annual basis at the first meeting of the Local Governing Body in the autumn term.

Structure and Administration:

- Chair, Vice Chair and Chair of Committees will be elected on an annual basis in the autumn term. No governor employed at the Academy will act as Chair to a committee. In the absence of the Chair the committee will elect a temporary replacement from among the Governors present at the committee meeting.
- The Trust will appoint a clerk to support the Full Governing Body and of each of the two core committees.
- The LGB and its committees will meet as often as is necessary to fulfil its responsibilities and at least once each term. Each panel shall meet as often as necessary to fulfil its responsibilities (pay review panel will meet at least twice in each Academic Year).
- The clerk to the committee/panel will circulate the agenda for each meeting and papers normally at least a week before the committee meeting.
- Attendance at each meeting, issues discussed and recommendations for decisions will be recorded.
- The minutes of the Committee & Panel meetings will be forwarded by the clerk of the Governing Body in sufficient time for its inclusion on the agenda and papers of the next meeting of the full Governing body and to seek ratification of decisions and recommendations.
- The chair of the committee/panel will be responsible for giving an oral summary of the Committee/panel's deliberations if necessary at meetings of the full Governing Body.
- Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not Governors.
- A Governor must be a member of at least one Committee.
- Only Governors who are members of committees/panels may vote at committee meetings. Where necessary, the elected chairman of the committee/panel may have a second or casting vote.
- Declarations of direct or indirect interest in specific agenda items must be made. Guidance will be given on when withdrawal from the meeting of non-participation in discussion will be required.
- In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of a committee, the Chair of Governors, in consultation with as the Company Secretary, Principal and Chair of Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting the full Governing Body.
- Panel membership will be established annually as per the requirement of the LGB.

A suggested committee structure is listed below, but is it acknowledged that each Local Governing Body may wish to adapt the format annually to accommodate the requirements of the individual Academy.

STANDARDS MONITORING COMMITTEE

Purpose and Terms of Reference

The Standards Monitoring Committee will:

- Assists the Local Governing Body in its responsibility to ensure high quality educational provision in order to
- Secure high outcomes for all children who attend the Academy.
- Ensures the Academy provides an appropriate curriculum and high quality teaching and learning.
- Monitors the impact of provision on progress, standards and outcomes for students, advising Governors and
- Directors on actions being taken to address areas of weakness.
- Makes appropriate comments and recommendations on such matters to the Local Governing Body on a regular basis.
- Refers major issues to the Local Governing Body for discussion.

Membership

- Committee Chairman to be (elected annually)
- Principal/Vice Principal
- Governors
- Staff members to attend where relevant

Quorum

A minimum of 3 Governors will be present for the meeting to be deemed a quorate.

Teaching & Learning

1. Monitor and review procedures for ensuring the effective implementation of the Academy's improvement Plan and ensure compliance with any legislative requirement for curricular plans or policies
2. Monitor and review the Curriculum to ensure that it is balanced, broadly-based and generally in line with the requirements of the Trust's Curriculum Policies.
3. Consider and make recommendations on any written advice on curricular/extra-curricular provision for any external adviser/inspector/consultant commissioned by the Trust.
4. Monitor the quality of teaching and learning across the Academy and actions being taken to address areas of underperformance.
5. Monitor the approved targets for students at the relevant Key Stages applicable to the Academy.
6. Monitor the progress of each year group and the attainment of groups of students by Gender, FSM, SEN, LAC, ethnicity and those identified under Pupil Premium.
7. Ensure effective strategies are in place in order to narrow gaps in performance between different groups.
8. Agree the way in which Pupil Premium is used to support better outcomes and narrow gaps.
9. Monitor the impact of Pupil Premium in narrowing gaps.
10. Receive a report from the Principal on assessments and examination results annually and to make appropriate arrangements for their publication.
11. Receive reports from the Principal termly which set out;
 - a. The progress and attainment of students by year group, subject and for groups of students by Gender, FSM, SEN, LAC, ethnicity and those identified under Pupil Premium.
 - b. Action being taken to address areas of underperformance and the impact these are having.
 - c. Quality of Teaching and Learning, actions being taken to improve this.

12. Receive regular reports from the Principal, Leadership Team, Subject co-ordinators and other relevant visitors to the Academy in relation to the performance of
 - a. Individual curriculum areas
 - b. Management and leadership
 - c. Whole Academy aspects e.g. assessment, teaching and learning
13. Maintain and monitor the Trust's policies on:
 - a. Teaching & Learning
 - b. Literacy Across the Curriculum
 - c. Numeracy
 - d. Marking & Presentation
 - e. External Assessment & Examinations
 - f. Homework
 - g. Collective Worship

Behaviour, Safety and Personal Wellbeing

14. Monitor the use of exclusion and levels of attendance particularly with relevance to targeted pupil
15. Monitor standards of behaviour including targets for exclusions.
16. Monitor the attendance including targets for absence and persistent absentees.
17. Monitor the impact of the Trust's anti-bullying policy and receive regular reports regarding its effectiveness, including racist and homophobic incidents.
18. Maintain and monitor the Trust's policies on:
 - a. Anti-Bullying & Harassment of Students
 - b. Child Protection/Designated Teacher
 - c. Attendance
 - d. Home-School Agreement
 - e. Behaviour Management & Exclusion
 - f. Use of Force to Control or Restrain Pupils (Physical Intervention)
19. Monitor the delivery of Personal, Social and Health Education including both Personal and Economic Wellbeing.

Ethos and Community

20. In line with the Trust standards requirements for all Academies, establish and monitor the effectiveness of Academy policies for
 - a. Prospectus
 - b. Admissions
 - c. Uniform
21. Agree and monitor arrangement for ensuring parents and students are engaged with the development of the Academy.
22. Monitor the Academy's practice on transition both internally and on entry, and progression into secondary education.
23. Develop an Inclusive Academy through the monitoring of the implementation of the Trust's policies and practices on:
 - a. Equality, Diversity and Community Cohesion
 - b. SEN and Individual Learning Needs
 - c. More Able and Talented
 - d. Trips
 - e. Accessibility Plan

OPERATIONS MONITORING COMMITTEE (FINANCE, FACILITIES & STAFFING)

Purpose and Terms of Reference

The Finance and Facilities monitoring committee will:

- Assist the Local Governing Body to ensure that, when undertaking the management of the Academy budget, assess its implications for the Academy drawing any matters of significance or concern to the attention of the Local Governing Body.
- Provides the Local Governing Body with the information required to include in their annual report on the health and safety performance of the Academy, by considering all reported accidents, incidents and near misses.
- This committee may have responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and development, contributing to (but not responsible for) the appraisal of the Principal, reviewing and agreeing staff training programmes and reviewing and agreeing pay.

Membership

- Committee Chairman to be (elected annually)
- Principal/Vice Principal
- Governors
- Staff members to attend where relevant to include for relevant sections:
 - The Academy's Health and Safety Co-ordinator
 - The Academy Business Manager or equivalent postholder
 - The Academy Premises Manager

Quorum

A minimum of 3 Governors will be present for the meeting to be deemed a quorate.

Facilities Monitoring

1. To establish and keep under review a:
 - a. Building Development Plan.
 - b. Accessibility Plan.
2. To make recommendations on accommodation, catering, cleaning, decorating and maintenance. To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant including the efficient use of utilities such as water, electricity or gas
3. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
4. To administer applications for hire of premises. To ensure that the character of the school's building is retained.
5. To make recommendations to the Finance section of the Committee on premises-related expenditure
6. To monitor according to established procedures laid down by Trust all aspects of maintenance works
7. The Principal is authorised to commit expenditure the prior approval of the committee in an 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 Principal would normally be expected to consult with the Trust Central Operations Team at the earliest opportunity.
8. In consultation with the Trust Central Operations Team, to oversee premises-related funding bids.
9. To provide necessary support to the Trust Central Operations Team in relation to planning Capital works.

Health & Safety

10. Monitor the Academy safety performance (including consideration of inspection reports).
11. Prioritise actions where resources are required.
12. Ensure actions are carried out.
13. Include health and safety on governors' meeting agenda.
14. Ensure that health and safety is included in their annual report.
15. Ensure all buildings are maintained to a high standard.
16. Manage health and safety on the Academy site, including Trust policies or procedures on:
 - a. Appropriate risk assessments
 - b. Training of staff
 - c. Fire evacuation procedures
 - d. Safeguarding of students through controlled access
 - e. Monitoring of all accidents
 - f. Offsite activities
 - g. Work experience

Financial Monitoring

17. Oversight of the day-to-day operation of the Academy Finances, with due regard for the requirements of the Trust Financial guidelines, Academies Financial Handbook and the Academy Funding agreement.
18. To provide assistance and information to the Trust in order to support their budget setting process in consultation with the Head-teacher and Business Manager, recommend for approval, to the local governing body, the first formal budget plan of the financial year.
19. To establish and maintain a 3-year rolling, indicative oversight of the Academy budget
20. To review the detail financial policy statements, including consideration of long-term planning and resourcing
21. To monitor the implementation and operation of the Trust's Financial Policy and Procedures
22. To maintain a Charging Policy for the school.
23. To monitor income and expenditure of all funds and to report the financial situation to the local governing body each term.
24. To monitor the impact of spending decisions upon educational achievement in the school.
25. To recommend for approval by the governing body the level of delegation for the day-to-day financial management of the school.
26. To recommend the amount which can be vired between budget headings by the Principal without prior agreement of the finance committee.
27. To support the preparation of the year-end accounts. Liaising with the Trust Accountant, Business Manager and external auditors.
28. To review the Asset Management Plan and develop a rolling programme of repairs and maintenance.
29. To approve the costs and arrangements for maintenance, repairs and redecoration, within the budget allocation.
30. To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Principal for taking appropriate action on behalf of the governing body in the event of an emergency
31. To monitor the work of appointed contractors, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the governing body.
32. To attend or commission appropriate governor training.
33. To report its deliberations to the full governing body at each of its meetings.
34. To review regularly the detail of the agreed Financial Policy and Procedures.

Staffing

35. To draft and keep under review the staffing structure in consultation with the Principal, central Trust HR Team and the Finance element of the Committee.
36. To implement the Trusts staffing Policies for all categories of staff and to be responsible for its administration and review.
37. To oversee the appointment procedure for all staff (excluding the Principal).
38. To establish and review a continuous professional development for all staff.
39. To oversee the process leading to staff restructure and reductions.
40. To keep under review staff work/home balance, working conditions and well-being, including the monitoring of absence;
41. To make recommendations on personnel related expenditure to the Finance element of the Committee (*or Trust through the Operations support team if full finance delegation is not applicable*)
42. To monitor the attendance of staff and review actions to improve.
43. To work with and take guidance from the central HR Trust HR team as required.
44. To arrange the required staffing Panels to comply with Academy requirements

PANELS Local Governing Body

Student Discipline Panel

Purpose and Terms of Reference

The Student Discipline Panel Committee is a committee of School Academy's Local Board of Governors.

The Panel:

- Acts as the final Student Exclusion Panel for the Academy.

Membership

- 3 Governors

Responsibilities

1. To consider the Principal's recommendation for permanent exclusion of a student in Accordance with DfE guidelines.

Pay Review Panel (Excluding Principal)

Purpose and Terms of Reference

The Pay Review Panel has the delegated authority of Academy Local Governing Body

The Panel:

- Exercises the delegated authority of the Local Governing Body to determine the pay and conditions of all members of staff employed by the Trust.
- Exercises the Local Governing Body's delegated authority in respect of the Governors'/Directors' expectation, delineated in the Trust's Staff Capability and Disciplinary Policy, that the work performance, conduct, attendance and integrity of all staff will be of a very high standard.
- Will meet at least 2 times per year in line with Academy staffing review.
- Refers major issues to the Local Governing Body for information.

Membership

- 3 Governors
- Support to be provided by the Trust HR team

The Panel undertakes to:

1. Achieve the aims of the Trust Pay Policy in a fair and equal manner.
2. Apply the criteria set by the Trust Pay Policy in determining the pay of each member of staff at the annual review.
3. Observe all statutory and contractual regulations.
4. Make clear and accurate records of the reasoning behind decisions made about staff pay.
5. Ensure that, where relevant, pay progression is based upon evidence that teachers meet the relevant standards including those for attainment and progress of students.
6. Receive and consider recommendations from the Principal for the salaries of the Senior Leadership Team.
7. Keep abreast of any relevant developments which may require the Pay Policy to be revised.
8. Work with the Trust HR team & Principal so that all regulations relating to staff Appraisal are complied with.
9. Authorise the Principal to determine levels of pay when appointing staff.

Staffing Panel Stage A

Purpose and Terms of Reference

Panel A is authorised by the Academy Local Governing Body to:

- meet in line with Trust's Staff Conduct, Capability, Grievance and Sickness Absence Policies
- Make appropriate comments and recommendations on such matters to the Local Governing Body as appropriate.

Membership (Principal excluded)

- 3 Governors (including either the Chair or Vice Chair)
- Support to be provided by the Trust HR team

Responsibilities

Subject to the requirements of current legislation and the policies adopted, the Panel is authorised:

1. To consider the case of any member of staff under the Trust's Staff Capability, Disciplinary and Grievance Policies and to decide the appropriate outcome.

Staffing (Appeal) Panel Stage B

Purpose and Terms of Reference

Panel B is authorised by the Academy Local Governing Body to:

- Ensure that the right of appeal by individual staff members over decisions made by the Principal, the Pay Review Committee under the Disciplinary, Capability or Pay Policies is properly exercised.
- Makes appropriate comments and recommendations on such matters to the Local Governing Body as appropriate.

Membership (Principal excluded)

- 3 Governors (including either the Chair or Vice Chair *The Governors must not have been involved in earlier decisions either through Pay Review Committee, Principal's Appraisal Panel or Panel A decision relating to Staff Disciplinary, Conduct, Capability, Grievance or Sickness Absence Policy*).
- Support to be provided by the Trust HR team

Responsibilities

Subject to the requirements of current legislation and the policies adopted, the Panel is authorised to:

1. To consider the case of any member of staff who appeals against a decision of the Principal under Staff Capability, Disciplinary and Pay Policies and to decide the appropriate outcome.

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