

**TERMS OF  
REFERENCE**

**OF THE**

**LOCAL GOVERNING  
BOARD and its  
Committees**

**King Edward VI Northfield  
School for Girls**

**June 2022**

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Date of authorisation: June 2022

Date for Review: October 2022

## **Structure**

### **1.1 Introduction**

This document is to be read in conjunction with the Academy Trust LGB Constitution and Terms of Delegation. There should be no conflict between the two documents, but the Academy Trust document will always apply where there is. The Local Governing Board has as its primary function the development of the vision, mission and strategic direction of the academy at a local level. It must also abide by the principles of good governance and probity together with, in conjunction of the Head Teacher, set the ethos which will underpin the standards and outcomes to be achieved. These must be clearly aligned with the vision, mission and strategic direction of the Academy Trust and Foundation Board.

However, it would be impractical to deal with all the items of business in detail at each Local Governing Board meeting. Therefore, a structure of Committees is required with defined terms of reference and reporting cycles. This will enable detailed consideration of all matters to be undertaken thus allowing the Local Governing Board to take decisions based on the recommendations of the committees who will have fully reviewed and discussed in detail the matter under consideration.

### **1.2 Election of Chair and Vice Chair**

The elections shall be held at the first Local Governing Board meeting of each academic year, usually in October. It will be the first item on the agenda of that meeting, and the Governance Officer will preside over the election.

The term of office is agreed at one year, and this will be confirmed in the minutes of the meeting.

The Governance Officer will invite nominations for the office of Chair of the Local Governing Board. If any election is contested, a secret ballot will be held. Any governor standing must withdraw from the room and not vote. The Governance Officer is not entitled to vote.

The Governance Officer will announce the successful candidate who is duly elected as Chair of the Local Governing Board. The newly elected Chair will then preside over the election of the Vice Chair. The Governance Officer will clearly minute the result of the elections.

The Chair will hold office for a maximum term of six years at the academy. In exceptional circumstances, where there is no suitable candidate to replace the chair, this period may be extended. However, it is the responsibility of the Chair to put in place suitable succession plans during their term of office, to try to reduce this risk.

### **1.3 Committee Structure and Membership**

1.3.1 The responsibilities and boundaries can be broken into key areas and can thus be undertaken by the following Committees:

- a). Finance, Estate and Resources **7** members
- b). Education **9** members
- c). Welfare, Health & Safety **7** members

1.3.2 To facilitate the work of the Committees the size should be such that discussion, review and research can be detailed but not self-perpetuating. To this end, **7** is suggested as appropriate for the majority of committees. For a meeting to be quorate 4 members should be present. The committee size for the Education Committee will be **9** members, to facilitate the provision of a strong and active link governor team. For a meeting to be quorate **5** members should be present.

1.3.3 The membership of the Committees is based on the principle that each member of the Local Governing Board should, where practical, serve on at least one of the Committees. Whilst not constraining membership of committees the following principles should apply:

- The Finance, Estates and Resources Committee to be ideally comprised of the Chair and Vice-Chair of the Governing Board together with Chairs of the Committees, plus other governors.
- The Head teacher or designate to be ex-officio on each Committee.
- Committees do not have executive powers but can both make recommendations and within delegated authority, where designated, can take decisions. All recommendations and decisions must be reported to the Governing Board for ratification and/or agreement.

NB. Where the number of committee members present is an even number and a decision is split, the Chair will have the casting vote.

1.3.4 Each Committee, will elect a Chair / Vice Chair at the first meeting in each academic year.

1.3.5 These terms of reference should be reviewed and approved at the first Governing Board meeting of each academic year.

1.3.6 The School Governance Officer, Jeannette Weir, will take minutes at each of the Committee meetings. In her absence it may be agreed for another Committee member to take minutes. The minutes of all committee meetings will be subject to report and agreement at the next appropriate LGB meeting.

#### **1.4 Terms of Reference for each of the Committees**

1.4.1 It is important to ensure that as far as is practicable each Committee is clear as to the areas for which it has responsibility such that it can function effectively and efficiently. Thus, terms of reference are essential to facilitate the workings of all Committees.

1.4.2 The terms of reference of each of the Committee areas are as follows:

##### **a. Finance, Estates and Resources**

- (1) Ensure the Academy operates in line with the approved Academy Trust Scheme of Financial Delegation (SOFD) and the EFSA Academies Financial Handbook.
- (2) Ensure the Academy adheres to the policies and procedures as set out in the approved Academy Trust Financial Regulations.
- (3) Set a balanced budget using the delegated funds allocated by the Academy Trust Board. Submit an approved budget for review and approval by the Local Governing Board and the Academy Trust Board (July meeting)
- (4) Review regular (in line with meeting schedules) income and expenditure accounts, recommending the accounts to the Local Governing Board and taking action in line with the SOFD and Financial Regulation to address any issues that may compromise a balanced budget.
- (5) Produce and monitor the Academies future performance, via the use of a 5-year forecast (prior year, current year and three future years); and
- (6) Ensure the Academy is maximising the amount of ESFA/DFE and other funding available.
- (7) Review annually the Academy's reserve position in line with the Academy Trust's reserve policy.
- (8) Review the financial implications of the Performance Appraisal Salary Review of Teaching Staff eligible for promotion; the Head Teacher, and Deputy plus Assistant Head Teachers.

- (9) Review the efficiency and effectiveness in the use of resources within the school utilising appropriate benchmarking tools provided by the Academy Trust.

The Finance, Estates and Resources Committee is also authorised to review, discuss, develop as appropriate and report on all matters relating to:

- (1) Land and premises including use
- (2) All contracts within authorised limits relating to buildings and property
- (3) Repair and maintenance budget and programming
- (4) Control & use of school premises, including the hiring of the school premises to third party organisations / local community.
- (5) ICT i.e. networks, equipment and external interconnectivity. All curriculum matters related to ICT are the responsibility of the Education Committee.
- (6) Strategic Risk Register
- (7) GDPR and Data Protection.
- (8) Business Continuity Plan.

*The Premises Manager or member of staff with Data Protection responsibility may be co-opted on to the committee in relation to Premises / GDPR Matters and report, as appropriate, at meetings.*

**b. Education.**

The Education Committee is authorised to review, discuss and report on all matters relating to the curricular and co-curricular provision and quality of education in the school, with wider emphasis on safeguarding and personal development of children. This will include:

- To ensure that all Statutory Requirements are met at a local level.
- To ensure that the Academy adheres to all Safeguarding, Prevent, Pastoral and Behavioural policies, and to monitor the impact of all policies on pupil performance.
- To receive and review the Termly safeguarding report, and to identify areas for improvement, and monitor effectiveness of strategies used in school to improve attendance and behaviour in school.
- To review the impact of any emerging patterns of attendance, wellbeing and behaviour on the educational outcomes for cohorts of pupils (by year group, SEND, LPA/MPA/HPA; PP/Non-PP; EAL etc).
- Having regard to the professional management and delivery of

education within the school including oversight of the provision of special educational needs.

- The review and reporting on progress as set out in the School Development Plan, pupil progress and tracking, together with a review of the effectiveness and outcomes relating to Pupil Premium spend.
- To provide oversight and challenge, in the formulation of all revisions to and development of the School Development Plan.
- To undertake reviews and scrutiny of each subject area including the qualitative nature of the teaching and learning provided, especially how statutory requirements are being met. This will include review of the Link Governor Reports.
- To oversee such national and local initiatives as may occur from time to time. In particular RADY reporting and monitoring, SMSC Development and fundamental British Values.
- To discuss and review joint working for teaching and learning with primary schools plus other schools within the King Edward VI Academy Trust, including any resource implications.
- To provide oversight as to how careers education and guidance is being developed, undertaken, adapted and delivered in line with the School Development Plan. The outcomes being achieved and destination statistics are to be part of this element.
- To review the Equality plans for each academic year, and to monitor its impact.
- To monitor and consider both examination results and academic testing at KS3 in relation to predictive testing and to report to the LGB on any variances.
- To ensure that annual assessment and examination arrangements comply with National requirements.
- To monitor and evaluate the delivery of curriculum provision for pupils to ensure continuity and progression and to determine appropriate action for the LGB.
- To have regard for areas of pupil development which do not fall specifically within the National Curriculum.
- To monitor provision of Extra-Curricular activities including attendance / take up by various cohorts / PP/Non-PP etc.

### **Welfare**

The Welfare Committee is authorised to review, discuss and report to the LGB on all matters relating to staffing structures, staff appointments, appraisal, professional development and well-being together with Health and Safety across the school.

To fulfil this role the Welfare Committee will need:

- To receive and note the Academy Trust policies relating to Human Resources and inform the LGB.

- To keep under review the school's staffing structure in consultation with the Headteacher, including staffing forecasts in relation to the ongoing School Improvement Plan.
- To ensure that succession planning is in place to support the school's staffing structure
- To take part, as deemed appropriate, in the interview and selection of staff to ensure the staff structure delivers on teaching and learning objectives together with the business and administrative support required to achieve strategic intent.
- To provide safeguarding in respect of new staff recruitment by sitting on interview panels, as required, for all teaching staff and staff with a direct responsibility for safeguarding within school.
- To receive reports regarding the operation of the school's Appraisal Policy and salary reviews – including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To undertake the performance management of the Head Teacher in conjunction with the Chair of the Governing Board.
- To receive and consider recommendations from the Headteacher for the Salaries of the Senior Leadership Team.
- To monitor the programme for professional development and training undertaken by school staff and the resulting benefits.
- To monitor approved procedures and policies for staff discipline and grievance and ensure that staff are kept informed of these.
- To keep under review staff work / life balance, working conditions and wellbeing including the monitoring of absence.
- To consider staff requests for leave of absence, early retirement and sickness absence.
- To receive the Academy's termly report on any Health and Safety incidents, including any Near Misses, and to note any actions that have been identified to reduce future risks.
- To receive an Annual Health and Safety report and Action Plan for presentation to the LGB for approval. This should include any actions to maintain a healthy and safe environment.



- To review any Health and Safety aspects arising from the community use of facilities on the Academy site and to ensure any issues arising are appropriately addressed.
- To annually review and amend, as appropriate, the Academy's Health and Safety policy.