

Governing Board Terms of Reference

1 NAME OF COMMITTEE: AUDIT, RISK AND FINANCE		
PURPOSE OF COMMITTEE:		
* To ensure the financial and risks of the school are effectively reviewed and monitored and the annual financial statements give a true and fair view of the financial activities of the school.		
* To ensure that the audit function provides assurance to the external auditors with reference to the guidance in the Academy's Financial Handbook.		
* To ensure that the academy risk register is reviewed and monitored on a regular basis.		
* To review the building function. (Selected members to carry out the review.)		
1.1	Membership	4-5 governors.
1.2	Clerking	Clerk to the Governors
1.3	Meeting Frequency	At least termly and as required
1.4	Quorum	3
1.5	Voting	Majority
1.6	Service	Headteacher and Business Manager
1.7	Agenda and papers	To be circulated by the Clerk to committee members 5 working days prior to the meeting
1.8	Minutes	To be produced and circulated to committee members within 10 working days following meetings.
TERMS OF REFERENCE		Terms to be addressed*
1.9.1	Provide guidance to the Governing Board on key financial matters.	1, 2, 3
1.9.2	Review all relevant policies.	See Policy list on Fronter.
1.9.3	Review and recommend to the Governing Board the annual budget for the financial year.	3
1.9.4	Establish and maintain a 3-5-year financial plan. Monitor termly within the context of the 3-year financial plan to ensure impact of any changes in funding and any other external factors.	1, 2, 3
1.9.5	Monitor the budget using information provided by the Business Manager and Headteacher making certain spending remains within prescribed limits and ensure appropriate action is taken by them.	1, 2, 3
1.9.6	Report the financial situation to the Governing Board each term and make recommendations where necessary.	1, 2, 3
1.9.7	Work with the Accountants and Auditors to prepare an Annual Report for the Trustees on the Academy finances to be carried out within auditing timescales.	1
1.9.8	Provide assurance to the Board of Trustees over the suitability of, and compliance with, the Academy's financial systems and controls by ensuring that an appropriate checking process is in place and remedial works is carried out if risk is identified.	1, 2, 3
1.9.9	Ensure that the School Improvement Plan is properly budgeted for and to monitor and evaluate spending decisions for impact on educational outcomes.	1, 2, 3
1.9.10	Propose an appropriate level of financial delegation to the Headteacher and ensure this delegation is minuted by the Governing Board. To be monitored by the Audit, Finance and Buildings Committee at each of its meetings.	1
1.9.11	Monitor income and expenditure for all public funds for which Academy is responsible.	1, 2, 3
1.9.12	Respond appropriately to all audit report recommendations throughout the year.	1, 2, 3

1.9.13	Have oversight of the schools internal control environment and receive and respond to reports from Internal and External Auditors	1, 2, 3
1.9.14	Ensure non-public funds are audited when auditing takes place.	1, 2, 3
1.9.15	Review the school's practices to ensure that they comply with the Anti-Fraud Policy on an annual basis.	1
1.9.16	Recommend to the Governing Board the appointment of external auditors annually.	1
1.9.17	Consider staff planning termly as recommended by the Personnel Committee	As referred by Personnel Committee to A,R&F Committee
1.9.18	Consider staff salary increases as recommended by the Personnel (Pay) Committee	See Appendix 1 and Appendix 2
1.9.19	Inspect the premises at least annually; agree a statement of priorities for maintenance and development in the summer term and update the maintenance/replacement register (in the Summer Term).	3
1.9.20	Oversee premises related funding bids in association with Kier. Carry out an annual risk assessment of the school premises.	1, 2, 3 3
1.9.21	Establish and keep under review a Premises Development Plan in association with Kier.	1, 2,3
1.9.22	Establish and keep under review an Accessibility Plan in association with Kier.	1, 2,3
1.9.23	Monitor and review contracts, ie non-PFI, eg Catering, Transport, IT	1, 2, 3
1.9.24	Ensure that the Academy complies with Health and Safety regulations, in collaboration with the DfE through the Headteacher.	1, 2, 3
1.9.25	Review insurance arrangements annually	3
1.9.26	Monitor energy use through benchmarking termly.	2
1.9.27	Monitor the community use of the Academy when reports and bill are received from Kier.	3
1.9.28	Ensure compliance with the Academy Financial Handbook annually and when further guidance is given.	1
1.9.29	Report to the Governing Board at each of its meetings	1, 2, 3
1.9.30	Ensure that committee members undertake appropriate training.	1, 2, 3
1.9.31	Ensure that a programme of internal audits take place and review and monitor the academy risk register.	
1.9.32	Committee ratifies reviews of existing finance, premises and audit policies on behalf of the governing board and proposes any new policies for adoption.	1, 2, 3

- * Autumn Term = 1
- * Spring Term = 2
- * Summer Term = 3

Exclusion from attendance at meetings of the committee will apply in relation to any person employed to work at the school, other than the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

The Headteacher, Business Manager and other staff must also withdraw when their own pay or performance is under discussion.

These terms of reference agreed by the Governing Board	Date: December 2020
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2 NAME OF COMMITTEE: PERSONNEL		
PURPOSE OF COMMITTEE:		
<ul style="list-style-type: none"> To ensure appropriate staffing structure, performance management, and salaries are in place. Members from this committee will form the Pay Committee. (See Appendix 1.) See also Appendix and 2 – Pay and Performance Management Appeals Committee. 		
2.1	Membership	4-5 governors
2.2	Clerking	Clerk to the Governors
2.3	Meeting Frequency	<ul style="list-style-type: none"> Personnel : at least termly and as required. Pay: annually
2.4	Quorum	3
2.5	Voting	Majority
2.6	Service	Headteacher, DHT, AHT for continuing development of teaching, learning and assessment (agenda led)
2.7	Agenda and papers	To be circulated by the Clerk to committee members 5 working days prior to the meeting
2.8	Minutes	To be produced and circulated to committee members within 10 working days
TERMS OF REFERENCE		Terms to be addressed*
2.9.1	The committee delegates the performance management review of the Headteacher to two named governors, plus a governor regulator and an External Adviser.	1
2.9.2	Ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and are kept under review.	1, 2, 3
2.9.3	Ensure that performance management procedures are robust and within timescales as per the PM Policy.	1,
2.9.4	Governors linked to the relevant curriculum committee to be involved with all permanent teaching staff appointments. Safer Recruitment training to be undertaken by governors.	1, 2, 3
2.9.5	Oversee appointment procedures for the leadership team and participate in their appointment.	1, 2, 3
2.9.6	The committee delegates the appointment of support staff to the Headteacher with the exception of the Business Manager.	1, 2, 3
2.9.7	Review and monitor all relevant policies.	As necessary
2.9.8	Ensure that CPD procedures for all teaching and support staff is in place and receive reports on its progress to ensure that it is meeting the needs of the Academy and staff.	1, 2, 3
2.9.9	Monitor issues surrounding staff support and welfare.	1, 2, 3
2.9.10	Approve changes to staffing arrangements and salaries when changes occur throughout the year, subject to budget provision. Updates to be received from the Headteacher which would include job descriptions.	1, 2, 3
2.9.11	Make recommendations to the Governing Board on the staffing structure and number of staff to be employed in the Academy following liaison with the Learning and Progress Committee, on an annual basis and as necessary throughout the year. and subject to budget provision.	1, 2, 3
2.9.12	Monitor the impact of school staffing, pupil/teacher and contact ratios and new staff induction.	1, 2, 3
2.9.13	Keep under review all staff work/life balance, working conditions and wellbeing including the monitoring of absence.	1, 2, 3
2.9.14	Agree procedures for hearing staff grievances and appeals and appeals against staff dismissal.	1, 2, 3
2.9.15	Ensure staff are fully informed of the policy and procedures of the Academy including grievance and disciplinary policies.	1, 2, 3

2.9.16	Committee ratifies reviews of existing personnel and pay policies on behalf of the governing board and proposes any new policies for adoption.	1, 2, 3
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- * Spring Term = 2
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3 NAME OF COMMITTEE: CURRICULUM AND PROGRESS		
PURPOSE OF COMMITTEE:		
<ul style="list-style-type: none"> To ensure appropriate development and implementation of the school curriculum for years 7 – 13 to ensure effective outcomes for all students. To ensure the effectiveness of matters relating to pupil welfare, pastoral care, parent liaison and the community links of Taverham High School for Years 7 – 13. 		
3.1	Membership	5 - 6 governors
3.2	Clerking	Clerk to the Governors
3.3	Meeting Frequency	Termly
3.4	Quorum	3
3.5	Voting	Majority
3.6	Service	Headteacher, DHT, AHT for curriculum and careers information, advice and guidance (agenda led)
3.7	Agenda and papers	To be circulated by the Clerk to committee members 5 working days prior to the meeting
3.8	Minutes	To be produced and circulated to committee members within 10 working days
TERMS OF REFERENCE		Terms to be addressed*
3.9.1	To ensure an appropriate broad and balanced curriculum is offered to all students to achieve the best outcomes, including enrichment activities.	1, 2, 3
3.9.2	Review the standards and outcomes achieved by the Academy, eg GCSE, A level exam results and for the current data throughout the year. This should include all subjects, groups of students particularly SEND and disadvantaged students for years 7 – 13 supported by internal and external moderation.	1, 2, 3
3.9.3	Review policies and procedures related to exams and assessment.	1, 2, 3
3.9.4	Advise the Governing Body on the development of the Academy's curriculum and its duties relating to Article 4 of the Academy's Articles of Association.	1, 2, 3
3.9.5	Review and monitor relevant policies to include Safeguarding, Collective Worship, Health and Sex Education.	See Policy list on Fronter.
3.9.6	Monitor school trips to ensure health and safety procedures are followed.	1, 2, 3
3.9.7	Receive reports from the governor responsible for disadvantaged pupil groups and ensure that provision for students SEND and disadvantaged needs is made.	1, 2, 3
3.9.8	Review and monitor processes and procedures for safeguarding and child protection are kept up-to-date to ensure that all staff and governors are vigilant in keeping students safe from harm and that appropriate training takes place.	1, 2, 3
3.9.9	Review information regarding student support, wellbeing and attendance, behaviour management and exclusion data.	1, 2, 3
3.9.10	Review and monitor appropriate safeguarding and child protection processes and procedures to ensure students are kept safe from harm.	1, 2, 3
3.9.11	Review information that is required to be published for results and standards in the Summer Term and implement in the Autumn Term.	1
3.9.12	Committee ratifies reviews of existing related teaching, behaviour and curriculum policies on behalf of the governing board and proposes any new policies for adoption.	1, 2, 3

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* Spring Term = 2

* Summer Term = 3

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4 NAME OF COMMITTEE: STRATEGY COMMITTEE		
PURPOSE OF COMMITTEE:		
<ul style="list-style-type: none"> • Receiving reports of updates relating to wider national and international educational developments. • Ensuring clarity of vision, ethos and strategic direction of the Academy. • To ensure the Headteacher is held to account for the educational performance of the school, the performance management of staff and ensuring value for money. 		
4.1	Membership	Headteacher, Chair of Governors, Committee Chairs
4.2	Clerking	Clerk to the Governors
4.3	Meeting Frequency	At least termly and/or as required
4.4	Quorum	Not a decision making group
4.5	Voting	Not a decision making group
4.6	Service	Headteacher
4.7	Agenda and papers	Clerk to take notes and circulate agendas (as approved by relevant Committee Chairs) and circulate to members
TERMS OF REFERENCE		
4.8.1	To establish and review any protocol or standing orders for the Governing Board.	
4.8.2	Ensure the Academy's Improvement Plan reflects and delivers the agreed vision and strategies.	
4.8.3	Disseminate and evaluate matters relating to the Governing Board Self-Evaluation	
4.8.4	Oversee the school and governors' preparation for inspection and respond to findings of Ofsted Inspection	
4.8.5	Report to the Governing Board	
4.8.6	Committee ratifies reviews of any existing policies on behalf of the governing board where there is an urgent need and proposes any new policies for adoption.	

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