



## STEWARDS ACADEMY

<b>Title:</b>	<b>Governing Body Terms of Reference</b>
<b>Originator</b>	<b>Chair of Governors</b>
<b>Status</b>	<b>Definitive</b>
<b>Date:</b>	<b>September 2020</b>
<b>Pages:</b>	<b>11</b>

### GOVERNING BODY TERMS OF REFERENCE

#### **INTRODUCTION**

This document describes the structure of committees of Stewards Governing Body, their scope and delegated powers. These are determined by the Governing Body and so cannot be amended by any committee. However, the document will be reviewed at least annually by the Resources Committee which shall make recommendations to the Governing Body.

Powers of the Governing Body will be delegated to particular groups (see below).

The two Committees that meet regularly are:-

- **Pupils & Curriculum Committee (including the Admissions Committee)**
- **Resources Committee (including the Audit Committee and Audit & Risk Committee functions)**

All Governors are entitled to attend Committee meetings but only Committee members may vote. From time to time there may be special meetings of Committees to which all Governors are invited as voting members. The Headteacher, Chairman and Vice-Chairman are ex-officio members of all Committees.

Panels, Committees and Groups, who meet as and when necessary, normally consisting of three Governors are:-

- **Disciplinary Panel to consider pupil exclusion**
- **Headteacher's Pay Committee / Performance Management Group**
- **Staff Pay Committee**
- **Staff Pay Appeals Committee**
- **Disciplinary Panel (Staff)**
- **Disciplinary Appeals Panel (Staff)**
- **Complaints Review Panel**

Separate procedures are set down for these.

## **LIMITS ON POWERS OF DELEGATION**

The functions which the Governing Body may not delegate are set out in the Academy Government Regulations. They are as follows:-

### **Governing Body Procedures**

- the election of the Chairman and Vice-Chairman of the Governing Body
- the appointment of co-opted Governors
- confirmation of the appointment of the Headteacher and Deputy Headteacher(s)
- decisions on Committee structures and the delegation of particular powers and responsibilities
- the requirement to hold a meeting once a term
- the removal of the chairholder from office between elections
- varying the Memorandum and Articles
- approval of the arrangements to appoint staff other than the Headteacher and Deputy Headteacher(s)
- making arrangements for staff dismissal appeals
- recommendation of the appointment of auditors (Members to appoint)

### **Policies**

Statutory policies that cannot be delegated are as follows:-

- Articles of Association
- Admissions arrangements
- Child Protection and Safeguarding
- Special Educational Needs (including supporting pupils with medical conditions)

### **Academy Management Issues**

- application to vary the number of pupils in the Academy
- decisions on the length of Academy sessions
- agree any general principles on pupil discipline
- Charging and Remission Policy
- decisions to change the character of the Academy
- approval of Health and Safety Policy

### **Curricular Issues**

- ensure that the Academy's curriculum, including religious education, satisfies statutory requirements
- responsibility for Collective Worship
- the policy on Sex Education
- decisions related to the balanced treatment of political issues

Committees can make recommendations on the above matters, but the final decision must be taken by the whole Governing Body. For all other matters, these are deemed to be delegated unless the Governors decide otherwise from time to time.

## **TERMS OF REFERENCE OF COMMITTEES**

### **Terms of Reference – General Terms for all committees**

- To act on matters delegated by the Full Governing Body
- To liaise and consult with other committees where necessary
- To contribute to the Academy Improvement Plan
- To consider safeguarding and equalities implications when undertaking all committee functions

## **PUPILS & CURRICULUM COMMITTEE**

**Chairman:** Elected by the Committee at the first meeting

**In Attendance:** Senior Deputy Headteacher (Curriculum)

**Quorum:** 3 members

**Meetings:** Normally twice per term and otherwise as required

### **Terms of Reference:**

- To review, monitor and evaluate the curriculum offer
- To recommend for approval to the full governing body the:
  - Self-evaluation form
  - Academy Improvement Plan
  - Targets for academy improvement to the governing body
- To develop and review policies and provision for Sex Education, Pupil Premium, RE and Collective Worship and to make recommendations where necessary
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor
- To monitor and review information about academic achievement and examination results
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan
- To ensure that all children have equal opportunities
- To advise the Resources committee on the relevant funding priorities necessary to deliver the curriculum
- To monitor the school's publicity, public presentation and relationships with the wider community
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

- To produce and review as necessary, statutory policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Admissions Behaviour Child Protection & Safeguarding Online Safety Sex Education Special Educational Needs	Home School Agreement

- To produce and review as necessary, policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Attendance & Punctuality Policy & Guidelines Complaints Examinations Pupils with Medical Conditions	Assessment and reporting guidelines Careers Education, Information, Advice and Guidance Curriculum Educational Visit Healthy Eating Higher Attaining Pupils Teaching & Learning Visiting Speaker Agreement

## **RESOURCES**

<b>Membership</b>	To include the Chairman of each of the Committees, a teacher Governor and an associate staff Governor
<b>Chairman</b>	Elected by the Committee at the first meeting
<b>In Attendance</b>	Business Manager
<b>Quorum</b>	3 members
<b>Meetings</b>	Normally twice per term and otherwise as required

### **Terms of Reference:**

#### Finance Function:

- To take overall responsibility on behalf of the Governing Body for financial matters, including formally setting the budget
- To review financial policy including consideration of long term planning and resourcing
- To review, adopt and monitor additional financial policies, including a charging and remissions policy and the Policy on Governors Expenses
- To present an annual budget to the Governing Body taking into account the priorities of the Academy Improvement Plan and pay increments as set out in the Pay Policy
- To establish and maintain a three year financial plan, taking into account priorities of the Academy plan, roll projection, indications from central government and other external sources, within the constraints of available information
- To receive regular updates on the academy's income and expenditure against the approved budget and to monitor the financial management within the academy, including the approval of any budgetary adjustments that may be necessary in response to the evolving requirements of the Academy
- To take decisions on financial matters that require a Committee decision as specified in the academy's Financial Regulations
- Policy on Governors Expenses
- To oversee all major contracts for the academy including their renewal
- To report back to each meeting of the full governing body and to alert them of any potential problems or significant anomalies at an early date
- To meet with other committees and provide them with information they need to perform their duties
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements
- To receive auditors' reports and to recommend the governing body to action as appropriate response to audit findings
- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health & Safety
- To consider and recommend to the full governing body an annual programme for repair, maintenance, re-decoration and improvement of the buildings and facilities
- To monitor the operation of premises related contracts (cleaning, grounds maintenance)
- To manage the renewal of contracts for premises related services and to make recommendations on such to the full governing body
- To monitor Health & Safety and Security
- To maintain a watching brief on general issues that may affect the academy, to arrange discussions as appropriate on these issues and where necessary to prepare briefing information for discussion at the full governing body

- To consider any urgent matters on behalf of the Governing Body. In cases where delegation is limited the matter may be discussed in depth at the Committee with all Governors invited but the conclusions referred to the Governing Body
- To produce and review as necessary, statutory policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Charging and Remission Code of Conduct for the Governing Body Data Protection Freedom of Information Gifts and Hospitality Policy Health, Safety & Wellbeing Premises Management Documents (including Security Policy)	

- To produce and review as necessary, policies and procedures relating to:

<b>Review and Approve</b>	<b>Review for Information</b>
Accounting Policies Policy Business Continuity Plan Finance Regulations Governing Body Terms of Reference Governors Expenses Investment Policy Statement of Intent and Aims of the Academy	Confidentiality Discretionary Governor Induction Governor Visits Lettings LGPS 2013 Discretions Risk Register

#### Staffing Function:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school
- To establish and oversee the operation of the school's appraisal policy – including arrangements and operation of the school's appraisal procedures for the Headteacher
- To establish a Pay Policy for all staff
- To be responsible for the administration and review of the Pay Policy
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation
- To annually review procedures for dealing with staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the Governing Body staff selection procedures, ensuring they conform with safer recruitment practice, and to review these procedures as necessary
- In consultation with staff, to oversee any process leading to staff reductions
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g training
- To consider applications for Early Retirement
- To arrange Governor participation in appropriate staff appointment interviews
- To receive reports from the Headteacher on staff appointments and staff changes
- To recommend appointments for co-opted members to the Full Governing Body

- To produce and review as necessary, statutory policies and procedures relating to:

Review and Approve	Review for Information
Disciplinary (Misconduct) Disability and Access Scheme Equality Information and Objectives Statement Grievance procedure Recruitment	Equality and Diversity in Employment

- To produce and review as necessary, policies and procedures relating to:

Review and Approve	Review for Information
Capability – all staff Code of Conduct Continuing Professional Development Cover and PPA Flexible Working Policy Leave of Absence Pay Performance development – all staff Pre-employment checks Probation policy – all staff Redundancy & Restructuring Sabbatical Policy Sickness absence management Whistleblowing	

## **AUDIT & RISK (AS PART OF RESOURCES COMMITTEE)**

<b>Membership</b>	To include the Chairman of each of the Committees Employees should not be committee members and not participate when audit matters are discussed
<b>Chairman</b>	Elected by the Committee at the first meeting. The Chair of Governors cannot stand.
<b>In Attendance</b>	Headteacher and Business Manager
<b>Quorum</b>	3 members
<b>Meetings</b>	At least 3 times a year

### **Committee Remit:**

The Audit & Risk committee must:

- direct the Academy's programme of internal scrutiny
- ensure that risks are being addressed appropriately through internal scrutiny
- report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks

### **Terms of Reference:**

- To agree a programme of work annually to deliver internal scrutiny that provided coverage across the year
- To review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year
- To agree who will perform the work
- To consider reports at each meeting from those carrying out the programme of work
- To consider progress in addressing recommendations
- To consider outputs from other assurance activities by third parties including EFSA financial management and governance reviews, funding audits and investigations
- To have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality

Oversight must ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust is accurate and in compliance with funding criteria.

Name of Document	Author	Committee	Date Approved
Governing Body Terms of Reference	JT / HG / CR	Full Governing Body	23/09/2020
Accounting Policies	AA	Resources	26/06/2019
Business Continuity Plan	AA (ECC)	Resources	F&GP 04/12/2019 FGB 22/01/2020
Charging and Remission	HG	Resources	11/03/2020
Code of Conduct for the Governing Body	AA / CR	Resources	23/09/2020
Confidentiality	HG	Resources	
Data Protection	AA	Resources	23/01/2019
Discretionary		Resources	11/10/2017
Finance Regulations	AA	Resources	F&GP 04/12/2019 FGB 22/01/2020
Freedom of Information	AA	Resources	
Gifts and Hospitality	AA	Resources	04/12/2019
Governor Induction	HG	Resources	24/06/2020
Governor Visit	HG	Resources	24/06/2020
Governors Expenses	AA / BM	Resources	05/12/2018
Health Safety & Wellbeing	AA	Resources	F&GP 15/05/2019 FGB 12/06/2019
Investment	AA	Resources	05/12/2018
Lettings	AA	Resources	11/03/2020
LGPS 2013 Discretions	AA (ECC)	Resources	01/02/2017
Premises Management (inc Security Policy)	AA	Resources	
Risk Register	Governors	Resources	Reviewed 04/12/2019; 14/05/2020
School Resource Management Tool	AA (DfE)	Resources	11/03/2020
Security	AA	Resources	
Statement of Intent and Aims of the Academy	HG	Resources	24/06/2020
Admissions	HG (ECC)	Pupils & Curriculum	19/11/2018
Assessment and reporting guidelines (Assessment and Marking combined)	COS/MH	Pupils & Curriculum	
Attendance and Punctuality (in conjunction with Child Protection & Safeguarding)	ME	Pupils & Curriculum	P&C 12/12/2019 FGB 22/01/2020
Behaviour	SP	Pupils & Curriculum	27/02/2020
Careers Education, Information, Advice and Guidance	AL / GC	Pupils & Curriculum	
Child Protection & Safeguarding	DR	Pupils & Curriculum	23/09/2020
Complaints	MS	Pupils & Curriculum	06/06/2019
Curriculum	MS	Pupils & Curriculum	
Educational Visit	MS / DD / AA	Pupils & Curriculum	P&C 04/06/2020 FGB 10/06/2020
Examinations Appeal	MH / GS	Pupils & Curriculum	
Examinations	MH / GS	Pupils & Curriculum	September 2016
Healthy Eating	MS / AA	Pupils & Curriculum	
Higher Attaining Pupils (formerly Able, Gifted & Talented)	HS	Pupils & Curriculum	
Home School Agreement		Pupils & Curriculum	
International Dimension in the School Curriculum	MS / EG	Pupils & Curriculum	03/10/2019
Online Safety	COS / DR	Pupils & Curriculum	
Pupils with Medical Conditions	RMP / JG	Pupils & Curriculum	P&C 04/06/2020 FGB 10/06/2020
Relationships and Sex Education	DR	Pupils & Curriculum	04/06/2020
Special Educational Needs	RMP / JG	Pupils & Curriculum	P&C 04/06/2020 FGB 10/06/2020
Teaching & Learning	SPG / HS	Pupils & Curriculum	
Visiting Speaker Agreement	ME / SP	Pupils & Curriculum	
Capability – All Staff	DAS (ECC)	Resources	15/10/2018
Code of Conduct	DAS (ECC)	Resources	23/09/2020
Continuing Professional Development	SPG	Resources	07/10/2019
Cover & PPA	MS / DD	Resources	29/04/2019
Dealing with Safeguarding Allegation against Adults	MS / DR (Juniper Education)	Resources	
Disability & Access Scheme	RMP / JG	Resources	June 2016
Discipline & Dismissal Procedure	DAS (ECC)	Resources	27/04/2020
Equality and Diversity in Employment	DAS (ECC)	Resources	FGB 12/06/2019
Equality Information and Objectives Statement	ME / AA	Resources	June 2017
Flexible Working	DAS (ECC)	Resources	27/04/2020
Grievance	HG / AA (ECC)	Resources	15/10/2018
Induction of Newly Qualified Teachers (NQTs)	SPG (Juniper Ed)	Resources	
Leave of Absence incl Extended Leave	DAS (ECC)	Resources	15/10/2018
Mental Health and Wellbeing	MS / DAS (Juniper Education)	Resources	
Pay	HG / AA (ECC)	Resources	S&P 18/11/2019

			F&GP 04/12/2019
Performance Development – All staff	SPG / DAS (ECC)	Resources	15/10/2018
Pre-employment Checks	DAS (ECC)	Resources	16/10/2017
Probation – All Staff	DAS (ECC)	Resources	18/11/2019
Recruitment	DAS (ECC)	Resources	27/04/2020
Redundancy & Restructuring	DAS (ECC)	Resources	15/10/2018
Sabbatical	AA (ECC)	Resources	15/10/2018
Sickness Absence Management	DAS (ECC)	Resources	FGB 23/01/2019
Single Equality Policy	MS	Resources	27/04/2020
Whistleblowing	AA (ECC)	Resources	15/10/2018