



## **Terms of Reference Board of Trustees**

### **Circle Model of Governance**

To ensure the effective governance of the Trust, the Board will adopt the Circle Model of Governance where the full Board of Trustees meets 7 times a year (at least twice in every term and three times in the Autumn term) and works collectively as a whole team.

The Board will have three Link Trustees: Safeguarding, SEND and Health and Safety.

As stipulated in the Academies Financial Handbook, the Board will be supported by a Finance, Audit and Premises sub committee and a Pay and Performance sub committee

The Board will also establish a number of ad hoc panels including but not limited to Pay Appeals, Exclusions, Complaints, Discipline (staff) and Staff Appeals.

### **1 The role of the Board of Trustees**

The Board has three strategic core functions according to the Department for Education's Governance Handbook:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff.
3. Overseeing the financial performance of the school and making sure its money is well spent.

The Board of Trustees recognises the following as a fourth core function of governance

4. Ensuring voices of stakeholders are heard

### **2. Membership**

The Board's membership is set out in the Academy's Articles of Association. The Trustees shall each school year, at their first meeting in that year, elect a Chairman and a Vice-Chairman from among their number. A Trustee who is employed by the Academy Trust shall not be eligible for election as Chairman or Vice-Chairman

### **3. Quorum**

As per the Academies' Articles of Association, the quorum for a meeting shall be any two-thirds (rounded up to a whole number) of the persons who are at the time Trustees holding office at the date of the meeting.

In the absence of a properly constituted quorum, the committee shall re-convene at the earliest available opportunity.

### **4. Meetings**

The minutes of the proceedings of the Board of Trustees shall be recorded and kept for the purpose by the person acting as Governance Professional for the purposes of the meeting; and shall be signed (subject to the approval of the Trustees) at the same or next subsequent meeting by the person acting as chair



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thereof.

The Board are entitled to seven days' notice of a meeting. However, a shorter timescale may be given if the Chair decides that a particular issue needs urgent attention.

A Trustee may attend a meeting by telephone or by any suitable electronic means by which all those participating in the meeting are able to communicate with all other participants.

In the absence of the Chair, the Board shall choose an Acting Chair for that meeting from among their number.

In the absence of the Governance Professional the committee shall choose a Minute Taker for that meeting from among their number (someone who is not the Principal).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Board of Trustees and will be presented at that meeting by the Chair (or in his/her absence another member of the Board).

Any decisions taken must be determined by a majority of votes of Trustees present and voting. In turn, a vote will not be valid unless the majority of Board members present are Trustees.

### 5. Roles and Responsibilities of the Board

1. Determine the ethos, values and culture of the Trust
2. Agree a long-term vision for the Trust and a strategy for achieving the vision
3. Establish policies that ensure compliance and that the school works in line with the agreed ethos and values
4. Ensure that the Trust operates within statutory safeguarding regulations and receives regular reports from the Safeguarding Trustee
5. Monitor and approve the budget and staffing structure required to deliver the strategy.
6. Oversight and management of risk
7. Appoint the Headteacher and hold the Senior Leadership Team to account for the conduct of the school and for the achievement of the school's vision
8. Establish any committee they determine necessary
9. Review, monitor and evaluate the curriculum offer to ensure it is balanced and broadly based and ensure students are receiving National Curriculum assessments and examination results.
10. Approve and monitor the School Improvement Plan and targets for academy improvement.
11. Ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and to receive reports from the SEND governor.
12. Ensure that the requirements of disadvantaged children are met and to receive reports showing Pupil Premium funding has demonstrable impact.
13. Monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
14. Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
15. Monitor and evaluate the impact of continuing professional development on improving staff performance.
16. 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.
17. Ensure that all children have equal opportunities within the school environment.



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18. Consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree an action plan as a result of reviews and evaluate regularly the implementation of the plan.
19. Addressing issues raised to its attention by any of the committees, ad hoc panels or through reports received following Trustee monitoring visits
20. Ensure that parents, pupils and staff are involved, consulted and informed as appropriate, with information being made available as required.
21. 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.

The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustees, committee, the Principal or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose, and may be revoked or altered.

### **6 Policies and compliance**

The Board of Trustees will be responsible for ensuring that the school/trust policies required by law are in place, have been formally approved and readily accessible.

As part of this process the Board of Trustees will approve the following statutory policies annually:

1. Admission Arrangements Combined Year 7 – 6<sup>th</sup> Form
2. Protection of Children's Biometric Information
3. Early Career Teachers (ECTs)
4. Children with Health Needs who cannot attend school
5. Special Educational Needs and Disability Policy and SEN Information Report
6. Safeguarding Children Policy (including Child Protection)
7. Supporting Pupils with Medical Conditions
8. Behaviour Policy
9. RES Policy
10. Careers Education, Information Advice and Guidance including provider access statement
11. Data Protection Policy
12. Teachers Pay Policy
13. Attendance Policy

### **7 Decision Making**

Where decisions are necessary, voting will take place by show of hands, with a simple majority carrying the decision. In the case of a tied vote, the chair will have the casting vote.

The Chair, or in his/her absence can take decisions on behalf of the board when a delay would prejudice the interests of the school and an extraordinary Board meeting is not practicable. Where urgent decisions are made by the Chair they will be communicated to the board by email within 48 hrs or as soon as practicable.

### **8. Monitoring visits**



Monitoring visits should be made regularly in accordance with the schedule established by the governing board and agreed with school leaders and relevant staff. Visits should be scheduled to allow Trustees to see and report back on relevant activities and strategic milestones.

A report should be completed as soon as possible after a monitoring visit, and if deemed necessary after a general visit. A draft will be shared with the headteacher and any other members of staff involved in the visit and, when agreed, a final version will be included in the papers for discussion in the next governing board meeting (this may be the full governing board or a committee, as appropriate).

Please see the Trustee Visits Policy for more details.

## **9. Declarations of Interest**

Where there is a conflict between the interests of any Trustee and the interests of the Trustee Board, that person must declare the interest and withdraw from the meeting.

Should there be any dispute as to whether a person must withdraw from a meeting under the regulations on Trustee board procedures, the other Trustees present at the meeting will decide on the matter.

## **10 Review Date**

- These Terms of Reference will be reviewed annually.

Issue Date:

Revision Date: