

TERMS OF REFERENCE

Board of Directors **Terms of Reference, 2016/17**

The Board of Directors (“the Board”) of Venn Academy Trust (“the Trust”) is responsible for the governance of all the academies within the Trust. It is responsible for all decisions relating to how each academy is run and holds the ultimate accountability for the effectiveness of the Trust’s academies.

Under the Trust’s Scheme of Delegation, operational accountability for individual academies is delegated to the Local Governing Bodies established by the Trust for this purpose. Local Governing Bodies’ Terms of Reference are set and agreed by the Board annually in the summer term ready for the new academic year.

Although the Board may delegate its functions, it remains fully accountable for them and has a duty to intervene as and when necessary, including removing all or any of the delegated functions (including those relating to staffing and budget) from a Local Governing Body if it deems that it would be in the best interests of learners and staff.

If there is any discrepancy between these Terms of Reference and the Trust’s Articles or its Scheme of Delegation, the Articles and Scheme of Delegation shall take precedence over these Terms of Reference in that order.

Scope of the Board’s duties and responsibilities

1. In respect of governance:
 - a) the development and promotion of the Trust’s overall vision, core beliefs and values;
 - b) creation of governance policies and procedures; and
 - c) determining the level of delegation to each Committee, Headteacher, or Local Governing Body and setting Terms of Reference.

2. In respect of strategic management:
 - a) Acting as the admissions authority for all Trust academies, determine the admissions arrangements for all academies and review annually;
 - b) recruitment and dismissal of Trust Centre staff and Academy Headteachers;
 - c) appointing Directors in accordance with the Articles;
 - d) approval of HR / Employment policies and procedures;
 - e) academy target-setting and development/school improvement plan sign off;
 - f) approval of the Trust’s consolidated annual budget;
 - g) approval of salary scales, staff pay, contractual changes and other employment terms and conditions;
 - h) appointment of Chair and Vice Chair of the Board each school year;

3. In relation to financial and risk management and reporting requirements:
 - a) approval of the School Support Charge from the Trust to the academies;
 - b) procurement of goods, works or services which exceeds the EU procurement thresholds;
 - c) ensuring that management identifies the principal risks of the Trust's business and implements appropriate systems to manage those risks;
 - d) to authorise the opening of a bank account;
 - e) ensuring compliance with financial management and reporting requirements;
 - f) approval of Trust year end consolidated statutory accounts.

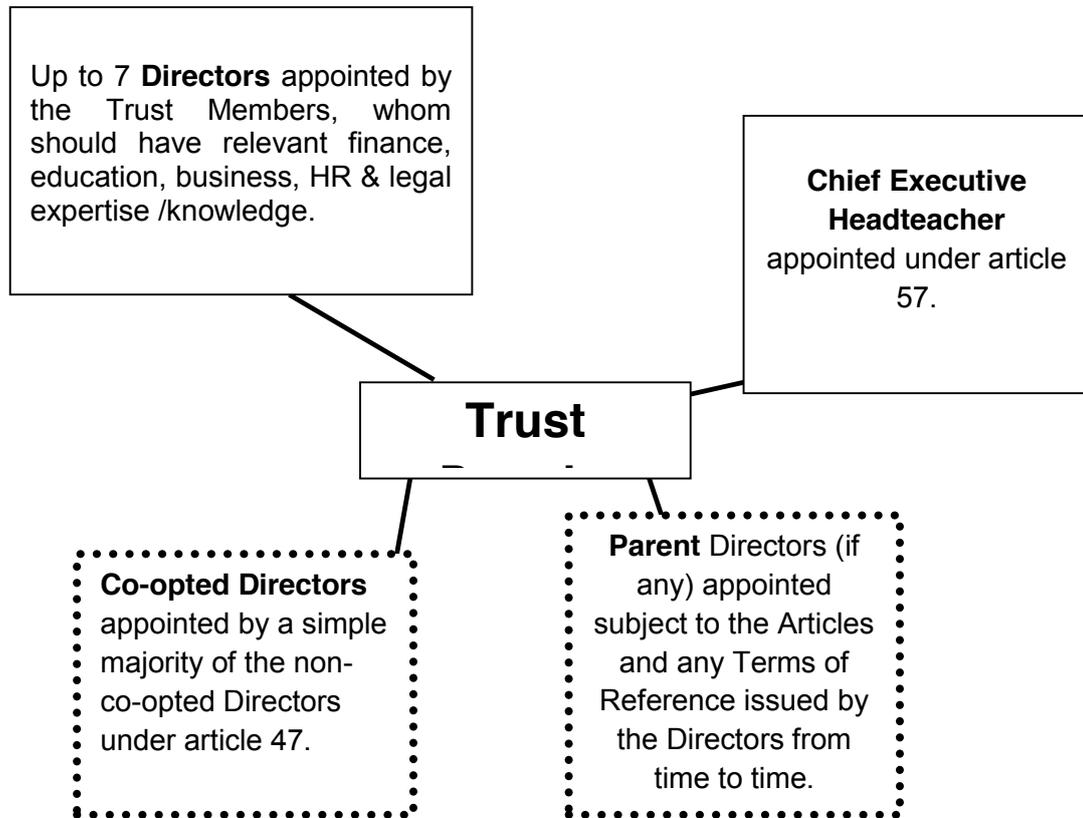
All other duties and responsibilities are fulfilled through the Finance & General Purposes and Audit & Risk Committee's.

4. In respect of education and curriculum:
 - a) development of the Trust's overall educational model;
 - b) curriculum and assessment provision and support in core subject areas and specialisms;
 - c) support for school improvement and development plan implementation;
 - d) monitoring of the academies performance against attainment targets;
 - e) ensuring that effective safeguarding procedures are in place across the Trust.
5. Other
 - a) providing orientation and training for its Directors and Governors;
 - b) annually evaluate the performance of individual directors and the Board as a whole;
 - c) review the performance of the clerk;
 - d) ensuring compliance with charity, education and company law;
 - e) approval of the provision of educational programmes, extended school funding and leadership training;
 - f) coordination of the sharing of curriculum and other best practice across the Trust;
 - g) provision of administrative, advisory and support services, as required.

All Trust directors have a duty to act honestly and in good faith, with a view to promoting the best interests of the Trust and to observe the duties set out in the Trust's Directors Code of Conduct.

Constitution and Membership

1. The Board (as of 1.9.15) shall be made up as follows:



2. There must be a minimum of three Directors at any time. All Directors must be aged 18 or over.
3. No more than one third of the Directors may be employees of the Trust at any time.
4. The Secretary of State has intervention powers which, in certain circumstances, may be used to appoint additional Directors; to suspend the Trust's power of appointment; and to cause serving Directors to resign.

Frequency of Meetings:

1. The Board will meet a minimum of four times per annum, twice in the autumn term and once in the spring and summer respectively. Extraordinary meetings may be called at short notice if there are urgent issues that need board discussion and/or decision.
2. The Trust will appoint a clerk to the Board.

Reporting Procedures

The clerk to the Board shall circulate minutes of meetings, agenda's and all associated meeting paperwork at least seven working days before the date of the Board meeting.

Membership: 7

Quorum: 4

Local Governing Body Terms of Reference, 2016/17

1. Mission

The Local Governing Body (“LGB”) is a committee of the Venn Academy Trust (“the Trust”). Under the Trust’s Scheme of Delegation it has operational accountability for the Academy, whereas the Trust’s Board of Directors (“the Board”) has strategic direction and oversight for the Trust.

The LGB’s mission shall be to:

- conduct the Academy, with a view to promoting high standards of educational achievement and outstanding outcomes for all its pupils;
- manage staff pay and performance
- fulfil the role of advisory body to the Board.

2. Delegated Authority

6. The LGB has delegated authority, on behalf of the Trust, to:

- a) undertake any activity within its Terms of Reference;
- b) seek whatever information it reasonably requires for the proper performance of its role;
- c) require any person employed or engaged by the Trust to work at the Academy to cooperate with its reasonable requests for information and assistance.

subject always that it must comply with guidelines and procedures set down by the Board.

7. If there is any discrepancy between these *Terms of Reference* and the Trust’s *Scheme of Delegation*, the *Scheme of Delegation* shall take precedence over these *Terms of Reference*.

3. Scope of Responsibilities

The Board has delegated to the LGB the following powers and functions:

- **In relation to the Academy’s curriculum offering and development, to:**
 - set the values, aims and objectives for the Academy, ensuring that they are aligned with those of the Trust;
 - approve and keep under review the policy/procedure framework for achieving the aims and objectives;
 - determine the Academy educational offering in line with the Trust’s curriculum strategy;

- in consultation with the Board, set performance targets and develop the Academy Development Plan (ADP), to contain systematic procedures for monitoring and evaluation;
 - monitor and evaluate the implementation and effectiveness of the ADP;
 - monitor attainment and progress against performance targets and appropriate benchmarks (to include a focus on the pupil premium group);
 - ensure that the needs of children with special educational needs are met, in line with DfE guidance document [Special educational needs and disability code of practice](#);
- **In relation to financial and risk management and reporting requirements, to:**
 - set the budget for the Academy according to its delegated budget share and ensure that it is managed within the Trust's Scheme of Delegation;
 - monitor the Academy internal financial controls;
 - review the Academy management accounts;
 - ensure that all procurement is in line with Trust policy;
 - authorise expenses for the Headteacher (which authority shall be exercisable by the Chair of the LGB acting alone or the Chair of the Board of Directors);
 - ensure that a Register of Assets is maintained;
 - ensure that a Register of LGB members' Interests is maintained and available on the Academy website;
 - monitor the Academy risk management processes and ensure statutory compliance;
 - inform the Board of any irregularities or concerns;
 - ensure procurement of goods and services follows Trust policy and all relevant documentation is maintained and accessible.
- **In relation to staffing and performance management, to:**
 - along with the Headteacher, appoint any individual to fill any vacancy on the Academy staff up to and including the level of Deputy Headteacher;
 - review the staff structure for efficiency, effectiveness and affordability;
 - review the quality of teaching and learning and oversee performance management;
 - to review and approve the teaching staff pay award proposals (ensuring benchmarking across the Trust schools has occurred);
 - adhere to the Trust staffing policies;
 - consider staff disciplinary or grievance issues, as may be required;
 - authorise leave of absence for the Headteacher (or equivalent).

- **Other**

- develop community links, monitor engagement with the needs of the local community, and support effective communications between the Academy and its stakeholders;
- support marketing and PR initiatives (jointly with the Trust as required);
- monitor student behaviour, exclusions and attendance and oversee pupil discipline, including considering appeals against any decision to exclude pupils from attendance;
- contribute to internal and external audit and inspection processes generally;
- encourage governors to visit the Academy;
- to keep the health and safety policy and its practice under review and to make revisions where appropriate;
- ensure that new governor induction is completed within 4 weeks of taking up post;
- ensure that the Academy has all statutory policies in place and that they are effectively discharged at the Academy.

4. Reporting Requirements

In accordance with the Trust's *Articles of Association* and the *Scheme of Delegation*, where any power or function of the Board is exercised by the LGB, the LGB must report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Board immediately following the taking of the action or the making of the decision. To facilitate such reporting (to be effected by the regular upload of LGB minutes to the secure governance portal) the LGB must procure that any exercise of any delegated power or function of the Board is promptly notified to the LGB.

5. Constitution and Membership

The Chair of the LGB shall be appointed (or reappointed), each September by notice in writing to the Trust Clerk and shall be selected from amongst the LGB members. For the duration of his or her term of office, the Chair of the LGB will be a Director of the Trust and may not be a member of the Trust's senior management team.

(In attendance: Clerk + appropriate leadership colleagues agreed by the Chair in advance)

Quorum: 3

(excluding the headteacher) and not consist of more than a third of staff governors.

Local Governing Body
Finance and General Purposes Committee, 2016-2017

Finance Policy and Local Scheme of Delegation

- In consultation with the relevant Local Governing Body and Academy Headteacher, to recommend to the Board for approval the first formal budget plan of the financial year
- To ensure that the academy trust operates within the requirements of the Academies Financial Handbook 2015, Trust Scheme of Delegation and Academy Financial Regulations
- To review, adopt and monitor the Finance Procedures which include the local scheme of delegation for spending for the Board of Directors, F&GP committee, Headteacher and other nominated staff
- To make recommendations to the Board of Directors where appropriate

Financial Decision-Making & Planning

- To ensure the establishment of a three year budget plan taking into account the agreed priorities of the Academy Development/Improvement Plans by recommendation to the Board for approval
- To approve a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the Academy Development/Improvement Plans
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- Authorise all contracts and expenditure between the limits set by the Scheme of Delegation.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all funds against the annual budget plan in monthly management accounts produced by the Business Manager (or equivalent).
- Advise Business Manager (or equivalent) on the content of the Management Accounts and set out expectations of information needed on monthly basis.
- To monitor and report on pupil premium expenditure and grant funding allocations in line with associated guidance
- To report to the Governing Bodies any significant anomalies in the performance of the academy against the annual budget plan
- To monitor financial risk
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
- To carry out Best Value Reviews in accordance with the Best Value Statement

Relationship with other Committees

- To make decisions on expenditure following recommendations from Local Governing Bodies
- To receive the reports of the Audit Committee on the effectiveness of the financial and business procedures, controls and risk, and arrange for any actions required to be taken in timely manner.
- To receive reports from other committees that may have financial implications on the operation of the school

Management Information Systems

- To review and adopt MIS policies to ensure the Academy archive the requirements of student records and other audits.

IT Services and compliance

- To review and adopt IT policies to ensure that the IT strategy meets business and curriculum requirements
- To ensure that the Academy meets the requirements of Data Protection and Freedom of Information legislation

Human Resources

- To review and adopt HR policies to ensure that the people management strategies are developed in line with the curriculum and business requirements of the Trust.
- To consider and decide upon issues of staff grievance and to resolve any collective disputes in accordance with procedures adopted by the governing body;
- To exercise discretion in relation to staff pay and grading in accordance with procedures adopted by the governing body;
- To consider and decide upon issues relating to the alteration of the school's staffing structure including implementation and evaluation;
- To consider and make decisions on the conduct and discipline of staff in accordance with local authority procedures adopted by the governing body;
- To consider capability cases in accordance with procedures adopted by the governing body;
- To consider and make initial decisions on the alteration/reduction of the staffing establishment in accordance with procedures adopted by the governing body;
- To consider and decide upon parental complaints against the school in accordance with procedures adopted by the governing body;

Premises

- 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 and Safety
- To receive and review reports presented by the Academy Health & Safety Link Governors
- To have oversight of the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development
- To ensure annual independent checks of all of the academy's assets and asset register
- To advise the Governing Body on the relative funding priorities necessary for security, maintenance, repairs and redecoration and to approve the costs and arrangements within the budget allocation (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the Health and Safety of pupils or staff)
- To oversee the preparation and implementation of contracts and monitoring through the life of the contract
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable
- To prepare and agree a lettings and charges policy and to monitor its implementation
- To establish and keep under review an Accessibility Plan
- To review, adopt and monitor a Health and Safety policy

Constitution and Membership

Membership:

In Attendance:

Quorum: 3

Curriculum and Standards Committee **Terms of Reference, 2016-2017**

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self evaluation, monitoring and evaluation, support and challenge by linking the work of committees to key priorities in the School Development Plan

The terms of reference will be reviewed annually by the Governing Body and approved by the Board.

Terms of reference

- To monitor school based, local and national performance data relating to the school and evaluate achievement and progress throughout the school drawing on data, the Self-evaluation document and other reports
- To ensure that all learners receives the full statutory curriculum
- Ensure the school fulfils its statutory obligations and provides a curriculum that is inclusive
- To ensure that the school meets the learning and development requirements of the Early Years Foundation Stage
- To monitor progress and standards of the pupil premium group
- To monitor the views of pupils on the curriculum offered by the schools and on pupil progress and achievement and to evaluate the ways in which the school actively responds to pupil views.
- To monitor the views of parents and carers on the curriculum offered by the schools and on pupil progress and achievement, to provide feedback and to evaluate the ways in which the school actively responds to the views of parents and carers.
- To ensure that parents receive the results of statutory assessments, a annual report on learner's educational achievements and information about the school through the school prospectus and school profile
- To regularly review, publish and report on the special educational needs policy, to monitor provision and ensure that statutory requirements and the statements of children with special needs are met.
- To monitor provision for looked after children and evaluate their progress and achievement

- To monitor provision for all groups of vulnerable children, for example young carers, to ensure that 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 ensure that a teaching and learning policy is in place and resourced and to regularly review the operation of the policy.
- Review progress against the targets in the Academy Development Plan and the action plans, which underpin it
- Oversee governance of delegated statutory policies and ensure that those policies are reviewed and remain in line with national expectations
- Monitoring student behaviour and attendance
- Making recommendations to the LGB relating to the school curriculum (beyond those dictated by the current Government regulations)
- To keep under review the general duties under the Race Relations Act 1976 (as amended) and any specific duties and requirements including the race equality policy, in particular in relation to the curriculum, teaching and learning, assessment, achievement and progress, to monitor implementation of the scheme, to assess its impact on staff, learners and parents/carers and to report emerging issues to the governing body
- To keep under review the general duties under the Sex Discrimination Act 1975 (as amended) and any specific duties and requirements including the gender equality scheme, in particular in relation to the curriculum, teaching and learning, assessment, achievement and progress, to monitor implementation of the scheme, to assess its impact on staff, learners and parents/carers and to report emerging issues to the governing body
- To keep under review the general duties under the Disability Discrimination Act 2010 (as amended) and any specific duties and requirements including the disability equality scheme, in particular in relation to the curriculum, teaching and learning, assessment, achievement and progress, to monitor implementation of the scheme, to assess its impact on staff, learners and parents/carers and to report emerging issues to the governing body
- To recommend targets for school improvement to the governing body
- To monitor curriculum policies, and recommend any policy changes to the governing body as and when necessary.
- To monitor EAL provision and to ensure that the needs of children are met

- To review the policy and provision for RE, collective worship and spiritual development, including providing information to parents and make recommendations as necessary.
- To review the policy and provision for sex education including providing information to parents and make recommendations where necessary.

Membership

Not less than four governors (plus the Headteacher)

The committee may make recommendations to the governing body for co-option of non-governor members

Quorum

Three governors including the Head

Meetings

The committee will meet at least once a term and otherwise as required.

The committee will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation. Whenever possible, reports will be shared in common across the school.

Pay Committee
Terms of Reference, 2016-2017

Quorum: 3 (excluding the Headteacher and staff)

Membership: to be established at local governing body

Reserve: any other governor

Chair: to be elected at each meeting.

Clerk: Mrs Turner

- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations for both teachers and support staff;
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised; and
- To work with the head teacher in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

Pupil Discipline Committee
Terms Of Reference, 2016-2017

Quorum: 3 (excluding Headteacher and staff)

Membership: to be established at local governing body

Reserve: any other governor

Chair: to be elected at each meeting.

Clerk: Mrs Turner

To consider and decide upon cases of permanent exclusion of pupils and cases of fixed term exclusion exceeding 15 days in a term, in accordance with the School Standards and Framework Act 1998.

Appeals Committee
Terms of Reference, 2016-2017

Quorum: 3 (excluding Headteacher and staff)

Membership: to be established at local governing body

Reserve: any other eligible governor

Chair: to be elected at each meeting

Clerk: Mrs Turner

To consider appeals against decisions of the Finance and General Purposes Committee and Pay Committee.