

## Northern Education Trust

### The Governing Body

*The Governing Body needs to take a strategic role, act as a critical friend to the Academy and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

#### **Terms of reference:**

- Approval of the Academy's mission, strategy and long term business plans
- Approval of the Key Performance Indicators
- Approval of systems of control and accountability, including financial and operational controls and risk assessment; and procedures for handling internal grievances and managing conflicts of interest
- Monitoring of the Academy's performance against approved plans and KPIs
- To agree constitutional matters, including procedures where the Governing Body has discretion
- To hold at least three Governing Body meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Body\*
- To establish the committees of the Governing Body and their terms of reference\*
- To appoint the Chair of any committee
- To suspend a governor\*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals, including the Principal\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
- To approve the strategic budget plan and the formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually

### The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and delegation requirements of the Trust.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Principal and provides strategic direction
- To liaise with the Chair of the Trust and Chief Executive as necessary
- To represent the educational values and principles of the Trust

### The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Principal to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Principal**

## The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

## Curriculum & Finance Committee

### ***Terms of reference:***

- Consideration and approval of the curriculum and extra curriculum provision and the teaching and support staff resources required to deliver the entitlement curriculum
- Consideration and approval of the Academy Improvement Plan – short and medium term
- Consideration and approval of the of the plans to develop and support the professional development of all staff, alongside the resources required
- Consideration and preparation of financial plans for the delegated budget of the academy in securing appropriate provision to meet the needs of students
- To establish and maintain an up to date 3 year financial plan
- The creation and allocation of budget headings within the academy's delegated budget for each financial year;
- The development and establishment of procedures for the financial management and oversight of the school by the Principal and Finance Director, including observance of Financial Regulations of the Trust;
- The consideration of annual budget proposals for the purpose of providing Community Education programmes;
- The consideration and creation of a staffing structure and whole school pay policy;
- The setting of fees and charges for the hire of academy premises and purchase of services and the conditions which shall apply;
- The consideration of the general view of the condition of the school buildings and site.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To make decisions in respect of service agreements
- To ensure that Health and Safety issues are appropriately prioritised for action
- To draft and keep under review the staffing structure in consultation with the Principal and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To establish and review a Performance Management policy for all staff\*

That the Principal be delegated the following duties and powers:

- To act on behalf of the Governing Body in consulting with the Chief Executive in respect of the school's delegated budget and earmarked funding;
- To exercise responsibility for managing and controlling the heads of expenditure allocated by the Governing Body and to exercise discretion in the virement of monies (up to £25,000) between heads of expenditure within the total budget allocation for a financial year;
- To exercise responsibility for the allocation and spending of monies on books, equipment, stationary, furniture and services, and such other heads of expenditure as may be specified by the Curriculum Provision & Finance Committee.
- To exercise the responsibility for determining charges to be made for services supplied;
- To exercise responsibility for determining fees and expenses for the provision of Community Education Programmes in accordance with the Trust policies where they apply;
- To exercise responsibility for the management and oversight of all unofficial and voluntary funds and to provide the Curriculum Provision & Finance Committee with audited annual accounts,
- To exercise responsibility for making applications for external funding for projects;
- To exercise control over the use of the academy premises outside the hours of the school day;
- To exercise responsibility over the requirements for Health and Safety matters in accordance with the policies of the Trust and the Governing Body.

## Achievement & Climate Review Committee

### **Terms of reference:**

- Consideration of the evidence in meeting the Key Performance Indicators set by the Governing Body
- Consideration of evidence about the academic attainment and progress of students over time
- Consideration of the evidence about attendance and behaviour of students
- Consideration of evidence about the quality of teaching and learning provided to students
- Consideration of the evidence about the range and quality of extra curricular provision experienced by students
- Consideration of the quality of provision for staff development and its impact upon the quality of provision
- Consideration of the quality of premises and the learning environment
- To review the procedures for risk assessment of health and safety matters
- To consider the views of parents and students about the quality of provision

## Steering or Chairs' Committee

*The suggested membership of this group is the Chair of Governors, the Vice-Chair, the Principal and the Chair of each of the Committees.*

### **Terms of reference:**

- To agree the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise

## Appointments Committee

*The suggested membership of this group is the Chair of Governors, the Vice-Chair, two other chairs of committees, the Principal and the Trust's CEO or his/her representative*

### **Terms of reference:**

#### **Appointments**

- To make appointments to Deputy Principal posts
- To make appointments to the post of Director of Finance
- The drawing up of Job Descriptions, Person Specifications, recruitment and selection procedures for the above posts in accordance with any guidance provided by the Trust

That the Principal be delegated the following duties and powers:

- The appointment of all permanent and part-time staff
- The drawing up of Job Descriptions, Person Specifications, recruitment and selection procedures in accordance with any guidance provided by the Trust

## Hearings Committee

### **Terms of reference:**

#### **Hearings**

- To make any determination to dismiss any member of staff (*unless delegated to the Principal*)
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Principal is the subject of the action\*
- To make any decisions relating to any member of staff other than the Principal, under the Governing Body's personnel procedures (*unless delegated to the Principal*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:

**Membership** – not less than 3 members of the Governing Body  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Principal in the case of Appeal Hearings

## Appeals and Complaints Committee

### **Terms of reference:**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- The consideration and settlement of complaints related to the curriculum, R.E., collective worship and related matters
- The consideration of complaints about the provision of information.
- The consideration of complaints about the conduct of staff

That the Principal be delegated the following duties and powers:

- responsibility for dealing with any complaints and then settlement informally, prior to any formal complaint.

**Membership** – no fewer members than the Hearings Committee

**Disqualification** – The Principal  
Any members of the Hearings Committee

## Admissions Committee

### **Terms of reference:**

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school\*
- To review admissions arrangements and to make recommendations for changes to the governing body

## Pupil Discipline Committee

### **Terms of reference:**

- To consider representations from parents in the case of an
- To consider the re-instatement of a student
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

### **Membership – 3 or 5**

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider exclusion, the chair has the casting vote.

### **Disqualification – The Principal**

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)