

Local Governing Body Terms of Reference

These terms of reference should be read in conjunction with the scheme of delegation, CDAT governor handbook and any policies published by the Board.

Any areas under these terms of reference may be delegated to a committee and additional terms of reference drawn up for those committees by the LGB as necessary.

General

- The LGB composition will be as stated in this academy's scheme of delegation.
- The LGB will act at all times within guidelines set down by the Trust Board.
- The LGB will vote to appoint a Chair and Vice-Chair at the first meeting of every academic year and inform CDAT of the outcome (CDAT reserves the right to appoint to such roles if necessary).
- The quorum for a meeting will be three governors
- The Clerk to Governors will clerk the meetings.
- The Clerk will circulate an agenda and supporting papers at least 7 days before each meeting.
- The LGB will meet at least termly after the meetings of committees; or more often if necessary in order to fulfil its responsibilities.
- The minutes will record those attending, the issues discussed and decisions made.
- In the event of the need to make an urgent decision between meetings on matters falling within the remit of the LGB, the Chair of Governors, will take appropriate action on behalf of the LGB and report back at the next full meeting.
- Governors to attend appropriate training courses.

School ethos and curriculum

- to ensure that Christian principles are embedded in the policies and day to day life of the school
- to ensure that the whole school curriculum is: broad and balanced; relevant to the needs of all children; provides continuity and progression; and is adequately resourced
- to support and challenge the Principal to maintain and improve the academic standards and performance of the academy.
- to scrutinise the impact of teaching and learning on the children within the academy and support and challenge the leadership in ensuring the best outcomes for all.
- to contribute, in collaboration with the Principal and staff, to establishing, monitoring and evaluating the School Improvement Plan, including areas inspected under the SIAMS framework.
- to work with the Principal in keeping academy self-evaluation documentation under review and update as necessary
- to support effective communications between the Academy and its stakeholders
- to establish, monitor the impact of all policies in line with the agreed cycle and make changes as necessary
- to establish and review regularly the academy Building Development Plan
- ensure that the Guidance in relation to Safeguarding is reflected in the school's Safeguarding Policy and practice and is monitored closely

Finance and staffing

- to ensure that the budget delegated to the Academy is managed within the Trust's scheme of delegation.
- to draw up the annual budget for approval by CDAT in line with statutory guidance and timescales
- to monitor and evaluate expenditure of all monies generated by the academy including grants and unofficial funds to ensure that spending provides best value and is linked to the academy's and CDAT's agreed priorities
- to keep the staff structure under review at least annually in response to the changing needs of the school and make recommendations to CDAT for amendments as necessary
- to ensure that all staffing matters are dealt with in line with employment law and agreed CDAT procedures
- to review and propose staff pay progression to CDAT
- to establish panels for the appointment of teaching staff
- to ensure that the training and development of staff and governors is linked to the academy's agreed priorities and monitor the impact of training on standards
- to ensure that the academy has effective systems of mentoring and inducting new members of staff and governors
- to promote the health and welfare of staff