



Terms of Reference for Trust Board Committees
FULL LOCAL GOVERNING BOARDS

Approved by the Board of Trustees on 7th October 2024

Signature of the Chair of the Board of Trustees:

Review date: Autumn Term 2025

The Trust Board shall establish Full Local Governing Boards as committees of the Trust, as set out in the Trust's Articles of Association (Article 100).

The Board of Trustees shall determine and approve the Full Local Governing Board Terms of Reference and shall review the terms at the start of each academic year (Article 101).

The Trust shall delegate to the Full Local Governing Boards the responsibilities and functions listed in the Scheme of Delegation (Article 105) set out in Appendix 1.

The Board of Trustees shall annually review and approve the powers, responsibilities and duties delegated to the Full Local Governing Boards and also the Scheme of Delegation (Article 105).

Responsibilities

Full Local Governing Boards shall govern academies in line with the Scheme of Delegation, Terms of Reference and Corporate Calendar. They shall be responsible for carrying forward the Trust's vision, ethos, values and principles. They shall be responsible for implementing Trust policies, procedures and plans, as well as complying with statutory regulations.

Additional Local Responsibilities

Sub- committees

The Full Local Governing Board shall establish sub-committees with delegated functions:

- The Resources Committee
- The Behaviour and Safety Committee
- The Curriculum and Standards Committee

Each sub-committee will have terms of reference agreed by the Trust and reviewed annually. All sub-committees shall report regularly to the Full Local Governing Board by submission of their meeting minutes.

Policies

Full Local Governing Boards will ensure the application of Trust policies as set out in the De Curci Trust's Policy Schedule.

The Board of Trustees delegates authority to Full Local Governing Boards to review and approve the following policies and procedures:

- Admissions Policy
- School Complaints Policy
- Safeguarding and Child Protection policy and designated teacher for looked after and previously looked after children
- Supporting pupils with medical conditions (and children with health conditions who cannot attend school) policy
- SEND Policy
- Accessibility plan
- Equality information and objectives
- School behaviour and school exclusion
- Teachers' appraisal policy
- Relationship and sex education policy
- Early Years Foundation Stage policy
- Careers guidance policy
- Health and Safety
- Charging and Remissions

Membership

Each Full Local Governing Board will be composed of a minimum of 9 and a maximum of 11 Governors, including:

- 1 Head Teacher Governor
- 2 Parent Governors
- Co-opted Governors

If required, academy staff may be in attendance at Full Local Governing Board meetings and/or sub-committee meetings to provide information and answer Governors' questions.

Full Local Governing Boards have the option to also appoint Associates to provide specific skills, knowledge and/or experience to the Full Local Governing Board. The scope and length of service of an Associate shall be agreed with the Chair of the Governing Board, but will not exceed a normal term of office (4 years). Associates may attend Full Local Governing Board meetings and may serve on committees.

Associates must complete the same Declaration of Interest forms as Governors. Associates do not have voting rights.

The Full Local Governing Board shall appoint a Clerk for the committee.

All members of Full Local Governing Boards must act in accordance with the seven principles of public life as defined by the Nolan committee: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All meetings shall be conducted under these principles.

Any Trustee or Member may attend a meeting of the Full Local Governing Board.

Procedures

The Clerk shall send out an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting. All papers and documents for meetings will be uploaded to the Governors' section of the Moodle/Cloud.

Any Governor has the right to request the inclusion of an item on the agenda as long as the Chair has agreed to it in advance.

Meetings

The Full Local Governing Board shall meet as often as is necessary to fulfil its responsibilities and not less than once per term.

At the first meeting of each autumn term the committee shall appoint a Chair and Vice-Chair from among Governors. The term of office for Chair and Vice-Chair will be 1 year. Two Governors may share the role of Chair or Vice-Chair if it is considered to be in the interest of the Full Governing Board.

The quorum for each Full Local Governing Board meeting shall be three Governors eligible to vote.

Unless a meeting is quorate the committee may only make recommendations and not decisions.

All decisions must be proposed, seconded and voted on. The minutes must record the proposer, the seconder and the result of the vote.

Decisions made by the Full Governing Board must be made by a majority of votes cast by Governors present and eligible to vote.

Where there is an equal division of votes the Chair shall have the casting vote.

The clerk will send copies of the draft minutes approved by the Chair, to all members of the Full Local Governing Board within 14 days of the meeting. The minutes of each meeting will be considered for approval or amended at the next meeting and, once approved by the Full Governing Board as a true record, will be signed and by the Chair.

Signed minutes will be placed on the Governors' section of the Moodle/Cloud and a copy sent to the Trust's Company Secretary in time for their presentation to Trustees at the next Trust Board meeting.

Chair's Action

In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the Full Local Governing Board, the Board's Chair shall have delegated authority to make any such decisions following consultation with the Head Teacher. The decisions taken and reasons for the urgency shall be explained, ratified and minuted at the next meeting of the Full Local Governing Board.

APPENDIX 1 Scheme of Delegation Approved: 25th March 2024

	Finance	Human Resources	Site, Assets and Contracts	Educational Outcomes	Ethos, Vision and Strategy
<p>Members <i>Founding Members are the subscribers to the memorandum of understanding</i></p>	<p>Approve appointment of external auditors and legal teams</p> <p>Receive the audited annual report and accounts</p>	<p>Appoint / remove Trustees in accordance with the Articles</p> <p>By special resolution, appoint or remove Members</p>	<p>Approve any service contracts for Trustees</p>	<p>Receive and Q/A annual report</p>	<p>Review Articles of Association</p> <p>Receive and Q/A annual report</p> <p>Name the trust; authority to 'wind it up'</p>
<p>Board of Trustees</p>	<p>Overseeing the finances, including the internal audit</p> <p>Establishing a fair funding model for use across the trust; approve annual budget</p> <p>Agreeing each academy's budget and the schemes of financial delegation and limits</p> <p>Compliance with the Academy Trust Handbook , funding agreement and audit targets</p> <p>Oversight of finances in each academy; sign off and report annual accounts; receive monthly management accounts</p> <p>Determination of, after consultation with each academy, the extent of services provided and funded centrally (procurement)</p>	<p>Overseeing Executive Headteacher and academy Headteacher appointments (and executive pay)</p> <p>Establishing equitable pay and HR related policies that are consistent in all academies in the trust</p> <p>Determination of, after consultation with each academy, where centralised staff may provide best value and efficient service to academies in the trust</p> <p>Appoint Company Secretary / Clerk to the Trustees / CFOO</p> <p>Appraisal of CEO and EHT</p> <p>Safeguarding: ensure the suitability of staff, supply staff, volunteers, contractors and proprietors</p>	<p>Establishing a process for local management and maintenance of assets and appropriate registers</p> <p>Overseeing significant capital developments, campus expansions and bids, e.g. CIF</p> <p>Agreeing, after consultation, any joint use of buildings</p> <p>Adopt a trust-wide procurement policy</p> <p>Set delegated levels of authority for contracts</p> <p>Set up and approve Trustee expenses</p> <p>Approve insurance arrangements i.e. RPA</p> <p>Ensure trust-wide Health and Safety Policy implemented in line with the</p>	<p>Overseeing and improving standards and outcomes of the trust's academies e.g. KS2 outcomes, GCSE results</p> <p>Annual target setting for each academy in the trust</p> <p>Oversight of key performance indicators and external audits on a trust and individual academy basis</p> <p>Commission intervention, as required, to support any academy requiring improvement</p> <p>Ensure a broad and balanced curriculum provided (in line with funding agreement)</p> <p>Ensure trust-wide SEND and Child Protection (safeguarding) policies implemented effectively.</p>	<p>Core vision and operating model of the trust, including symbiotic working between trust academies</p> <p>Review and amend Constitution, scheme of delegation and TOR of trust committees and LGBs – to include 'reserved matters'</p> <p>Approach to admissions, including PAN/NOR negotiations</p> <p>Evaluation of governance to monitor and improve its quality and impact</p> <p>Power to change and, if required, withdraw delegated powers from a LGB</p> <p>Overseeing strategic development of the trust; review and planning of potential trust expansion e.g. incorporating additional schools into the trust</p> <p>Review and implement core policies of the trust; agree 'delegated policies' list</p> <p>RSC liaison</p>

	<p>Appoint accounting officer (CEO)</p> <p>Approve anti-fraud and whistle-blowing policies</p> <p>Oversight of risk and the trust's risk register</p>		<p>Health and Safety at Work Act 1974</p> <p>Manage contingency planning and business continuity</p> <p>Determine/lead brand & core marketing for trust and academies</p>	<p>Ensure appropriate spending and impact of service and pupil premium funding (& catch up)</p>	<p>The Trustee Board must meet at least three times a year</p>
	Finance	Human Resources	Site, Assets and Contracts	Educational Outcomes	Strategic Vision /Governance
Academy Committees (LGBs)	<p>Seeking value for money and ensuring resources are applied appropriately at academy level</p> <p>Monitoring and reviewing expenditure regularly; propose the annual budget for each academy for submission to Trustees for review/approval</p> <p>Maintaining proper accounting records and preparing expenditure and balance sheets</p> <p>Supporting the trust board in relation to the annual budgetary process</p> <p>Ensure provision of free school meals, as appropriate</p>	<p>Managing staff appointments in line with safer recruitment expectations (except at Headteacher level)</p> <p>Reviewing the impact of staff appraisal processes and professional development</p> <p>Leading the effective deployment of staff in keeping with the academy's budget</p> <p>Implement the trust's pay policy and ensure a pay committee exists to approve pay recommendations and hear appeals</p> <p>Hearings and appeals – grievance, disciplinary, absence and capability procedures</p>	<p>Notifying the trust of any changes to fixed assets used by the academy</p> <p>Management of buildings maintenance, decoration and smaller capital projects</p> <p>Ensuring compliance with all health and safety and related regulation e.g. fire safety</p> <p>Enter into contracts up to the limits of delegation and within agreed budget</p> <p>Review the academy's risk register</p> <p>Review site inspection reports and</p>	<p>Holding the academy's senior leadership team to account for academic performance, safeguarding and provision</p> <p>Performance management of the academy Headteacher</p> <p>Regularly reviewing KPIs, performance and progress monitoring data</p> <p>Oversight of the quality of teaching, learning and assessment; ensure a broad and balanced curriculum in line with the trust's vision</p> <p>Ensuring the academy has appropriate</p>	<p>Appoint (and remove) Chairs and Vice Chairs of LGBs</p> <p>Local vision and strategy in keeping with trust agreements</p> <p>Approve and review academy improvement plan and self-evaluation</p> <p>Respond to complaints pertaining to the academy in line with trust and academy policy</p>

	<p>To maintain a register of business interests</p> <p>Observe the Financial Scheme of Delegation</p> <p>Comply with the Academies Financial Handbook</p> <p>Ensure that Pupil Premium, Service Premium and similar focused funding is deployed effectively</p>	(including suspension of staff)	related information pertaining to the premises and health and safety	<p>support and intervention strategies in place to deliver high quality teaching and learning</p> <p>Appoint designated governor for safeguarding; ensure completion of SCR (single central record)</p> <p>Approve educational trips</p> <p>Oversight of behaviour, safety and welfare of pupils</p>	
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The Scheme of Delegation is determined by the Trustees and should be followed in conjunction with the:

- Scheme of Governance
- Scheme of Financial Delegation/Limits (and Academy Trust Handbook)
- Agreed terms of reference for the Trust and LGB Academy Committees
- Articles of Association
- Funding Agreement