



LOCAL GOVERNING BODY – GOVERNORS’ BUSINESS MEETINGS

TERMS OF REFERENCE

BUSINESS – STRATEGIC – CORE ITEMS

1. Governance

1. To establish, maintain and review a system of governance, management and internal controls to ensure the School meets its strategic objectives, with particular reference to student attainment and achievement, and complies with its Terms of Engagement.
2. To identify any gaps in the skill set of Governors and address through training or additional appointments to the governance structure.
3. To recommend to the Trustees a chair and vice Chair of the LGB and to appoint the Chairs of Panels, and allocate additional Governors based on competencies and any recommendation from the relevant Panels.
4. To establish arrangements for the election of Parent and Staff Governors to LGBs and their appointment to Panels.
5. To review appointments, competencies and training needs on an annual basis.
6. To monitor the Terms of Reference and operation of Panels to ensure their continued effectiveness.
7. To agree Standing Orders for the proper conduct of LGB and Panel meetings.

2. Strategy and Performance Management

1. To set the vision, ethos and strategic direction for the School, determining an overall vision and strategic objectives and overseeing the School Development Plan (SDP).
2. To establish, maintain and review a system of performance management to monitor the achievement of strategic objectives and SDP, with particular reference to student attainment and achievement.
3. To monitor progress and performance against objectives and targets, and hold the Headteacher to account for the educational performance of the school and students, and the performance management of staff.

3. Partnerships

1. To establish, maintain and review strong links with stakeholders and key partners, including business partners, the wider local and business community, other local schools and local authority.
2. To oversee strong channels of communication with current and prospective students and their parents/carers.
3. To develop strong links with local businesses; to recognise business needs within the curriculum choice and the further development of work placements.

BUSINESS – RESOURCES – CORE ITEMS

4. Financial

1. To oversee and monitor a system of financial planning, management and control, taking advice from the Trust Finance and Audit Committees, the appointed Auditor and relevant legal, government and professional requirements and guidance.
2. To consider, recommend and agree the annual Budget with the Trust.
3. To implement the Trust's Finance Manual based on the Academies Financial Handbook, and advice from the Trust Finance and Audit Committee.
4. To receive income and expenditure reports of the School's accounts at least once a term to monitor progress against the budget.
5. To consider a Medium Term Financial Strategy (MTFS), taking into account strategic objectives, SDPs, expected student numbers and income.
6. To monitor annual income and expenditure budgets for the school, taking into account recommendations from its Panels, initiating any required remedial action
7. To determine any capital investment.
8. To monitor all major contracts
9. To report to the Trust any requests for significant (as defined in the Finance Manual) variations in income and expenditure.
10. To monitor overall financial performance initiating any required remedial action.
11. To consider any financial matters brought to its attention by the Trust, its Finance or Audit Committee, or the appointed Auditor.

12. To monitor an Annual report from the site manger on the fabric of the building and condition of the school grounds.

5. Policies

1. To implement all relevant Trust policies and to review and agree all School policies, taking advice from the relevant Panels, and ensuring statutory compliance.

6. People

1. To recruit, retain, motivate and develop an excellent multi-disciplinary staff team.
2. To review and agree the School's staffing structure and implement the Trust's pay policy.
3. To review and monitor the CPD programme; to encourage and oversee development opportunities at all levels; to celebrate outstanding achievement
4. To maintain appointment procedures; to oversee, and when appropriate, participate in the appointment and induction of new staff and review at 12 months
5. To appoint the Headteacher, the Business Manager and Clerk, and oversee other senior leadership appointments.
6. To monitor staff work life balance, working conditions and well-being.
7. To establish arrangements to review the performance and remuneration of the Headteacher, senior managers and other staff, in accordance with national standards and professional best practice.
8. To ensure the promotion of Equal Opportunities throughout the work of the School, and compliance with statutory requirements.

7. Risk Management

1. To ensure the development, operation and review of the Risk Register and maintain an overview of strategic risk management.
2. To ensure robust arrangements are in place to guarantee the safeguarding of students; the health, safety and wellbeing of students, staff and visitors; and application of the Prevent Duty.
3. To ensure adequate insurance arrangements are in place.

8. Other

To undertake any additional roles and responsibilities necessary for the effective operation of the Trust, the achievement of its objectives and to meet statutory requirements that are not specifically delegated to LGBs, Committees or staff.