



TERMS OF REFERENCE FOR FULL GOVERNING BODY COMMITTEE

Constitution

1. The constitution of the Governing Body, the conduct of Governing Body meetings and related matters (such as the number required for a meeting to be quorate and the creation of and delegation to sub-committees) are governed by clauses 1 to 141 of the Articles of Association.

Objects and General Function

2. Restrictions to The Objects of the Academy Trust and the Powers which may be exercised in furtherance of them are set out in clauses 1 – 141 of the Articles of Association.
3. Subject to the paragraph above, the Governing Body shall exercise its functions with a view to fulfilling a largely strategic role in the running of the school. A strategic role means the governors decide what they want the school to achieve, set the strategic framework for getting there and monitor progress towards these aims. This means:
 - setting suitable aims and objectives, agreeing policies, targets and priorities and monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.
 - subject to the provisions of the Articles of Association, the School Development Plan, along with agreed policies, will generally provide the strategic framework.
4. The Governing Body will meet 3 times per school year to monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.
5. The Governing Body (via the Finance Estates & Audit Committee & the Curriculum Committee) will meet an additional 8 times per school year to focus on the following:
 - i. To consider the academy's indicative funding, notified annually by the EFA and to assess its implications for the academy.
 - ii. To consider and recommend acceptance of the Academy's Budget at the beginning of each Financial Year in line with the Academy's Improvement Plan.
 - iii. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the head teacher and with the stated and agreed aims and objectives of the academy.



TERMS OF REFERENCE FOR FULL GOVERNING BODY COMMITTEE

- iv. To make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan .
- v. To monitor the Academy budget through regular review of Monitoring Statements.
- vi. To arrange bi-annual Responsible Officer visits and monitor action as appropriate against findings.
- vii. Report on the financial status of the Academy and outcome of Committee Meetings to the Full Governing Body.
- viii. To ensure that the academy implement recommendations and procedures in the Academies Financial Handbook.
- ix. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement.
- x. To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.
- xi. To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- xii. To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
- xiii. To annually review the Purchasing Policy and Schemes of Delegation.
- xiv. To annually review and approve the Academy's policy and pricing structures for charging and lettings.
- xv. To recommend major refurbishment programmes, monitor buildings maintenance programme and Capital project progress from Facilities Director Reports with ratification by the Full Governing Body
- xvi. To monitor and review Health and Safety issues reported by the Health and Safety Committee.
- xvii. To ensure that appropriate finance, & personnel policies and procedures are agreed and are in line with national employment law.
- xviii. Ensure that Governors regularly review and ratify the school policies. This will be regularly reviewed by the school and changes required will be notified to Governors in accordance with DfE guidance.
- xix. Ensure an annual staffing audit is carried out to match staffing requirements to curriculum needs.
- xx. To participate in the appointment of senior staff working with the Head and her colleagues.
- xxi. To undertake arrangements for the appointment of a new Headteacher or Deputy on behalf of the Board.
- xxii. To ratify decisions made on staff reduction & disciplinary, grievance and sickness absence matters including the provision of the panel of governors.



TERMS OF REFERENCE FOR FULL GOVERNING BODY COMMITTEE

Where appropriate the establishment of an appeal panel of other governors not involved in the previous decision making.

6. Two further additional meetings will be held to ratify the accounts and the budget for the following year.

Role of Governing Body and Head teacher

7. As "lead professional" the Head Teacher will be responsible for:
 - leading the school towards the set targets
 - formulating and implementing the policies, and
 - discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on him or her.
8. The Head Teacher will give the Governing Body enough information for the governors to feel confident that those delegated responsibilities - and the Head Teacher's own responsibilities - have been met.
9. The Governing Body will ensure it receives enough information and evidence to allow it to monitor the school's achievements and progress. In addition to information supplied by the Head Teacher, other sources of information will include/be obtained through:
 - governor involvement as link governors as appropriate
 - involvement in school events
 - presentations etc. by members of staff to the Full Governing body
 - involvement in interview panels for senior positions (Head of Faculty or above)
 - critical consideration of data

Individual Governors will be linked to:

- Pupil Premium
 - Pupil Progress & Attainment
 - Quality of Teaching
 - Child Protection
 - Children who are looked after (CLA)
 - Pupil Attendance, behaviour and safety
 - Academy Finance
 - Academy Facilities & Health & Safety
 - Staff Development
 - SEN
10. The Governing Body shall act as "critical friend" to the Head Teacher; that is to say, it will support the Head Teacher in the performance of his/her functions and give him/her constructive criticism.



TERMS OF REFERENCE FOR FULL GOVERNING BODY COMMITTEE

Principles of Conduct

11. The Governing Body of Light Hall School, in exercising its functions, will have as its terms of reference the principles that it will:

- act with integrity, objectivity and honesty in the best interests of the school; and;
- be open about the decisions it makes and the actions it takes and in particular shall be prepared to explain its decisions and actions to interested persons.

12. The Governing Body will not disclose material relating to:

- a named teacher or other person employed or engaged, or proposed to be employed or engaged, at the school;
- a named pupil at, or candidate for admission to, the school; or
- any matter which by reason of its nature, the Governing Body or a Committee of the Governing Body are satisfied should remain confidential.

Particular Responsibilities

13. The Governing Body will endeavour to ensure that the school:

- ensures that teaching and learning is of the highest quality.
- offers a broad and balanced curriculum that best suits the needs, abilities and aspirations of all students, including those with Special Educational Needs, from years 7-11.
- offers a holistic education recognising the importance and impact of extra-curricular activities both within the academic curriculum and beyond.
- maintains and continues to develop the school through a strong pastoral system.
- works with the families of its students to foster positive home, school and community relationships.
- continues its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community
- maintains and supports a work force that is well motivated and committed to every child and staff member achieving their full potential. Priority will be given to ensuring that staff terms and conditions of service are at least commensurate with national policy and in the best interests of the staff.
- appoints the most appropriate staff for each post and continues their professional development through training and sharing of good practice.
- operates from a financially secure basis; raising funds where appropriate and ensuring best value is applied to all spending.



TERMS OF REFERENCE FOR FULL GOVERNING BODY COMMITTEE

- maintains and develops further the facilities of Light Hall School so that it can deliver education in a safe and secure environment which has regard to sustainability as a guiding principle in resource decisions.
- maintains good employment practices and seeks to maintain positive relationships with the professional associations.

14. The Governing Body will delegate powers as appropriate to relevant sub-committees:

- Pay Review Committee
- Curriculum Committee
- Finance, Estates and Risk Committee

Any change to these terms of reference must be agreed by both the Governors and the Academy Trust.