



TERMS OF REFERENCE: HARTON ACADEMY LOCAL GOVERNING BODY

This document is based on the Trust's Scheme of Delegation that states the responsibilities will be:

- Building an understanding of how the school is led and managed
- Monitoring whether the school is:
 - Working within agreed policies
 - Is meeting the agreed targets
 - Managing its finances well
- Engaging with stakeholders
- Reporting to the Board

The Local Governing Body will:

1. Submit the CEO/Executive Head Teacher's Report to the next meeting of the Trust Board following the termly meeting of the Local Governing Body.
2. Agree the budget plan to support delivery of school key priorities.
3. Complete a skills audit and recruit to fill gaps.
4. Complete an annual self-review of Local Governing Body performance.
5. Consider succession planning of the Local Governing Body.
6. Agree an annual schedule of business for the Local Governing Body.
7. Agree auditing & reporting arrangements for matters of compliance (e.g. safeguarding, Health & Safety, employment).
8. Agree reporting arrangements for progress on key priorities.
9. Receive and respond to the External Auditor's report.
10. Ensure robustness via benchmarking and school/academy value for money.
11. Be responsible for the appointment of school posts.
12. Ensure the curriculum complies with the legal and funding agreement requirements.
13. Ensure behaviour policy is applied consistently.
14. Determine and apply attendance and punctuality protocols and procedures.
15. Be responsible for excluding a pupil (permanently) and hearing any appeals.

Common Conventions for Committees

How and when to report back to the Local Governing Body

Minutes to be presented to the next appropriate meeting of the full Local Governing Body. The Committee Chair will report to the Local Governing Body.

Meetings to be called, agenda prepared, minutes taken

Meetings to be convened by the Executive Head Teacher/CEO in consultation with the Chair of the Committee and the Leadership & Governance Manager.

Agenda to be prepared by the Leadership & Governance Manager and distributed together with any supporting papers.

Minutes to be taken by the Leadership & Governance Manager.

Quorum for all committees is 3 Governors who are members of the committee.

The Chair of the committee will be appointed at the beginning of every meeting of that committee.

Staffing Committee

Membership

To be agreed from a pool of Governors (Local Governing Body) when meeting is required.

The responsibility for staff appointments as per The Illuminare Multi Academy Trust Scheme of Delegation is as follows:

Appointment of Chief Executive Officer (CEO)

Appointment by Trust Board

Appointment of Chief Financial Officer (CFO)

Appointment by Trust Board with advice and support from CEO

Appointment of School/Academy Head Teacher

To provide advice and support to the Trust Board who are accountable for the appointment.

Appointment of all other Trust Central Team Staff

Appointment by CEO.

Appointment of all other Senior Leadership/Extended Leadership Team Posts

Appointment by CEO and Local Governing Body.

Appointment of all Other School Posts

Appointment by CEO.

Pupil Welfare Committee

The Pupil Welfare Committee will consider pupil exclusions together with the use of exclusion within the school.

Membership

To be agreed from a pool of Governors (Local Governing Body) when meeting is required.

A member of the MAT Board of Directors will be asked to chair these meetings.

This Committee will meet in accordance with the exclusions policy to receive the Executive Head Teacher's exclusion report and hear parental representations.

Policy Committee

The Policy Review Committee will regularly monitor, review and agree school policies.

Membership

To be agreed from a pool of Governors (Local Governing Body) when meeting is required.

Link Governors

<u>Governor</u>	<u>Area/Subject</u>
Mr David Hall	Healthy Schools/School Meals/Sports Hall/PE
Mrs Noreen Fraser	Safeguarding/Child Protection
Mr Mark Usher	Music
Mr Martin Lightfoot	Information, Advice & Guidance (IAG)
Mrs Mary Robertson	Resource Base
Mrs Shirley Baines	MFL
	Art & Design/Design & Technology
Mrs Mary Robertson	English
Mr Mark Usher	ICT
Mrs Mary Robertson	Maths
Mr Bob McDonald	6 th Form/HE
Mr Trevor Denham	History/Geography
Mrs Mary Robertson	NQT/ITT/IIP/SEN
Mr David Hall	Health & Safety
Mr Martin Lightfoot	Science
Mrs Noreen Fraser	Teaching School
Mrs Noreen Fraser	Pupil Premium
Mr R McDonald	Mental Health
Mrs M Robertson	Climate Change/Pupil Progress
Mr Mark Usher	GDPR