

Title	Governors/Trustees Terms of Reference
Year	2023/2024
Policy Reference	NGA
Staff Link	Clerk to Governors
Governor Link	Chair of Governors
Date approved by Full Governing Body	First approved, 19 th October 2021 Reviewed 17 th January 2023; 13 th February 2024;
Review Date	February 2025

1. Terms of Reference

Wootton Park School is part of Northampton Free School Trust and operates as a Single Academy Trust 'SAT'.

Wootton Park School governing body (Trustees) carry out much of their business through committees. The governing body decides the constitution, membership and terms of reference of all committees, and must review these annually. Wootton Park School has two committees; Finance & Resource Committee, which includes the audit & risk committee (F&R) and Teaching & Learning Committee (T&L).

Each committee must have a chair and a clerk, the committee decide upon their chair at the beginning of each academic year. The Principal cannot be the clerk to a committee but a governor can.

The membership of a committee may include associate members, provided that a majority of members of the committee are governors. Even if they are not a member, the Principal is entitled to attend all committee meetings.

2. Quorum

The quorum for a meeting of the governors/trustees, shall be three trustees or where greater, 25% (rounded up) of the total number of trustees holding office at the date of the meeting.

The quorum for the purposes of appointing a parent Governor, the removal of a Governor or the removal of the chairman shall be two-thirds (rounded up to a whole number) of the persons who at the time are Trustees entitled to vote.

For committee meetings, the quorum is a minimum of three governors who are members of the committee.

3. Meetings

The Governing body are free to determine how often they meet. It is a legal requirement that the Full Governing Body meet a minimum of three times a year. Meetings will not be open to the public but minutes shall be made available upon request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Principal).

The draft minutes of each committee meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee). Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Terms of reference for the Finance & Resource committee (including Risk and Audit committee)

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- The quorum is a minimum of three governors who are members of the committee.

Meetings

- The Governing body is free to determine how often the committee meets, usually a minimum of three times a year.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the scheme of delegation for spending and budgetary adjustments (virements) for the committee, Principal and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School/Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan and strategic priorities.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Principal.
- To ensure the approach to pay and benefits is transparent, proportionate and justifiable.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Principal.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensure that funding is spent effectively and is having the intended impact on learner outcomes
- To ensure that the School follows basic procurement rules and achieves best value for money when acquiring goods and services

- To review learner numbers (that underpin revenue projections)
- Academies:
 - To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
 - To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.
 - To recommend to the full governing body the appointment or reappointment of the auditors.

Audit and Risk

- To support development and review of the school's risk management policy, setting out the framework the trust has adopted for risk management.
- To ensure that risks are being addressed appropriately through internal scrutiny
- To assess whether procedures are designed effectively and efficiently, and check whether agreed procedures have been followed
- To review the external auditor's plan each year
- To review the annual report and accounts
- To review the auditor's findings and actions taken by the Principal/School Business manager in response to those findings
- To review findings from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
- To assess the effectiveness and resources of the external auditor – refer to section 4.17 of ATH
- To produce an annual report of the committee's conclusions on the above assessment to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration
- To seek assurance that the risks identified are those which may occur, for example, operational risk, financial risk, compliance risk, regulatory and legal risk, major accident
- To review the ratings and responses on the risk register to inform contingency and business continuity planning and the programme of work, ensuring risks and control measures are adequately identified and modified as appropriate
- To recommend to members the appointment of an external auditor (in accordance with the trust's articles of association)
- To receive the external auditors' annual plan, annual report, and accounts and recommend appropriate actions to the trust board in response to the findings
- To review the trust's insurance cover in compliance with its legal obligations

Premises

- To provide support and guidance for the governing body and the Principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The principal is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of learners or staff. In this event the principal would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To monitor health & safety training that staff and trustees undertake
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

- To ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
- To review the school's accessibility plan
- To receive an annual health and safety audit report and monitor any arising actions
- To receive regular reports on accident statistics, near misses, incidents of violence or aggression
- To ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Principal.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

Terms of reference for the Teaching & Learning committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- The quorum is a minimum of three governors who are members of the committee.

Meetings

- The Governing body is free to determine how often the committee meets, usually a minimum of three times a year.
- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Curriculum planning and delivery

- To review, monitor, evaluate and report on the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School/Academy Improvement Plan
 - Targets for school/academy improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and learner behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Principal/SENCO and an annual report from the SEN governor.

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of learner progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by learners, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate learner achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.
- To ensure all learners are given the knowledge, skills and attributes needed to manage their lives now and in the future.
- To approve an approach to improving learners' health, wellbeing and physical literacy. To monitor emerging trends in learner wellbeing.
- To approve an approach to building the cultural capital of learners.
- To provide learners with effective careers education.
- To monitor emerging patterns, trends and risks relating to attendance and behaviour.