



LOCAL GOVERNING BODIES - Terms of Reference

INTRODUCTION

BASE Academy Trust is governed by a Board of Trustees who are accountable to the Department for Education and have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of the academies operated by the Trust.

Red Lane Primary School and Masefield Primary School (each an '**Academy**') are currently the academies operated by the trust.

In order to assist with the discharge of their responsibilities, the trust has established a Local Governing Body ('**LGB**') for each of the Academies. The LGB shall be a committee established pursuant to Articles 100 to 104 (inclusive) of the Articles of Association of the Trust (the '**Articles**').

The Trustees may review these terms of reference at any time but shall review them at least annually.

These terms of reference may only be amended by the Board of Trustees.

Core Purpose

- To support the Trust in pursuit of its vision and overall aims.
- To promote high standards ensuring that pupils attend a successful academy.
- To hold the Head of School to account for academic performance, quality of care and provision.
- To have strategic oversight of the day to day running of the academy in so far it has been delegated.
- To develop effective communication channels with all stakeholders.

Membership

- The Executive Headteacher/Head of School
- One Staff Governor
- Two Parent Governors
- Up to five Co-opted Governors who may not be employees of the Trust.
- At least one Trustee

The Trustees retain the right to appoint to the LGB from time to time, as they see fit.

Proceedings

In carrying out its role the LGB will aim to be competent and accountable, promoting and upholding high standards of conduct, probity and ethics.

- All governors must sign up to the Trust's Code of Governance.
- The terms of office for all governors, other than the Head of School (who remains a governor for as long as he/she is in post), will be four years.
- The Chair will be appointed by the Trust for a period of two years.
- The LGB will meet at least once per term.
- The quorum will be 3 governors.
- The LGB may establish committees as it sees fit, inviting such people as it needs to provide information and advice; they will not, however, be members with voting rights.
- Complete the register of interest for governors and establish procedures for dealing with conflicts of interest.
- Review procedures for the election and selection of governors against a skills audit.
- Review own performance.

The Trust will support all LGBs by:

- Setting a clear strategic vision for the Trust which allows the LGB to achieve its own aims and objectives within that vision.
- Ensuring systems are in place to allow for the timely scrutiny of good data in order for the LGB to challenge and support the Academy's SLT.
- Ensuring all governors have access to appropriate training.

Responsibilities:-

Strategic Leadership

- Develop an Academy Development Plan that supports the Trust's overall vision and aims.
- Keep under review the strategic aims of the Academy, challenging progress against targets and the Trusts KPI's.
- Hold the Head of School responsible for the performance of the school.
- Ensure the safety and well-being of pupils.
- Comply with all relevant Trust-wide policies and develop and review Academy specific policies.
- Ensure the Academy's overall financial planning secures value for money within its delegated budget.
- Ensure effective communication across the Academy so that all stakeholders have a voice.

Standards

- Recommend to the Trust board, appropriate targets for teaching, achievement, attainment, attendance, behaviour, stakeholder satisfaction and review regularly.
- Keep the Academy's curriculum under review to ensure it continues to meet the needs of its pupils.
- Provide appropriate challenge and support with regard to the quality of teaching.
- Through the regular monitoring of data hold the Head of School to account for pupil progress ensuring that each child has the right levels of challenge and is receiving appropriate support to meet his/her targets.
- Keep the special needs of pupils under review to ensure they receive appropriate provision.
- Determine and review how Pupil Premium funding is spent at the Academy and its effectiveness in raising standards.
- Review pupil progress at the Academy.

Finance & Resources

- Review the appropriate financial controls and ensure value for money within the delegated budget.
- Determine a maintenance strategy that provides security for the Trust's assets and premises.
- Comply with Trust-wide procurement policies.
- Ensure the delivery of an annual budget to the Board.
- Review the Academy's risk register.
- Comply with and deliver the Trust's admissions policy.
- Ensure that safeguarding and Health & Safety requirements are met.
- Comply with the Trust's public relations and media strategy.

Personnel

- Work with the Executive Headteacher when appointing the Head of School.
- With the Executive Headteacher, carry out the Head of School's performance management.
- In consultation with the Executive Headteacher, appoint staff.
- Review compliance with Trust-wide HR policies, including recruitment, discipline, staff absence, capability, grievance, appraisal, Staff Handbook.
- Review the outcome of the performance management of staff and carry out any appeals.
- In consultation with the Executive Headteacher consider capability and dismissal of staff.
- Report any issues arising on disciplinary matters to the Board and the Executive Headteacher.
- To implement the governance aspects of the disciplinary and capability policies, attending hearing panels when required.
- Report any issues regarding stage 2 complaints to the Trust Board.
- To hear staff grievances as necessary.
- Keep under review any expectations regarding staff as set out in the Trust's Staff Handbook, such as dress code, attendance, punctuality, standards of behaviour.