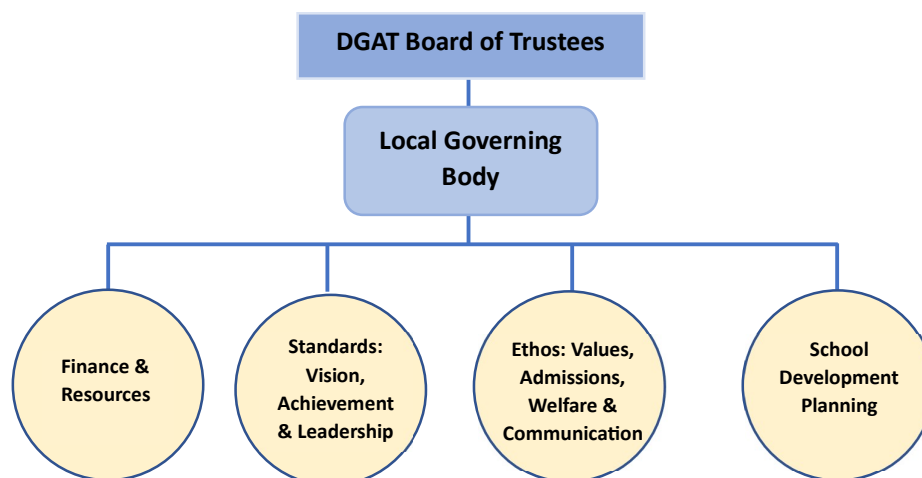


# **Minchinhampton Primary Academy – Local Governing Board Sub-Committees**

## **Terms of Reference 2022/23**



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## **Terms of Reference for the LGB Finance and Resources Sub-Committee**

### **Purpose**

The role of the committee is to maintain strong oversight and compliance with the Diocese of Gloucester Academies Trust (**Trust**) financial procedures and monitor the efficient use of resources within Minchinhampton Church of England Primary Academy (**the Academy**).

### **Membership and quorum**

The Local Governing Board Finance and Resources Committee will be appointed by the Local Governing Board (**LGB**). The minimum number of Local Governors appointed to the committee should be three so that there are enough members to hold a majority when voting on matters.

The Clerk to the governing board should also act as the Clerk for the committee.

The committee shall appoint a Chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the Local Governors with the required skills and knowledge will be appointed to the committee.

Only full members of the committee who have been approved by the LGB will have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the LGB, who are able to provide advice on matters relating to financial planning or monitoring.

Associate members may be members of the finance committee but will not have any voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

One Director shall be entitled to attend any meetings of the Committee. The Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the Committee. The presence of a Director will constitute one vote in any such matters.

### **Term of office**

The committee will be appointed annually by the LGB and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The Chair of the committee will be appointed annually. A Local Governor is permitted to stand as Chair of the committee at the end of their term of office.

### **Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, including in relation to timescales outlined in the Trust's financial policies and procedures, but at least once per term.

The Chair of the committee or any three committee members may, by giving notice in writing to the Clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other

members of the committee. A shorter notice period may be given where the Chair of the committee decides a particular financial issue needs addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.

The Clerk to the committee (who acts as the Clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Clerk will take minutes of the meeting. These will be approved by the Chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the Clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with Local Governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the Chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the academy's website on an annual basis.

### **Committee responsibilities**

In consultation with the Headteacher, to draft the first formal budget plan of the financial year.

- To establish and maintain an up to date financial plan.
- To ensure compliance with the Trust Finance Policy on all matters.
- To ensure that priorities in the Academy's development plan is appropriately financed.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the LGB and, where appropriate, Directors, in line with the requirements of the Finance Policy.
- To ensure that the Academy operates within the financial regulations and guidance from DFE and within the Scheme of Delegation for the Trust.
- To monitor expenditure of all voluntary funds kept on behalf of the LGB.
- To ensure, as far as is practical, that funding for Health and Safety issues are appropriately prioritised.
- To ensure sufficient funds are available for pay increments as recommended by the Headteacher for all (other) staff.
- In the light of the Headteacher's Performance Management Panel's recommendations, to ensure sufficient funds are available to cover any recommendations for an incremental allowance.
- To consider finance and resource recommendations from other committees which will have an impact on the Academy budget.

- To make decisions in respect of service agreements, as delegated by the Directors.
- To review local policies as assigned by the LGB, ensuring compliance with any Trust policies/guidance.
- To report back to the LGB.
- To assure best value and impeccable systems of financial management.

## **Terms of reference for the LGB Standards: Vision, Achievement and Leadership Committee**

### **Purpose**

The purpose of the committee is to maintain strong oversight of the educational standards within the academy.

### **Membership and quorum**

The Local Governing Board Standards: Vision, Achievement and Leadership Committee will be appointed by the Local Governing Board (LGB). The minimum number of Local Governors appointed to the committee should be three so that there are enough members to hold a majority when voting on matters.

The Clerk to the governing board should also act as the Clerk for the committee.

The committee shall appoint a Chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the Local Governors with the required skills and knowledge will be appointed to the committee.

Only full members of the committee who have been approved by the LGB will have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the LGB, who are able to provide advice on matters relating to financial planning or monitoring.

Associate members may be members of the Standards: Vision, Achievement and Leadership Committee, but will not have any voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number.

One Director shall be entitled to attend any meetings of the LGB. The Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Director will constitute one vote in any such matters.

### **Term of office**

The committee will be appointed annually by the LGB and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The Chair of the committee will be appointed annually. A Local Governor is permitted to stand as Chair of the committee at the end of their term of office.

### **Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term.

The Chair of the committee or any three committee members may, by giving notice in writing to the Clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the Chair of the committee decides a particular financial issue needs addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.

The Clerk to the committee (who acts as the Clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Clerk will take minutes of the meeting. These will be approved by the Chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the Clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with Local Governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the Chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the academy's website on an annual basis.

### **Committee responsibilities**

- Monitoring the standards and progress of pupils attending the Academy.
- Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
- Monitoring the progress of pupils in the Academy.
- Analysing performance trends that might be present within the Academy and compare these with national trends.
- Having knowledge of the educational needs of pupils within the academy and monitoring pupil performance data of specific groups of pupils, e.g. pupils with special educational needs and disabilities.
- Understanding the targets that have been set within the Academy and challenging underperformance within the Academy against these targets.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision and monitoring particularly standards and progress, early years, SEN and pupil premium provision; to receive reports from them and advise the Local Governing Body.
- Ensuring that the Academy's curriculum is balanced, broadly based and effective.
- Ensuring that the highest possible standards are set, achieved and maintained within the Academy.
- Identifying areas of concern regarding performance and standards within the Academy and implementing action plans with the consultation of the board where necessary.
- To keep under review the Academy's staffing structure in consultation with the Headteacher and the Finance & Resources Committee.
- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management policy for all staff.
- To oversee the Equalities policy/plan development and implementation.
- Reviewing any of the Academy's policies which relate to standards.

## **Terms of reference for the LGB Ethos: Values, Admissions, Welfare and Communication Committee**

### **Purpose**

The purpose of the committee is to maintain strong oversight of the Christian ethos, pupil welfare, communication and admissions processes within the academy.

### **Membership and quorum**

The Local Governing Board Ethos: Values, Admissions, Welfare and Communication Committee will be appointed by the Local Governing Board (LGB). The minimum number of Local Governors appointed to the committee should be three so that there are enough members to hold a majority when voting on matters.

The Clerk to the governing board should also act as the Clerk for the committee.

The committee shall appoint a Chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the Local Governors with the required skills and knowledge will be appointed to the committee.

Only full members of the committee who have been approved by the LGB will have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the LGB, who are able to provide advice on matters relating to financial planning or monitoring.

Associate members may be members of the Ethos: Values, Admissions, Welfare and Communication Committee, but will not have any voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number.

One Director shall be entitled to attend any meetings of the LGB. The Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Director will constitute one vote in any such matters.

### **Term of office**

The committee will be appointed annually by the LGB and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The Chair of the committee will be appointed annually. A Local Governor is permitted to stand as Chair of the committee at the end of their term of office.

### **Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term.

The Chair of the committee or any three committee members may, by giving notice in writing to the Clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the Chair of the committee decides a particular financial issue needs addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.

The Clerk to the committee (who acts as the Clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Clerk will take minutes of the meeting. These will be approved by the Chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the Clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with Local Governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the Chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the academy's website on an annual basis.

### **Committee responsibilities**

- Ensuring the Christian ethos of the Trust is reflected within the Academy's vision and values.
- Monitoring the Christian distinctiveness of the Academy.
- Monitoring the provision of collective worship.
- Monitoring the SIAMS outcomes and the associated improvement plans of the Academy.
- Ensuring pupils' spiritual, moral, social and cultural development is nurtured throughout the Academy.
- Monitoring and promoting the links between the Academy and the local parish and to promote the profile of the school in the community, for example, through the school prospectus and the school website.
- Monitoring the Academy's response to the Diocesan LIFE vision.
- Monitoring the provision of religious education within the Academy.
- Monitoring safeguarding procedures within the Academy.
- Ensuring that there are effective procedures in place within the Academy regarding pupil support, attendance and discipline.
- To have oversight of pastoral care, behaviour and attitudes.
- To have oversight of personal development and wellbeing of pupils.
- Remaining informed on the attendance rates within the Academy and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.
- Monitoring the level of exclusions within the Academy, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- To promote liaison between staff and governors and parents and governors, school and community, to promote working together for the best interests of all.
- To review admissions arrangements and to make recommendations for changes to the Local Governing Body.
- Reviewing any of the Academy's policies which relate to ethos.



## **Terms of Reference for the LGB School Development Planning Committee**

### **Purpose**

The purpose of the committee is oversee school self evaluation and development planning and the broader programme of work for the LGB and its sub-committees in each academic year.

### **Membership and quorum**

The School Development Planning Committee will be appointed by the Local Governing Board (LGB). Membership of this committee is the:

- Chair of Governors
- Vice-Chair of Governors
- Headteacher
- Chair of the LGB Finance and Resources Committee
- Chair of the LGB Standards: Vision, Achievement and Leadership Committee
- Chair of the LGB Ethos: Values, Admissions, Welfare and Communication Committee

These key governors have a more strategic and co-ordinating role to enhance the effectiveness of the work of the LGB as a whole.

A member of this committee should also act as the Clerk for the committee.

The Chair of Governors (or in his/her stead the Vice-Chair of Governors) shall Chair this committee.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number.

### **Term of office**

The committee will be appointed annually by the LGB and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

### **Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, but it must meet at least once per term in the Summer and Autumn terms to aid planning.

The Chair of the committee or any three committee members may, by giving notice in writing to the Clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the Chair of the committee decides a particular issue needs addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.

The Clerk to the committee will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Clerk will take minutes of the meeting. These will be approved by the Chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the Clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with Local Governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the Chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the academy's website on an annual basis.

### **Committee responsibilities**

- To agree and oversee school self evaluation and development planning;
- To review the progress of the implementation of the School Development Plan and contribute to its development and definition;
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Local Governing Body and its sub-committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents;
- To monitor the progress of work being undertaken by committees and individuals;
- To establish and keep under review Critical Incident policy and procedures;
- To consider recommendations made by sub-committees with regard to the working of the Local Governing Body;
- To establish and keep under review a protocol for the Local Governing Body;
- To establish and keep under review arrangements for Governors' visits to school;
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan;
- To make recommendations to the Local Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection;
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher;
- To undertake tasks delegated to them by the Local Governing Body;
- To promote excellence throughout the school.