



Board of Trustees (The Board) - Terms of Reference

Appendix 2

As a charity and company limited by guarantee, the Trust is governed by a Board of Trustees (the Board) who have overall responsibility and ultimate decision-making authority for all the work of the school. The Board must operate and make decisions to further the Trusts charitable objective, provide confident, strategic leadership to create robust accountability, oversight and assurance for educational and financial performance.

The Board is ambitious for all of its pupils and is infused with a passion for education and a commitment to continuous school improvement that enables the best possible outcomes. It strives to have a full understanding of the views and needs of pupils, staff, parents, carers and local communities.

The Board is mindful that in exercising all of their functions, it must act with integrity, objectivity and honesty and in the best interests of the school. The Board must be open about the decisions made, the actions taken and be prepared to explain those decisions and actions to interested parties.

1. Responsibilities

The Board has the responsibility to ensure focus on three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding Executive Leaders/Accounting Officer (Headteacher) to account for the educational performance of the organisation/school and its pupils and the performance management of staff.
- Overseeing the financial performance of the organisation/school and making sure its money is well spent.

The Board also has a statutory duty to exercise care, skill and diligence and avoid conflicts of interest.

The Board must act as critical friend to the Headteacher and Senior Leadership Team, supporting them in their performance of their functions and provide constructive criticism and feedback.

2. Authority

The Board will always operate in accordance with the requirements of the Education Act, the Education and Skills Funding Agency (ESFA), School Governance Regulations, and all other relevant legislation

3. Membership

The Board of Trustees comprises of:

- Mrs. Bev Worthington – Trustee - Chairperson of the Board
- Mr. Peter Ingham – Trustee - Vice Chairperson of the Board
- Mrs. Lisa Richards – Trustee
- Mrs. Lorna Stafford – Trustee
- Mr. Rob Taylor – Trustee

- Mrs. Annie An – Parent Trustee
- Mr. Helgi Kristjánsson – Parent Trustee
- Mrs Julie Murphy – Governance Professional to the Board of Trustees and Company Secretary

In attendance at meetings:

- Mrs. Stephanie Bateman – Headteacher (Accounting Officer)
- Mrs. Jan Herbertson – Business Manager (Chief Financial Officer)

The Board will be chaired by **Mrs. Bev Worthington (or Mr. Peter Ingham in Mrs. Worthington's absence)** and **four** other Trustees must also be present for the meeting to be quorate.

4. Reporting

The Board will ensure it complies with all external statutory reporting requirements.

The Board will receive formal reports from each Committee meeting, from link Trustee visits to the school and from any individual to whom a decision has been delegated.

5. Objectives

The Board of Trustees will:

Strategy

- Approve and review the Trust annual and three-year strategic plans.
- Annually approve the Whole School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones and monitoring against an agreed Board monitoring schedule.
- Approve a three-year budget which shows clear links to the Whole School Improvement Plan.
- Regularly audit and evaluate the impact of governance to inform the structure of the Board.
- Review the external auditor's plan each year.
- Review the annual report and accounts.

Curriculum

- Ensure the National Curriculum is taught to all pupils.
- Ensure the curriculum is ambitious and designed for all learners, particularly the most disadvantaged and those with SEND or high needs, to give them the knowledge and cultural capital they need to succeed in life.
- Ensure the curriculum is broad and balanced by understanding the intent, implementation and impact.
- Ensure a full curriculum is delivered.
- Ensure that British Values are embedded within the curriculum, preparing pupils for life in modern Britain.
- Consider recommendations from external reviews of the school (e.g. Ofsted), reviewing and evaluating any agreed actions to ensure impact.

Policies and Compliance:

- Ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.

- Approve statutory policies, ensuring their impact and compliance.
- Ensure that statutory requirements for information are published on the school website (including the Scheme of Delegation); ensuring that these are met and updated as necessary.
- Decide which functions of the Board will be delegated to Committees or individuals and agree Terms of Reference and review the Scheme of Delegation annually.
- Ensure risk management systems and a sound system of internal controls exist within the school.
- Ensure that Health and Safety regulations are followed.
- Ensure that employment legislation, policy and procedures are followed, including performance management, attendance, pay awards and associated Teaching, Learning and Responsibility points.
- Establish and maintain a Register of Business interests.

Organisational Development

- Connect with and engage the community it serves.
- Consider the Academy's staffing structure and recommendations regarding any changes and/or increase/decrease it for approval and financial viability.
- Maintain a skills audit for Board Trustees to identify any skills gaps, development and recruitment needs; approve and review the induction and CPD training programme for Trustees.
- Recruit, new Trustees and Governors as vacancies arise, ensuring that the Board has all the necessary skills to be effective.
- Elect (or remove) the Chairperson and Vice Chairperson.
- Appoint Link Trustees for the roles based on skill set and expertise.
- Appoint the Headteacher, Deputy Headteacher and Chief Financial Officer.

6. Committees

The Board of Trustees has a range of Committees that it discharges statutory functions and responsibilities to. All Committees operate to the same level of standards and procedures with its role and responsibilities agreed by the Board and reviewed annually.

It is the Boards' responsibility to:

- Approve the Terms of Reference for each Committee.
- Appoint the Chairperson of each Committee.
- Delegate responsibilities for specific policies to appropriate Committees.
- Monitor the progress of work being undertaken by Committees and individuals.
- Review the delegation arrangements annually.

7. Meetings

A full meeting of the Board of Trustees will be held once every half term (six in total per Academic Year). The Chairperson of the Board may convene additional meetings as they deem necessary. Minutes of the meetings will be shared with the Board and made available to the public.

It is usual practice for a member of the Board to ask the Chairperson or Governance Professional/Company Secretary to the Board of Trustees to place an item on the agenda (provided adequate notice has been given). Board members are given at least seven clear working days' written notice in advance of any meeting and are sent an agenda, minutes of the last meeting and any relevant documentation and reports that are to be considered.

All Board members are required to declare any business or other interests in any item being discussed at a meeting.

Any Trustee who (without permission) is absent from meetings of the full Board for a continuous period of six months will cease to be a Trustee. If a Trustee needs to offer their apologies for a meeting, this should be done through the Chairperson or Governance Professional/Company Secretary to the Trust Board in advance of the meeting with the reason for their absence noted.