

## **HUMMERSKNOTT ACADEMY TRUST**

### **SKERNE PARK LOCAL GOVERNING BODY TERMS OF REFERENCE**

Hummersknott Multi-Academy Trust has established a Local Governing Body (LGB) for each of the academies for which it is responsible. The Trust appoints the Governors and decides what powers to delegate to them. The LGB has the power to delegate their functions to sub-committees, an individual governor or indeed the Headteacher.

Working on behalf of the Board of Directors, it is the responsibility of the LGB to:

- Ensure high outcomes for young people.
- Identify and deal with areas of underperformance, including the implementation of a Strategic Academy Improvement Plan.
- Use the resources available to the academy to raise standards and provide evidence of the success of the strategies adopted.
- Raise staff performance through proper performance management and recruitment.
- Ensure that the curriculum policy is in line with the nature of each Academy and the strategic aims and values of the Trust.
- Liaise with and receive reports from the Curriculum & Standards Committee, Community Committee and Health & Safety Committee, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.

In order to decide how resources will be deployed to achieve this, the Local Governing Body shall:

- 1 Consider the Academy's budget, and to assess its implications for the Academy in consultation with the Headteacher, in advance of the financial year involved, drawing any matters of significance or concern to the attention of the Board of Directors.
- 2 Agree, and recommend to the Board of Directors, the Academy's budget, at the start of each financial year.
- 3 Contribute to the formulation of the Academy's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Academy Headteacher, with the stated and agreed aims and objectives of the Academy.
- 4 Receive and agree the use of any contingency fund or balances, ensuring the compatibility of all such proposals with the improvement priorities set out in the improvement plan.
- 5 Monitor and review expenditure and ensure compliance with the overall financial plan for the Academy.
- 6 Agree an annual plan for the expenditure of Pupil Premium and to monitor both actual spending and impact on student progress.
- 7 Receive and approve all tenders and quotes for purchases £15,001 - £35,000.
- 9 Set the staffing structure and establishment.
- 10 Appoint all staff except the Headteacher and Trust Staff, in line with the Trust Safer Recruitment Policy.
- 11 Ensure the Academy has in place a Performance Management policy for all staff in line with the Trust policy.
- 12 Monitor the effectiveness of Performance Management.
- 13 Review pay of all staff in line with the Trust policy.
- 14 Monitor and implement all Trust policies including disciplinary and grievance hearings and appeals.

## **GENERAL TERMS OF REFERENCE FOR COMMITTEES/PANELS OF THE LGB**

The terms of reference of each committee/panel of the Local Governing Body must be approved by the LGB and reviewed each year. They provide the sole, agreed framework within which each committee/panel operates.

- The membership of each committee/panel will be agreed on an annual basis at the first meeting of the Local Governing Body in the autumn term.
- The Chairs of Committees will be elected by each Committee on an annual basis in the autumn term. No governor employed at the Academy will act as Chair to a committee. In the absence of the Chair the committee will elect a temporary replacement from among the Governors present at the committee meeting.
- The Clerk of each committee/panel is appointed by the committee/panel, except where the current policies require this function to be carried out by the Clerk to the Governors.
- Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term. Each panel shall meet as often as necessary to fulfil its responsibilities and at least once each Academic Year.
- The Clerk to the committee/panel will circulate the agenda for each meeting and papers normally at least a week before the committee meeting.
- Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded.
- The minutes of the Curriculum & Standards Committee, the Community Committee and the Health & Safety Committee will be forwarded by the clerk to the committee to the clerk of the Governing Body in sufficient time for its inclusion on the agenda and papers of the next meeting of the full Governing body and to seek ratification of decisions and recommendations.
- The chair of the committee/panel will be responsible for giving an oral summary of the committee/panel's deliberations if necessary at meetings of the full Governing Body.
- Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not Governors.
- Any Governor may attend meetings of any of the Committees.
- Only Governors who are members of committees/panels may vote at committee meetings. Where necessary, the elected chairman of the committee/panel may have a second or casting vote.
- Declarations of direct or indirect interest in specific agenda items must be made. Guidance will be given on when withdrawal from the meeting of non-participation in discussion will be required.
- In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of a committee, the Chair of Governors, in consultation with the Headteacher and Chair of Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the full Governing Body.

## **CURRICULUM AND STANDARDS COMMITTEE**

### **Purpose and Terms of Reference**

The Curriculum and Standards Committee is a committee of Skerne Park Academy's Local Governing Body.

The Committee:

- Assists the Local Governing Body in its responsibility to ensure high quality educational provision in order to secure high outcomes for all children who attend the Academy.
- Ensures the Academy provides an appropriate curriculum and high quality teaching and learning.
- Monitors the impact of provision on progress, standards and outcomes for students, advising Governors and Directors on actions being taken to address areas of weakness.
- Makes appropriate comments and recommendations on such matters to the Local Governing Body on a regular basis.
- Refers major issues to the Local Governing Body for ratification.

### **Membership**

Chair/Vice Chair of Governors

Headteacher/Deputy Headteacher

Up to 7 Governors

Staff members to attend where relevant

### **Quorum**

A minimum of 3 Governors of the Curriculum & Standards Committee will be present for the meeting to be deemed a quorate.

- 1 Monitor and review procedures for ensuring the effective implementation of the Academy's Improvement Plan and ensures compliance with any legislative requirement for curricular plans or policies.
- 2 Monitor and review the Curriculum to ensure that it is balanced, broadly-based and generally in line with the requirements of the Trust's Curriculum Policy.
- 3 Consider and make recommendations on any written advice on curricular/extra-curricular provision for any external adviser/inspector/consultant commissioned by the Academy.
- 4 Monitor the quality of teaching and learning across the Academy and actions being taken to address areas of underperformance.
- 5 Consider and recommend appropriate targets for students at Early Years Foundation, Key Stages 1 and 2.
- 6 Monitor the progress of each year group and the attainment of groups of students by Gender, FSM, SEN, LAC, ethnicity and those identified under Pupil Premium.
- 7 Ensure effective strategies are in place in order to narrow gaps in performance between different groups.
- 8 Agree the way in which Pupil Premium is used to support better outcomes and narrow gaps.
- 9 Monitor the impact of Pupil Premium in narrowing gaps.
- 10 Receive a report from the Headteacher on assessments and examination results annually and to make appropriate arrangements for their publication.
- 11 Receive reports from the Headteacher termly which set out;
  - a) The progress and attainment of students by year group, subject and for groups of students by Gender, FSM, SEN, LAC, ethnicity and those identified under Pupil Premium.
  - b) Action being taken to address areas of underperformance and the impact these are having.

- c) Quality of Teaching and Learning, actions being taken to improve this.
- 12 Receive regular reports from the Headteacher, Leadership Team, Subject co-ordinators and other relevant visitors to the Academy in relation to the performance of
  - a) Individual curriculum areas
  - b) Management and leadership
  - c) Whole Academy aspects eg assessment, teaching and learning
- 13 Maintain and monitor the Trust's policies on:
  - a) Teaching & Learning
  - b) Literacy Across the Curriculum
  - c) Numeracy
  - d) Marking & Presentation
  - e) External Assessment & Examinations
  - f) Homework
  - g) Collective Worship

## **COMMUNITY COMMITTEE**

### **Purpose and Terms of Reference**

The Community Committee is a committee of Skerne Park Academy's Local Governing Body.

The Committee:

- Assists the Local Governing Body in its responsibility to ensure the Academy has a positive ethos as a learning community
- Ensures high standards of behaviour and attendance, individual needs are met and high standards in students' moral, social, cultural and social education.
- Monitor the progress of the Academy's Improvement Plan in so far as it relates to the areas covered by the Committee.

### **Membership**

Chair/Vice Chair of Governors  
Headteacher/Deputy Headteacher  
Up to 5 Governors  
Staff Members to attend where relevant

### **Quorum**

A minimum of 3 Governors of the Community Committee will be present for the meeting to be deemed a quorate.

### **Behaviour and Safety**

- 1 Monitor the use of exclusion and levels of attendance particularly with relevance to pupil groups within the Academy.
- 2 Monitor standards of behaviour including targets for exclusions.
- 3 Monitor the attendance including targets for absence and persistent absentees.
- 4 Monitor the impact of the Trust's anti-bullying policy and receive regular reports regarding its effectiveness, including racist and homophobic incidents.
- 5 Maintain and monitor the Trust's policies on:
  - a) Anti-Bullying & Harassment of Students
  - b) Child Protection/Designated Teacher
  - c) Attendance
  - d) Home-School Agreement
  - e) Behaviour Management & Exclusion
  - f) Use of Force to Control or Restrain Pupils (Physical Intervention)

### **Ethos and Community**

- 6 Establish and monitor the effectiveness of Academy policies for
  - a) Prospectus
  - b) Admissions
  - c) Uniform
- 7 Agree and monitor arrangement for ensuring parents and students are engaged with the development of the Academy.
- 8 Monitor the Academy's practice on transition both internally and on entry, and progression into secondary education.
- 9 Monitor ways of supporting students in the local community through an extended Academy by working in partnership with:

- West End Partnership
- Children’s Services
- Primary Health Care Trust
- Darlington Partnership
- Local Community groups and organisations
- Local churches and other religious groups
- Other interested parties
- Local Colleges
- Primary Schools

10 Develop an Inclusive Academy through the monitoring of the implementation of the Trust’s policies and practices on:

- a) Equality, Diversity and Community Cohesion
- b) SEN and Individual Learning Needs
- c) More Able and Talented
- d) Trips
- e) Accessibility Plan

**Personal Wellbeing**

11 Monitor the delivery of Personal, Social and Health Education including both Personal and Economic Wellbeing.

## **HEALTH & SAFETY COMMITTEE**

### **Purpose and Terms of Reference**

The Health & Safety Committee is a committee of Skerne Park Academy's Local Governing Body.

The committee:

- Assists the Local Governing Body to ensure that, when undertaking the management of the Academy budget, all health and safety implications are taken into account.
- Provides the Local Governing Body with the information required to include in their annual report on the health and safety performance of the Academy, by considering all reported accidents, incidents and near misses.

### **Membership**

2 Governors (1 to Chair)

Headteacher/Deputy Headteacher

The Academy's Health and Safety Co-ordinator & Accident Investigator

The Trust's Premises Manager

The external health and safety advisor to attend where relevant

### **Quorum**

A minimum of 3 members of the Health & Safety Committee will be present for the meeting to be deemed a quorate

- 1 Monitor the Academy safety performance (including consideration of inspection reports).
- 2 Prioritise actions where resources are required.
- 3 Ensure actions are carried out.
- 4 Include health and safety on governors' meeting agenda.
- 5 Ensure that health and safety is included in their annual report.
- 6 Ensure all buildings are maintained to a high standard.
- 7 Manage health and safety on the Academy site, including Trust policies or procedures on:
  - a) Appropriate risk assessments
  - b) Training of staff
  - c) Fire evacuation procedures
  - d) Safeguarding of students through controlled access
  - e) Monitoring of all accidents
  - f) Offsite activities
  - g) Work experience

## **STUDENT DISCIPLINE COMMITTEE**

### **Purpose and Terms of Reference**

The Student Discipline Committee is a committee of Skerne Park Academy's Local Board of Governors.

The Committee:

- Acts as the final Student Exclusion Panel for the Academy.

### **Membership**

3 Governors

### **Responsibilities**

1. To consider the Headteacher's recommendation for permanent exclusion of a student in accordance with DfE guidelines.



## **PAY REVIEW COMMITTEE**

### **Purpose and Terms of Reference**

The Pay Review Committee is a committee of Skerne Park Academy's Local Governing Body.

The Committee:

- Exercises the delegated authority of the Local Governing Body to determine the pay and conditions of all members of staff employed by the Trust.
- Exercises the Local Governing Body's delegated authority in respect of the Governors'/Directors' expectation, delineated in the Trust's Staff Capability and Disciplinary Policy, that the work performance, conduct, attendance and integrity of all staff will be of a very high standard.
- Refers major issues to the Local Governing Body for ratification.

### **Membership**

3 Governors (these being the same Governors as those who serve on the Headteacher's Performance Management Committee).

- 1 Achieve the aims of the Trust Pay Policy in a fair and equal manner.
- 2 Apply the criteria set by the Trust Pay Policy in determining the pay of each member of staff at the annual review.
- 3 Observe all statutory and contractual regulations.
- 4 Make clear and accurate records of the reasoning behind decisions made about staff pay.
- 5 Ensure that, where relevant, pay progression is based upon evidence that teachers meet the relevant standards including those for attainment and progress of students.
- 6 Receive and consider recommendations from the Headteacher for the salaries of the Senior Leadership Team.
- 7 Keep abreast of any relevant developments which may require the Pay Policy to be revised.
- 8 Work with the Headteacher so that all regulations relating to staff performance management are complied with.
- 9 Authorise the Headteacher to determine levels of pay when appointing staff.

## **COMMITTEE A**

### **Purpose and Terms of Reference**

Committee A is a committee of Skerne Park Academy's Local Governing Body.

#### **The Committee**

- Will meet in line with Trust's Staff Conduct, Capability, Grievance and Sickness Absence Policy.
- Makes appropriate comments and recommendations on such matters to the Local Governing Body as appropriate.

### **Membership (Headteacher excluded)**

3 Governors (including either the Chair or Vice Chair)

### **Responsibilities**

Subject to the requirements of current legislation and the policies adopted, the Panel is authorised:

1. To consider the case of any member of staff under the Trust's Staff Capability, Disciplinary and Grievance Policies and to decide the appropriate outcome.

## **COMMITTEE B (APPEAL PANEL)**

### **Purpose and Terms of Reference**

Committee B is a committee of Skerne Park Academy's Local Governing Body.

The Committee:

- Ensures that the right of appeal by individual staff members over decisions made by the Headteacher, the Pay Review Committee under the Disciplinary, Capability or Pay Policies is properly exercised.
- Makes appropriate comments and recommendations on such matters to the Local Governing Body as appropriate.

### **Membership (Headteacher excluded)**

3 Governors (including either the Chair or Vice Chair who was not part of earlier decisions).

The Governors must not have been involved in earlier decisions either through Pay Review Committee, Headteacher's Performance Management Panel or Committee A decision relating to Staff Disciplinary, Conduct, Capability, Grievance or Sickness Absence Policy.

### **Responsibilities**

Subject to the requirements of current legislation and the policies adopted, the Panel is authorised:

1. To consider the case of any member of staff who appeals against a decision of the Headteacher under Staff Capability, Disciplinary and Pay Policies and to decide the appropriate outcome.
2. To consider the case of any member of staff who appeals against a decision of the Pay Committee under Staff Capability, Disciplinary and Pay Policies and to decide the appropriate outcome.
3. To consider the case of the Headteacher who appeals against a decision of Committee A under Staff Capability, Disciplinary and Pay Policies and to decide the appropriate outcome.