

Corpus Christi Catholic Academy Trust

Local Governing Body Committee

Terms of Reference 2023 to 2024

1 Membership

- 1.1 5 Foundation Governors, 1 Head Teacher, 1 Parent Governor, and 1 Staff Governor
- 1.2 The LGB may choose to appoint an additional Community Governor in which case an additional Foundation Governor must be appointed in order to ensure the number of LGB Foundation Governors exceeds the other types of Governors by at least 2.
- 1.3 In the case of new schools joining the Trust, whose constitution does not fit the desired model, the school will be given a period of time to comply with the Trust's model rather than displace existing governors.
- 1.3 The term of office of all Governors is 4 years, which may be extended or re-appointed.
- 1.4 Parent Governors must be a parent of a current pupil of the Academy
- 1.5 Staff Governors must be a current employee of the Trust working solely at the Academy
- 1.6 The Directors (all or any of them) shall also be entitled to serve on the Local Governing Body and attend any meetings of the Local Governing Body. Any Director attending a meeting of the Local Governing Body shall count towards the quorum for the purposes of that meeting and shall be entitled to vote on any resolution being considered by the Local Governing Body

2 Strategic Purpose

- 2.1 Govern the Academy in accordance with the Trust's Scheme of Delegation and be accountable to Directors
- 2.2 Provide scrutiny and oversight of the operational activities of the Academy ensuring the Trust's vision and policies are adhered to; in particular ensuring compliance with the provisions of the Funding Agreement and Academies Financial Handbook
- 2.3 Assess the operational risks being faced by the Academy and the extent to which they are being effectively managed; and escalating those risks to the Risk, Audit, Behaviour and Safeguarding Committee where the impact is significant and may have Trust-wide implications for resources or reputation
- 2.4 Approve the curriculum proposed by the Head Teacher (to the extent that it is consistent with the Trust-wide policy)
- 2.5 Monitor Standards and raise any issues with the Chief Executive Officer
- 2.6 Preserve and develop the religious and educational character, mission and ethos of the Academy
- 2.7 Serve as a vital link to the community

3 Attendance

- 3.1 Local Governors' attendance is expected and shall be monitored and published on the Academy website
- 3.2 The appointed Local Governing Body Clerk is required to attend
- 3.3 Other staff may be invited to attend at the discretion of the Committee

4 Chair

- 4.1 The Chair and Vice-Chair are elected annually at the first meeting in the Academic year from among the members of Governing Body
- 4.2 The Head Teacher may not chair the Local Governing Body

5 Quorum

- 5.1 The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting
- 5.2 If there is not a quorum, a meeting may not proceed except in exceptional circumstances
- 5.3 A meeting which proceeds without a quorum may not approve any matters. In exceptional circumstances approval may be secured following a meeting by email vote of all members of the Governing Body

6 Meetings

- 6.1 The Committee will meet as needed but not less than once each term

7 Responsibilities

7.1 Finance & Resources

- (a) To consider the Academy's indicative funding notified annually by the ESFA and to assess its implications
- (b) To review changes to the ESFA Academies Financial Handbook and ensure Trust's Financial Policies & Procedures, and Scheme of Financial Delegation are followed in the Academy
- (c) To ensure the budget setting parameters and financial planning assumptions determined by the Finance & Resources Committee are followed in the Academy
- (d) To monitor and review the Academy Financial Statements, including
 - Profit and Loss Account
 - Capital Programme
 - Balance Sheet
 - Cash Flow Forecast
 - Statement of Reserves
 - Asset Management Plan

- (e) To recommend the annual Budget, 2-year Indicative Budget and 5 Year Financial Scenario to the Finance & Resources Committee for approval and ratification of the Executive Board
- (f) To recommend for approval of the Finance & Resources Committee any Purchase Order, Budget Virement or other accounting entry relating to the Academy with a value above £100,000. The Head Teacher is delegated to approve all financial transactions for the Academy up to a value of £100,000 subject to internal financial controls and separation of duties.
- (g) To recommend for approval of the Finance & Resources Committee the staffing establishment as part of the annual Budget approval process.
- (h) To approve temporary changes to the Staffing Establishment with a value between £20,000 and £50,000. The Head Teacher is delegated to approve temporary staffing changes up to £20,000
- (i) To endorse and make recommendations to the Finance & Resources Committee to approve temporary changes to the Staffing Establishment of more than £50,000
- (j) To endorse and make recommendations to the Finance & Resources Committee to approve any permanent changes to the Staffing Establishment, of any value
- (k) To support the senior executive leadership and the directors as appropriate, to conduct the performance management of the headteacher

7.2 Standards, Curriculum & Faith

- (a) To ensure the Academy Self-Evaluation Form accurately reflects its strengths and areas of development
- (b) To ensure the Academy's Development Plan addresses any area of development and progress towards actions is monitored
- (c) To monitor the Catholic Life of the school
- (d) To monitor progress and attainment on a termly basis, including the performance of vulnerable groups including pupil premium pupils, pupils with SEND, EAL pupils and Looked After pupils
- (e) To monitor numbers of pupils with SEND and their areas of need, ensuring any gaps in provision are addressed
- (f) To monitor pupil, parent and staff voice questionnaires, ensuring the Headteacher is taking effective action to address any issues identified

7.3 Risk, Audit, Behaviour & Safeguarding

- (a) To review the Local Internal Audit Action Plan ensuring all Trust recommendations are being implemented by the Academy
- (b) To ensure that any actions arising from inspections are being implemented in the Academy
- (c) To review the level of complaints at the Academy and action taken to address any issues
- (d) To review GDPR breaches at the Academy and action taken to address any issues
- (e) To monitor pupil attendance and persistent absence
- (f) To review the overall pattern of exclusions
- (g) To review the level of incidents relating to bullying, discriminatory behavior and peer-on-peer abuse
- (h) To review pupils attending school on a part-time basis and those who are dual registered
- (i) To review findings from external Safeguarding Audits and ensure the Senior Leadership respond quickly and robustly to any recommendations

7.3 Additional Responsibilities

- (a) Ensure there are Local Governors with specific responsibilities for SEND, Child Protection, Pupil Premium and Finance
- (b) In conjunction with the Head Teacher produce an annual report on the Academy's performance to inform the Trust's Annual Report to ESFA and Companies House.

9 **Policies**

9.1 To approve, monitor and review the following statutory policies on an annual basis:

- Admissions Policy
- Protection of Biometric Information of Children in Schools and Colleges (where applicable)
- Accessibility Plan
- Child Protection Policy & Procedures
- Children with Health Needs who Cannot Attend School
- Early Years Foundation Stage
- Special Educational Needs and Disability
- Supporting Pupil with Medical Conditions
- Sex and Relationships Education
- Behaviour
- School Exclusion
- Local Health & Safety
- Local First Aid in Schools
- Equality Information and Objectives (public sector equality duty) Statement for Publication
- Careers Guidance: Details of Yours Careers Programme and a Provider Access Statement

9.2 To ensure the Academy is compliant at all times with the Trust policies published on the website, including but not limited to:

- Charging & Remissions
- Data Protection
- Capability
- Grievance
- Sickness Absence Policy & Procedure
- Teacher Appraisal
- Support Staff Appraisal
- Staff Discipline
- Statement of Procedures for Dealing with Allegations of Abuse Against Staff
- Teachers' Pay
- Whistleblowing Policy

9.2 To ensure the Academy is compliant at all times with the DfE guidance "What academies, free schools and colleges should publish online" by regularly monitoring the content of the website