

The Waldegrave Trust: Scheme of Delegation

Key points and summary

This document outlines:

- The requirements of the Articles of Association regarding delegation
- The principles of decision making within The Waldegrave Trust
- The scheme of delegation within The Waldegrave Trust
- The respective roles of the Trustees, Local Governing Body, and the Headteacher(s)

Approved by: Board of Trustees

Approved on: 10 July 2024

Review date: Autumn term 2025 for the 2025/26 academic year

Responsibility for review: Board of Trustees

1.Introduction and statement of intent

1. The Waldegrave Trust believes that:
 - a. The Board of Trustees should focus upon Trust strategy to enhance student performance, operational efficiency, and learning between academies, including Trust policies.
 - b. Strategic / policy decisions affecting an individual academy should be taken by Local Governing Body
 - c. Operational and managerial decisions should be delegated to the Headteacher of each individual academy
 - d. The Headteacher(s) should delegate operational decisions with a view to keeping decision making as close to the operational impacts as possible and to ensure staff feel empowered to lead their areas of responsibility

2.Scope and applicability

2. This policy outlines the framework for decision making within the Academy Trust. It applies to all Trustees, members of LGBs, and staff.

3.The Articles of Association

3. The following are the relevant clauses from the Articles of Association that outline what can, and cannot, be delegated.
- Clause 93: Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Company shall be managed by the Trustees who may exercise all the powers of the Company.
 - Clause 100: Subject to these Articles, the Trustees:
 - o may appoint separate committees to be known as Local Governing Bodies for each Academy; and
 - o may establish any other committee.
 - Clause 101: Subject to these Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the Local Governing Bodies) a majority of members of any such committee shall be Trustees. Except in the case of a Local Governing Body, unless the majority of members of the committee present are Trustees.
 - Clause 105: The Trustees may delegate to any Trustee, committee (including any Local Governing Body), the Principals or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered.
 - Clause 106: Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body), any Trustees, the Principals or any other holder of an executive office, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.
 - Clause 107: The Trustees shall appoint the Principals of the Academies. The Trustees may

delegate such powers and functions as they consider are required by the Principal for the internal organisation, management and control of their respective Academy (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Academies).

4. The Governing Body cannot delegate any functions relating to:
 - the constitution of the Trust;
 - the appointment or removal of the chair and vice-chair;
 - the appointment of the clerk;
 - the suspension of Trustees;
 - the delegation of functions;
 - the establishment of committees.
5. The Waldegrave Trust uses the term Headteacher rather than Principal.

4.Responsibilities under the policy

Board of Trustees

6. The Board of Trustees is able to exercise all of the powers of The Waldegrave Trust. It is responsible for the performance of the Trust.
7. The Board of Trustees will offer support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed, but may also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best solution for the Trust.

Committees

8. The Board of Trustees may establish a structure of Committees as appropriate. These Committees will act in an advisory capacity to the Board of Trustees except where powers have been specifically delegated to them by the Board of Trustees.
9. The Board of Trustees shall establish the following committees:
 - a. Audit & Risk Committee
 - b. Local Governing Body for each school, which will have the following sub committees:
 - i. Finance and Resources
 - ii. Achievement
 - iii. Governance Committee (to exist only when there is more than one school in the Waldegrave Trust)
10. The terms of reference for each committee is outlined in Appendix 2.
11. Committees are expected to meet at least three times a year, with additional meetings if required. Meetings are able to be held in person or virtually. The functions and proceedings of the committees are subject to regulations made by the governors from time to time pursuant to the powers contained in the Articles of Association.
12. Each committee will elect a Chair from amongst its number. The Chair of any committee established at 'Trust level' must be a Trustee; the Chair of any committee that reports to a Local Governing Body must be a voting member of that Local Governing Body. Each committee will establish its clerking arrangements.
13. The composition of any Local Governing Body of any academy within The Waldegrave Trust must meet the following minimum criteria. It is for that LGB to determine its own

structure beyond this minimum. This minimum establishes a principle that parents and staff (including the Headteacher) must collectively constitute a majority of the core composition of the LGB (excluding any additional members appointed by the Board of Trustees in response to concerns about performance or governance); this principle must be adhered to.

- a. Headteacher, ex-officio
 - b. At least 2 staff Governors (1 teaching and 1 support)
 - c. At least 3 parent Governors
 - d. At least 2 community/co-opted Governors
 - e. The Board of Trustees are able to appoint additional Governors if necessary
14. Any committee may co-opt additional committee members who are not Trustees or members of a Local Governing Body, but either Trustees or members of a Local Governing Body must constitute a majority of the committee. The committee will decide whether individuals who are not Trustees or members of a Local Governing Body are able to vote, but Trustees and members of a Local Governing Body must be a majority of those individuals voting on any particular issue.
15. A committee may choose to establish its own committees; any such committee will act in an advisory capacity to the committee that established it.

Headteacher and staff

16. The Headteacher is responsible for the internal organisation, management and control of their academy, for advising on and implementing the Trust's strategic framework, for the implementation of all policies approved by the Trustees or LGB and for the direction of the teaching and the curriculum at the Academy. For these purposes the Trustees shall delegate those powers and functions required by the Headteacher.
17. The Headteacher will formulate aims and objectives and policies and targets for the LGB and Trustees to consider, and to report to the LGB on progress at each meeting in accordance with a schedule drawn up annually with the Chair of the LGB. The Headteacher will work closely with the senior management team to this end.
18. The Headteacher and staff are accountable to the LGB and Trustees for the academy's performance. The LGB and Trustees will be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, pupils and parents as well as the local authority or the Secretary of State.
19. The Headteacher will comply with any reasonable direction by the LGB or Trustees when acting on the Trust's behalf.
20. The Headteacher will agree and monitor appropriate delegations of authority with other staff.

5. Appendices

Appendix 1: Decision matrix

Appendix 2: Committee Terms of Reference

Appendix 1: Decision Matrix

The following table sets out all the main academy functions. For each function it suggests a decision level. The decision levels are:

- **BoT** – Board of Trustees
- **BoT Com** – Board of Trustees Committee which has delegated powers
- **LGB** – Local Governing Body
- **LGB Com** – Local Governing Body Committee which has delegated powers
- **HT** - Headteacher
- **BM** - Business Manager via the Headteacher.
- **Other** - other individuals.
- Tick: ✓ Recommended level(s) of delegation or where law assigns specific responsibility
- Star: ☆ Decisions are made without advice from the Headteacher.

A = Accountable via delegated powers from Board of Trustees

R = Responsible for undertaking the activity and reporting to the Accountable individual / Committee

A&R = Audit & Risk Committee

Ach. = Achievement Sub-Committee

F&R = Finance and Resources Sub-Committee

Note: Actions taken by a properly constituted committee, or delegated to an individual governor or to the Headteacher, are taken on behalf of the Board of Trustees.

		BoT	BoT Com Audit & Risk	LGB	LGB Com	HT	BM	Other
Financial and Operational Management	Approving financial procedures in accordance with legal and DfE requirements and best practice	✓						
	Ensuring that the financial procedures are implemented effectively		✓					
	Maintaining accurate, reconciled and up to date records to provide financial and statistical information				A F&R		R	

		BoT	BoT Com Audit & Risk	LGB	LGB Com	HT	BM	Other
	Establishing and maintaining asset registers in accordance with financial procedures						✓	
	Ensuring that any disposal of assets complies with the financial procedures		A				R	
	Maintaining a register or pecuniary and business interests of governors and staff						✓ Staff	Clerk for BoT/ LGB
	Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements		✓					
	Receiving reports from audit inspections and the resulting Action Plan	✓						
	Ensuring appropriate insurance arrangements in accordance with the financial procedures						✓	
	To approve the first formal budget plan each financial year in accordance with DfE timeframes	✓						
	To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year and at year end	A Trust		A Each school	R F&R		R	
	Ensuring that all transfers between budget headings (virements) comply with the financial procedures				A F&R		R	
	Establishing and implementing procedures for staff, Governors and Trustees to claim expenses	A				R		

		BoT	BoT Com Audit & Risk	LGB	LGB Com	HT	BM	Other
	Approving a lettings policy and fees			✓				
	Ensuring that any writing off of debts complies with the financial procedures		A				R	
	Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures		A				R	
	Authorising payments on receipt of correct invoices where goods have been received to the correct price, quantity and quality standard						✓	
	Retaining the appropriate financial records, and storing them appropriately, to comply with legal and / or DfE requirements						✓	
	Approving applications for Business / Credit Cards					✓		
	Complying with VAT and CIT regulations		A				R	
	To investigate financial irregularities (not involving the Headteacher)					✓		
	To investigate financial irregularities (involving the Headteacher)		✓ ☀					
	To establish and implement a Buildings Maintenance strategy			✓				
	To ensure compliance with Health and Safety legislation	A					R	
	To set the academy day and year			✓				

		BoT	BoT Com Audit & Risk	LGB	LGB Com	HT	BM	Other
Governance	To appoint (and remove) the Chair and Vice-Chair of Board of Trustees	✓						
	To appoint and dismiss the clerk to the Board of Trustees	✓						
	To appoint and dismiss the clerk to a Committee	✓		✓				Each committee
	To appoint the Chair of a Committee		✓	✓	✓			Each committee
	To appoint and remove co-opted Trustees	✓						
	To appoint and remove co-opted members of LGB and its subcommittees			✓				
	To establish, approve Terms of Reference for and membership of, and monitor a committee	✓						
	To review at least annually the committee structures and any delegated powers	✓						
	To approve the Scheme of Delegation	✓						
	To approve the Financial Regulations and Procedures	✓						
	To approve the safeguarding policies and procedures for the Trust	✓						
	To approve the Health and Safety policies and procedures for the Trust	✓						

		BoT	BoT Com Audit & Risk	LGB	LGB Com	HT	BM	Other
	To approve the “policy grid” for the Trust for all other policies, including the delegations for LGBs	✓						
	To approve and circulate the Annual Report	✓						
HR / staffing	To approve the overall staffing establishment for the academy			✓				
	Establish and ensure accurate payroll management						✓	
	Appoint the Headteachers	✓ ☼						
	Performance management of the Headteachers (including salary)	✓ Lead			✓ F&R			
	Approve the commencement of recruitment for posts other than the Headteacher that are within the approved staffing establishment					✓		
	Appoint staff who directly report to the Headteacher				✓ Panel			
	Appoint other teaching staff					✓		
	Appoint other support staff					✓		
	Implement, monitor, review and propose amendments to the HR policies					✓		
	Suspend or dismiss the Headteacher(s)	✓ ☼						

		BoT	BoT Com Audit & Risk	LGB	LGB Com	HT	BM	Other
	Suspend staff (besides the Headteacher)					✓		
	Dismiss staff (besides the Headteacher)					✓		
	Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with academy policy	✓ Lead						
Student development	To exclude a pupil (fixed term or permanently)					✓		
	To consult on and determine an admissions policy for the academy			✓				
	To determine who will be offered a place in accordance with the admissions policy				✓ Ach.			
	To ensure that the curriculum complies with the legal and Funding Agreement requirements					✓		
	To receive any external assessments of academy performance and any associated Action Plan	✓		✓ Lead				
	To ensure the provision of free school meals to eligible pupils					✓		
	To adopt, implement and review any home – academy agreements					✓		
	To approve the curriculum				✓ Ach.			

Appendix Two: Committee Terms of Reference

General notes

All committees have the following responsibilities. To:

- receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
- contribute to, monitor and evaluate relevant parts of the academy or Trust self-assessment and improvement / development plans
- contribute to, monitor and evaluate the policies allocated to them, reporting or making recommendations to the LGB or BoT as appropriate.
- consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the LGB or BoT as appropriate.
- consider the views of students when making strategic decisions that will impact on them
- consider the impact on equality, and act with regard to the equality duty at all times. This includes referencing the protected characteristics as appropriate and particularly when making recommendations and when reviewing/drafting policies.
- take appropriate action on any other relevant matter referred by the governing body.

The General Equality Duty

In accordance with the Equality Act, whereby The Waldegrave Trust is a public body, all committees must have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The following are the protected characteristics within the Equality Act

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation

a) Board of Trustees

Purpose

The Board of Trustees is responsible for:

- ensuring the quality of educational provision within The Waldegrave Trust
- challenging and monitoring the performance of each school within the Trust
- managing the Trust's resources effectively
- appointing the Headteacher of each school within the Trust
- ensuring that the Trust complies with charity and company law
- operating the Trust and each school in accordance with the Funding Agreements that have been signed with the Secretary of State

- exercising reasonable skill and care in carrying out their duties

Membership, Meetings and Quorum

Membership: As set out in Articles 46 and 58 of the Articles of Association. Quorum: As set out in Articles 117 to 119 of the Articles of Association.

Meetings: At least three a year, in accordance with Article 109 of the Articles of Association.

Reserved Decisions

The following are Reserved Decisions whereby the Board of Trustees would make the final decision and authority is not delegated to any Committee or individual:

- Approval of the overall Academy Trust 'Annual Plan', based upon the proposals from each school (i.e. the educational, financial, operational objectives for the forthcoming academic year), including any proposed spending of individual school reserves
- Approval of the accounts for the previous financial year and Annual Report
- Formal response to any external inspection of the Trust or any academy within it that makes recommendations (which could be Ofsted, Audit, EFA etc).
- Approval of any changes to staff terms and conditions, and any significant restructuring proposals
- Approval of any revenue funded contracts worth more than the lesser of £100k or 3% of the General Annual Grant for the school, or where the LGB considers that there are particular implications (such as TUPE, termination clauses etc) that should receive Board approval
- Approval of any change to the nature of provision at any academy (i.e. size, age-range, SEN), including Free School applications
- Headteacher appointments
- Scheme of Delegation and Financial Procedures
- Policies relating to school vision and ethos, financial procedures, admissions, governors' protocol and complaints.

b) Audit & Risk Committee of the Board of Trustees

Purpose

The role of the Audit & Risk Committee is to maintain an oversight of The Waldegrave Trust's governance, risk management, internal control and value for money framework. It will report its findings annually to the Board of Trustees and the Accounting Officer as part of the Trust's annual reporting requirements.

The Audit & Risk Committee has no executive powers or operational responsibilities/duties.

When there is only one school in The Waldegrave Trust, all business of the Audit & Risk Committee will be managed in meetings of the F&R committee and business will be reported to the LGB and / or the Board of Trustees as appropriate.

Membership, Meetings & Quorum

The membership will consist of three members of the Board of Trustees, excluding the Chair of Trustees and the Accounting Officer who may not be members of the Committee. The committee may co-opt up to two external members.

The Audit & Risk Committee will be quorate if two members are present and 50% of members present are members of the Board of Trustees.

The clerk for this committee will be appointed by the committee members.

When there is only one school in The Waldegrave Trust, all business of the Audit & Risk Committee will be managed in meetings of the F&R committee, in which case the Membership, Meetings & Quorum requirements above will be superseded by the similar provisions of the F&R Committee.

Terms of Reference

The duties of the Audit & Risk Committee are to:

- Advise the Board of Trustees and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks in line with the Academy Trust Handbook and related good practice guides.
- Advise the Board of Trustees on the appointment, re-appointment, dismissal and remuneration of the external and regularity auditor.
- Advise the Board of Trustees on the need for, and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of, an internal auditor or other assurance provider to ensure that the Trust meets its legal and contractual requirements.
- Advise the Board of Trustees on an appropriate programme of work to be undertaken through the audit and assurance processes. This programme of work will be derived from the Audit & Risk Committee's regard of the key risks faced by the Trust, the assurance framework in place and its duty to report to the Board of Trustees.
- Review the external auditor's annual planning document and approve the planned audit approach.
- Receive reports (annual reports, management letters etc) from the external auditor and other bodies, for example the ESFA and NAO, and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information and action.
- Monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.
- Review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.
- Meet with the external auditor, without management present, at least annually.
- Advise the Board of Trustees on the Trust's overall risk appetite, reflecting factors such as the overall economic environment, location and community in which the school(s) operates, earnings quality, level of financial reserves and associated costs to hedge, mitigate and / or transfer risks.
- To oversee, monitor and keep under review the Trust's risk register and mitigating actions with reference to the overall risk appetite, and to highlight any concerns to the LGB and / or BoT as appropriate.

c) Local Governing Body for each school

Purpose

Subject to provisions of these Terms of Reference, the Companies Act 2006, the Articles, the Scheme of Delegation and to any directions given by the Trustees, the business of the school shall be managed by the Local Governing Body who may exercise all the powers of the Company within their remit.

Membership, Meetings & Quorum

The membership of the LGB for each school shall be determined by the LGB in accordance with the following principles:

- A minimum size of 9 and a maximum size of 20
- Parents and staff (including the Headteacher) must comprise the majority of the LGB
- Membership shall include at least:
 - o Headteacher, ex-officio
 - o At least 2 staff Governors (1 teaching and 1 support)
 - o At least 3 parent Governors
 - o At least 2 community/co-opted Governors

The Board of Trustees reserves the right to appoint additional Governors. These would be in addition to the existing members of the LGB; any Board appointed Governors would not be included in the assessment of whether staff and parents combined constitute a majority of Governors.

The Board of Trustees may terminate the appointment of any Governor whose presence or conduct is deemed by the Trustees not to be in the best interests of the Trust or the school.

The term of office of a Governor (excluding Headteacher and any appointed by the Board of Trustees) shall be four years. Individuals will be eligible for re-appointment.

Parent and staff governors shall be appointed by the following process:

- Seeking nominations (including from teaching or support staff only as appropriate);
- If there are fewer nominations than vacancies, the nominees may be appointed after interviews and subject to approval by the Board of Trustees; and
- If there are more nominations than vacancies, nominees will be short-listed and interviews will be held and appointed subject to approval by the Board of Trustees.

All Governors must comply with the provisions within the Articles of Association for ineligibility as if they were Trustees of the Trust.

The LGB would elect its own Chair and Vice-Chair who must not be employees of the Trust. The Chair and Vice-Chair would be appointed for two year terms.

Governors of the school must declare conflicts of interest in accordance with the Articles of Association as if they were Trustees of the Trust.

Meetings of the LGB will be quorate if 3 or one-third of Governors are present (whichever is the greater); this provision applies to every part of the meeting.

Each Governor shall have one vote and shall not be able to vote by proxy. The Chair will have a second and casting vote if necessary. Resolutions can be passed in writing, signed by all eligible Governors, and this will be as effective as if the resolution had been passed at a meeting.

Terms of Reference

The Trustees delegate the running of the school to the Local Governing Body and delegate to the LGB to make all decisions necessary to provide high quality education within the school subject to the provisions of the Articles, this Scheme of Delegation and the Reserved Decisions.

Specifically, the LGB is to:

- develop the aims and objectives of the school;
- determine the educational vision of the school, including, but without limitation, determination of the school development plan;
- manage the resources of the school, including staff, finance, and premises in

accordance with the school development plan, legislation and relevant guidance, and the Trust's overall objectives;

- determine and implement the admissions policy and arrangements for the school in accordance with admissions law and DfE codes of practice;
- implement actions required to comply with statutory regulations, the Academy Trust Handbook and Funding Agreements.
- Approve virements over £50,000.

The Local Governing Body will form the **Admissions Special Circumstances Committee**, comprising three Governors, which will:

- consider all exceptional circumstances applications to Waldegrave School (point 2 of Waldegrave School's oversubscription criteria which specifies girls who have an exceptional medical or social need requiring attendance at Waldegrave rather than any other school).

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d) Governance Committee of the LGB

Purpose

The purpose of this committee is to provide a strategic overview of the effectiveness and efficiency of the governing body and its committee structure, including:

- To provide a forum for self-review and self-evaluation of governing body effectiveness
- To act as a "critical friend" for the governing body
- To deal with major projects and emergencies / critical incidents.

When there is only one school in The Waldegrave Trust, all business of the Governance committee will be managed in meetings of the Board of Trustees.

Membership, Meetings & Quorum

The membership will be:

- The Chair of the LGB
- The Vice-Chair of the LGB
- The Chair of the Finance and Resources Committee of the LGB
- The Chair of the Achievement Committee of the LGB
- The Headteacher of the school

Note: If for any reason the chair of any sub-committee is unable to attend a meeting of the governance committee, they can be represented by the vice chair of the sub-committee

The committee will meet three times yearly.

The quorum will be three governors who are not employees of the school and the Headteacher or a deputy Headteacher.

e) Finance and Resources Committee of the LGB

Membership

Membership shall consist of not less than one third of the membership of the LGB, one of whom should be the Headteacher. The committee will appoint a chair and a vice chair. The Business Manager should attend meetings of the sub-committee as an adviser.

Disqualification

Any employee of the school other than the Headteacher and School Business Manager is disqualified when the subject for consideration is the pay or performance review of any person

employed to work at the school.

Any employee of the school, including staff governors, are not permitted to participate in discussions regarding audit related matters. They may remain in attendance but only in the capacity to provide information.

Quorum

The quorum shall be half of the membership of the committee who are not employees of the school.

Meetings

Attendance at the meetings is open to all governors. There will be five meetings a year and minutes will be sent to all members of the LGB and the Clerk to the LGB.

Clerking Arrangements

The Clerk for this committee will be appointed by the committee members.

Terms of Reference

General

- To ensure all work is carried out in compliance with the Academy Trust Handbook
- To monitor and evaluate the school's work on Equality, Diversity and Inclusion (EDI).
- To monitor and evaluate the school's activities of the environment working group to ensure they are aligned with the school's sustainability objectives.

Finance

- To ensure that the school conducts its financial affairs in an organised and efficient manner, observes good standards of financial stewardship to avoid corruption, mismanagement or maladministration;
- To ensure that all available funding is used to meet the school's aims, including educational priorities as identified in the School Improvement Plan;
- To undertake the monitoring, evaluating and reviewing of the budget and patterns of spending, including benchmarking against other schools;
- To approve virements (changes of allocations between budget headings) of £25,000 - £50,000. Virements of £25,000 or less are delegated to the Headteacher. Virements of £50,000 or more require the LGB approval.
- To ensure that adequate insurance for all considerable risks is maintained.
- To ensure compliance with the school's funding agreement with ESFA.
- To oversee, monitor and keep under review the school's financial procedures, including the Controls Assurance Statement and compliance with FMSIS (Financial Management Standard in Schools) and make any necessary recommendations for change to the LGB, A&R and / or BoT as appropriate

Premises & Health and Safety

- To challenge and support the Headteacher on all matters relating to the school premises, grounds, security and health and safety, reporting to the LGB any significant changes in practice, policy or breaches/accidents.
- To carry out regular inspections of the premises and grounds, including periodic inspections of buildings, plant and equipment and approve the annual statement of priorities for maintenance and development. To inform the LGB of the results of inspections and priorities. Copies of risk assessments will be circulated where relevant.
- To oversee the procurement of contracts for services to the school e.g. cleaning, catering.
- To oversee, monitor and keep under review the Health & Safety Policy, Lettings Policy

and Charging and Remissions Policy for the Governing Body.

- To draft medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the LGB

Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To agree the staffing establishment and structure for the school (teaching and support) in relation to the budget and the school development plan and review regularly
- On behalf of the BoT and LGB to oversee, monitor and keep under review policies relating to pay, performance management, staff absence, staff discipline, grievance, capability and other relevant employee related matters and make recommendations to the LGB or BoT as appropriate.
- To oversee the recruitment and appointment procedure for all staff, including ensuring compliance with safer recruitment requirements and best practice.
- To oversee the process leading to staff reductions and redundancy.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of staff absence.
- To receive an annual General Data Protection Regulations (GDPR) compliance report from the Data Protection Officer (DPO).

The Committee will form the **Pay and Review Committee**, comprising three Governors, which will:

- consider any appeal against a decision on pay grading or pay awards.
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the Headteacher's performance review group in relation to whether to award the head an annual increment ***;

**Anyone employed to work at the school other than the Headteacher and School Business Manager must withdraw from this item

***Anyone employed to work at the school including the Headteacher and School Business Manager must withdraw from this item

f) Achievement Committee of the LGB

Membership

Membership shall consist of not less than one third of the membership of the LGB, including at least one parent, one staff governor, the governor with responsibility for safeguarding and child protection and the Headteacher, or a substitute nominated by them. Members of the Leadership Team responsible for these areas should attend Committee meetings as advisers.

The committee will appoint a chair and a vice chair at the start of each academic year, for ratification by the LGB.

Quorum

The quorum shall be half of members of the committee, which must include the Headteacher or their representative.

Meetings

Attendance at the meetings is open to all governors. Meetings will be half termly and minutes will be sent to all members of the LGB and the clerk to the LGB.

Student representatives will be invited to attend, at least once a year.

Clerking Arrangements

The clerk for this committee will be appointed by the committee members.

Terms of Reference

The committee will oversee:

- Student achievement across all student groups and the quality of teaching, ensuring the school provides a high-quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.
- Student well-being, child protection, and standards of behaviour and attendance, ensuring that the school provides a safe environment that empowers all students to contribute fully to the school and wider community.
- Compliance with the relevant areas in the Academy Trust Handbook.

The committee will monitor and evaluate:

- School standards, progress and achievement data, and statutory target setting, including analysing the performance of all student groups, subjects and key stages, making relevant comparisons to local and national data and analysing trends, and advising the LGB on these areas
- Child protection and safeguarding policies and procedures
- The school's contribution to student well-being, including the extent to which students feel safe, adopt healthy lifestyles and contribute to the school and wider community
- Standards of behaviour, the impact of exclusions in the school, attendance patterns and trends, and associated policies
- Any matter relating to the school's curriculum, including:
 - compliance with statutory requirements
 - the appropriateness and effectiveness of the curriculum for students with additional needs, including responsibilities for students with SEN and disabilities
 - provision for, and progress and attainment of vulnerable groups, e.g. looked after children, young carers, and the effectiveness of any intervention strategies
 - the quality of teaching and learning
 - provision and policies for sex and relationships education, religious education and collective worship
- Changes to curriculum design and delivery, considering any financial or staffing implications and making recommendations to LGB
- The views of students and how these are taken into account, including acting as the link to the Student Parliament
- Policies and provision for engagement of parents with the school, parental views and how these are considered, and recommend ways in which home-school links can be developed
- Effectiveness of communications with parents including statutory requirements such as the complaints policy, plus non-statutory approaches such as the website
- Effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils
- Community links and community use of the school, monitoring and evaluating the school's contribution to promoting community cohesion
- Implementation of School Development Plan and action points from School Improvement Partner in areas relevant to the Committee's remit
- Arrangements for educational visits, including the appointment of a named coordinator
- The school's work on Equality, Diversity and Inclusion (EDI)

The committee will propose recommendations for action or policy in any of the above areas as required.