



**Terms of Reference for Trust Board Committees**  
**FULL LOCAL GOVERNING BOARDS**

**Approved by the Board of Trustees on 2<sup>nd</sup> October 2023**

**Signature of the Chair of the Board of Trustees:**

**Review date: Autumn Term 2024**

The Trust Board shall establish Full Local Governing Boards as committees of the Trust, as set out in the Trust's Articles of Association (Article 100).

The Board of Trustees shall determine and approve the Full Local Governing Board Terms of Reference and shall review the terms at the start of each academic year (Article 101).

The Trust shall delegate to the Full Local Governing Boards the responsibilities and functions listed in the Scheme of Delegation (Article 105) set out in Appendix 1.

The Board of Trustees shall annually review and approve the powers, responsibilities and duties delegated to the Full Local Governing Boards and also the Scheme of Delegation (Article 105).

**Responsibilities**

Full Local Governing Boards shall govern academies in line with the Scheme of Delegation, Terms of Reference and Corporate Calendar. They shall be responsible for carrying forward the Trust's vision, ethos, values and principles. They shall be responsible for implementing Trust policies, procedures and plans, as well as complying with statutory regulations.

**Additional Local Responsibilities**


**Sub- committees**

The Full Local Governing Board shall establish sub-committees with delegated functions:

- The Resources Committee
- The Behaviour and Safety Committee
- The Curriculum and Standards Committee

Each sub-committee will have terms of reference agreed by the Trust and reviewed annually. All sub-committees shall report regularly to the Full Local Governing Board by submission of their meeting minutes.

## **Policies**

Full Local Governing Boards will ensure the application of Trust policies as set out in the De Curci Trust's Policy Schedule.  [DCT policies schedule File](#)

The Board of Trustees delegates authority to Full Local Governing Boards to review and approve the following policies and procedures:

- Admissions Policy
- School Complaints Policy
- Safeguarding and Child Protection policy and designated teacher for looked after and previously looked after children
- Supporting pupils with medical conditions (and children with health conditions who cannot attend school) policy
- SEND Policy
- Accessibility plan
- Equality information and objectives
- School behaviour and school exclusion
- Teachers' appraisal policy
- Relationship and sex education policy
- Early Years Foundation Stage policy
- Careers guidance policy
- Health and Safety
- Charging and Remissions

## **Membership**

Each Full Local Governing Board will be composed of a minimum of 9 and a maximum of 11 Governors, including:

- 1 Head Teacher Governor
- 2 Parent Governors
- Co-opted Governors

If required, academy staff may be in attendance at Full Local Governing Board meetings and/or sub-committee meetings to provide information and answer Governors' questions.

Full Local Governing Boards have the option to also appoint Associates to provide specific skills, knowledge and/or experience to the Full Local Governing Board. The scope and length of service of an Associate shall be agreed with the Chair of the Governing Board, but will not exceed a normal term of office (4 years). Associates may attend Full Local Governing Board meetings and may serve on committees.

Associates must complete the same Declaration of Interest forms as Governors. Associates do not have voting rights.

The Full Local Governing Board shall appoint a Clerk for the committee.

All members of Full Local Governing Boards must act in accordance with the seven principles of public life as defined by the Nolan committee: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All meetings shall be conducted under these principles.

Any Trustee or Member may attend a meeting of the Full Local Governing Board.

## **Procedures**

The Clerk shall send out an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting. All papers and documents for meetings will be uploaded to the Governors' section of the Moodle/Cloud.

Any Governor has the right to request the inclusion of an item on the agenda as long as the Chair has agreed to it in advance.

## **Meetings**

The Full Local Governing Board shall meet as often as is necessary to fulfil its responsibilities and not less than once per term.

At the first meeting of each autumn term the committee shall appoint a Chair and Vice-Chair from among Governors. The term of office for Chair and Vice-Chair will be 1 year. Two Governors may share the role of Chair or Vice-Chair if it is considered to be in the interest of the Full Governing Board.

The quorum for each Full Local Governing Board meeting shall be three Governors eligible to vote.

Unless a meeting is quorate the committee may only make recommendations and not decisions.

All decisions must be proposed, seconded and voted on. The minutes must record the proposer, the seconder and the result of the vote.

Decisions made by the Full Governing Board must be made by a majority of votes cast by Governors present and eligible to vote.

Where there is an equal division of votes the Chair shall have the casting vote.

The clerk will send copies of the draft minutes approved by the Chair, to all members of the Full Local Governing Board within 14 days of the meeting. The minutes of each meeting will be considered for approval or amended at the next meeting and, once approved by the Full Governing Board as a true record, will be signed and by the Chair.

Signed minutes will be placed on the Governors' section of the Moodle/Cloud and a copy sent to the Trust's Company Secretary in time for their presentation to Trustees at the next Trust Board meeting.

### **Chair's Action**

In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the Full Local Governing Board, the Board's Chair shall have delegated authority to make any such decisions following consultation with the Head Teacher. The decisions taken and reasons for the urgency shall be explained, ratified and minuted at the next meeting of the Full Local Governing Board.

**APPENDIX 1      Scheme of Delegation      Approved: 27<sup>th</sup> March 2023**

	<b>Finance</b>	<b>Human Resources</b>	<b>Site, Assets and Contracts</b>	<b>Educational Outcomes</b>	<b>Ethos, Vision and Strategy</b>
<p><b>Members</b> <i>Founding Members are the subscribers to the memorandum of understanding</i></p>	<p>Approve appointment of external auditors and legal teams</p> <p>Receive the audited annual report and accounts</p>	<p>Appoint / remove Trustees in accordance with the Articles</p> <p>By special resolution, appoint or remove Members</p>	<p>Approve any service contracts for Trustees</p>	<p>Receive and Q/A annual report</p>	<p>Review Articles of Association</p> <p>Receive and Q/A annual report</p> <p>Name the trust; authority to 'wind it up'</p>
<p><b>Board of Trustees</b></p>	<p>Overseeing the finances, including the internal audit</p> <p>Establishing a fair funding model for use across the trust; approve annual budget</p> <p>Agreeing each academy's budget and the schemes of financial delegation and limits</p> <p>Compliance with the Academy Trust Handbook , funding agreement and audit targets</p> <p>Oversight of finances in each academy; sign off and report annual accounts; receive monthly management accounts</p> <p>Determination of, after consultation with each</p>	<p>Overseeing Executive Headteacher and academy Headteacher appointments (and executive pay)</p> <p>Establishing equitable pay and HR related policies that are consistent in all academies in the trust</p> <p>Determination of, after consultation with each academy, where centralised staff may provide best value and efficient service to academies in the trust</p> <p>Appoint Company Secretary / Clerk to the Trustees / CFOO</p> <p>Appraisal of CEO and EHT</p> <p>Safeguarding: ensure the suitability of staff, supply staff, volunteers,</p>	<p>Establishing a process for local management and maintenance of assets and appropriate registers</p> <p>Overseeing significant capital developments, campus expansions and bids, e.g. CIF</p> <p>Agreeing, after consultation, any joint use of buildings</p> <p>Adopt a trust-wide procurement policy</p> <p>Set delegated levels of authority for contracts</p> <p>Set up and approve Trustee expenses</p> <p>Approve insurance</p>	<p>Overseeing and improving standards and outcomes of the trust's academies e.g. KS2 outcomes, GCSE results</p> <p>Annual target setting for each academy in the trust</p> <p>Oversight of key performance indicators and external audits on a trust and individual academy basis</p> <p>Commission intervention, as required, to support any academy requiring improvement</p> <p>Ensure a broad and balanced curriculum provided (in line with funding agreement)</p>	<p>Core vision and operating model of the trust, including symbiotic working between trust academies</p> <p>Review and amend Constitution, scheme of delegation and TOR of trust committees and LGBs – to include 'reserved matters'</p> <p>Approach to admissions, including PAN/NOR negotiations</p> <p>Evaluation of governance to monitor and improve its quality and impact</p> <p>Power to change and, if required, withdraw delegated powers from a LGB</p> <p>Overseeing strategic development of the trust; review and planning of potential trust expansion e.g. incorporating additional schools into the trust</p> <p>Review and implement core</p>

	<p>academy, the extent of services provided and funded centrally (procurement)</p> <p>Appoint accounting officer (CEO)</p> <p>Approve anti-fraud and whistle-blowing policies</p> <p>Oversight of risk and the trust's risk register</p>	<p>contractors and proprietors</p>	<p>arrangements i.e. RPA</p> <p>Ensure trust-wide Health and Safety Policy implemented in line with the Health and Safety at Work Act 1974</p> <p>Manage contingency planning and business continuity</p> <p>Determine/lead brand &amp; core marketing for trust and academies</p>	<p>Ensure trust-wide SEND and Child Protection (safeguarding) policies implemented effectively. Ensure appropriate spending and impact of service and pupil premium funding (&amp; catch up)</p>	<p>policies of the trust; agree 'delegated policies' list</p> <p>RSC liaison</p> <p>The Trustee Board must meet at least three times a year</p>
	<b>Finance</b>	<b>Human Resources</b>	<b>Site, Assets and Contracts</b>	<b>Educational Outcomes</b>	<b>Strategic Vision /Governance</b>
<b>Academy Committees (LGBs)</b>	<p>Seeking value for money and ensuring resources are applied appropriately at academy level</p> <p>Monitoring and reviewing expenditure regularly; propose the annual budget for each academy for submission to Trustees for review/approval</p> <p>Maintaining proper accounting records and preparing</p>	<p>Managing staff appointments in line with safer recruitment expectations (except at Headteacher level)</p> <p>Reviewing the impact of staff appraisal processes and professional development</p> <p>Leading the effective deployment of staff in keeping with the academy's budget</p>	<p>Notifying the trust of any changes to fixed assets used by the academy</p> <p>Management of buildings maintenance, decoration and smaller capital projects</p> <p>Ensuring compliance with all health and safety and related regulation e.g. fire safety</p> <p>Enter into contracts up to the limits of</p>	<p>Holding the academy's senior leadership team to account for academic performance, safeguarding and provision</p> <p>Performance management of the academy Headteacher</p> <p>Regularly reviewing KPIs, performance and progress monitoring data</p>	<p>Appoint (and remove) Chairs and Vice Chairs of LGBs</p> <p>Local vision and strategy in keeping with trust agreements</p> <p>Approve and review academy improvement plan and self-evaluation</p> <p>Respond to complaints pertaining to the academy in line with trust and academy policy</p>

	<p>expenditure and balance sheets</p> <p>Supporting the trust board in relation to the annual budgetary process</p> <p>Ensure provision of free school meals, as appropriate</p> <p>To maintain a register of business interests</p> <p>Observe the Financial Scheme of Delegation</p> <p>Comply with the Academies Financial Handbook</p> <p>Ensure that Pupil Premium, Service Premium and similar focused funding is deployed effectively</p>	<p>Implement the trust's pay policy and ensure a pay committee exists to approve pay recommendations and hear appeals</p> <p>Hearings and appeals – grievance, disciplinary, absence and capability procedures (including suspension of staff)</p>	<p>delegation and within agreed budget</p> <p>Review the academy's risk register</p> <p>Review site inspection reports and related information pertaining to the premises and health and safety</p>	<p>Oversight of the quality of teaching, learning and assessment; ensure a broad and balanced curriculum in line with the trust's vision</p> <p>Ensuring the academy has appropriate support and intervention strategies in place to deliver high quality teaching and learning</p> <p>Appoint designated governor for safeguarding; ensure completion of SCR (single central record)</p> <p>Approve educational trips</p> <p>Oversight of behaviour, safety and welfare of pupils</p>	
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The Scheme of Delegation is determined by the Trustees and should be followed in conjunction with the:

- Scheme of Governance
- Scheme of Financial Delegation/Limits (and Academy Trust Handbook)
- Agreed terms of reference for the Trust and LGB Academy Committees
- Articles of Association
- Funding Agreement

**Terms of Reference for Academy Committees**  
**CURRICULUM AND STANDARDS COMMITTEE**

**Approved by the Board of Trustees on 2<sup>nd</sup> October 2023**

**Signature of the Chair of the Board of Trustees:** 

**Review date: Autumn Term 2024**

The Trust Board shall establish committees to assist it in fulfilling its duties (Article 100).

The Board of Trustees shall determine and approve the Terms of Reference of each committee and shall review those terms at the start of each academic year (Article 101).

The following responsibilities and functions are delegated to the Curriculum and Standards committee:

- Evaluate the quality and impact of teaching, learning and assessment across the curriculum, taking into account school leaders' evaluations and those of improvement partners/external advisers; to include the impact of the teaching of literacy and numeracy to enable pupils to access different areas of the curriculum.
- Review the impact of professional development and appraisal on improving staff performance and, consequently, pupil outcomes.
- Consider how information sharing and broader transition practice support pupils' needs such that they are challenged appropriately at each stage of their education; to include, where appropriate, how impartial careers guidance helps pupils make informed choices for their futures.
- Promote the on-going development of a broad and balanced curriculum which inspires pupils to learn and prepares them for the next stage of their education/training.
- Ensure that all pupils are offered a broad and ambitious curriculum which includes national curriculum, religious education and age-appropriate sex and relationships education.



- Throughout each year group and across the curriculum, monitor and challenge the progress and attainment of pupils, taking into account pupils' starting points and the standards expected nationally for their age groups; to include a focus on the different groups of learners including disadvantaged pupils, the most able, lower-attaining pupils, and pupils with SEND.
- Evaluate the impact of specific interventions and raising attainment strategies on pupil achievement; to include the use of any off-site alternative provision and the deployment of 'ring-fenced' funding to support learning e.g. pupil premium funding, primary PE/sport premium funding.
- Advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum and maintain an expert teaching workforce.
- Act as a forum for discussion on assessment, testing, recording and reporting systems.

### **Additional Local Responsibilities**

#### **Policies**

The Board of Trustees delegates authority to this committee to review and approve the following policies:

- Relationship and Sex Education

#### **Quorum and Membership**

The quorum shall be 3.

If required, academy staff may be in attendance at committee meetings to provide information and answer Governors' questions.

At the first meeting of each autumn term the committee shall appoint a Chair and Vice-Chair from among Governors. The term of office for Chair and Vice-Chair will be 1 year

The committee shall meet as often as is necessary to fulfil its responsibilities and not less than once per term.

#### **Procedures**

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Signed minutes will be presented to the next Full Local Governing Board meeting.

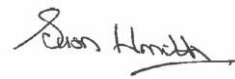
The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541. Registered office address: Springfield School Central Road, Drayton, Portsmouth, Hampshire, United Kingdom, PO6 1QY.

**Terms of Reference for Academy Committees**

**RESOURCES COMMITTEE**

**Approved by the Board of Trustees on 2<sup>nd</sup> October 2023**

**Signature of the Chair of the Board of Trustees:**



**Review date: Autumn Term 2024**

The Trust Board shall establish committees to assist it in fulfilling its duties (Article 100).

The Board of Trustees shall determine and approve the Terms of Reference of each committee and shall review those terms at the start of each academic year (Article 101).

The following responsibilities and functions are delegated to the Resources committee:

Financial Oversight

- Ensure compliance with the requirements of the Funding Agreement, Academy Trust Handbook and the Trust's Scheme of Financial Delegation, which includes delegated limits for spending and virements (budgetary adjustments) for the school's local budget.
- Ensure that the financial systems in place to maintain full, accurate and transparent accounting records are highly effective and have operative financial controls; to include related systems to manage assets and property in order to prevent loss or misuse.
- Ensure value for money, regularity and propriety in relation to the management of funds, using discretion reasonably to command broad public support.
- Receive and review the school's risk register from the Finance Audit and Risk committee, taking action as appropriate.

- Ensure that the school's tender and procurement processes are in line with the Trust's Scheme of Financial Delegation and with the EU Procurement Directives (as enforced in the UK via the Public Contract Regulations 2015).

#### Financial Planning, Monitoring and Reporting

- In consultation with the EHT/Head Teacher, develop a three year financial plan, taking into account the school's improvement priorities, roll projection, pay increment requirements and any anticipated changes to future years' budgets.
- To determine, in consultation with the EHT/Head Teacher, a balanced budget for the (academy) financial year for the school's local governing body to review, approve and submit to the Trust for ratification by 30<sup>th</sup> June at the latest.
- Receive and consider information on the financial performance of the school at least three times a year, taking prompt action to ensure ongoing viability; to include the annual audit report.
- Maintain sufficient rigour and scrutiny in the budget management process to understand and address variances between the budget forecast and actual income and expenditure.
- Ensure that the school is continuously insured via the DfE's risk protection arrangement.
- Liaise with other committees to provide them with the information they need to exercise their duties; report back to each local FGB meeting highlighting any potential problems or significant anomalies at an early date.
- Ensure that accurate information related to the financial and asset management of the school is provided promptly to the Trust, as required.

#### Premises and Site

- Ensure the provision of a safe, suitable and stimulating learning environment; to include the further development of the site where viable to support the curriculum and learning.

- Evaluate the effectiveness of health and safety practice in the school, taking into account information pertaining to risk management, accidents on site and responses to emergency circumstances – to include RIDDOR referrals.
- In consultation with the EHT/Head Teacher commission, review and propose priorities for action in response to building condition surveys, health and safety audits, fire safety audits and related compliance information/requirements.
- To create a project working group to oversee any major premises developments in consultation with the local FGB and Trust, where appropriate.

### Staffing

- To monitor the recruitment, retention and overall well-being of staff; to include working with other committees to ensure fulfilment of the school improvement plan and effective operation of the school within budget.
- To adopt and ensure compliance with the Trust's policies relating to staff matters; to include the duty of care to all staff.
- To provide members of a Pay Sub-committee to review and decide on pay for all staff except the Chief Executive Officer and Executive Head Teacher
- To receive reports from the ECT Coordinator, or designated senior leader, on induction arrangements and progress of ECTs.

### Additional Local Responsibilities

#### Policies

The Board of Trustees delegates authority to this committee to review and approve the following policies:

- Charging and Remissions
- Accessibility Plan

- Health and Safety and First Aid in School
- Teachers' Appraisal

### Quorum and Membership

The quorum shall be 3.

If required, academy staff may be in attendance at committee meetings to provide information and answer Governors' questions.

At the first meeting of each autumn term the committee shall appoint a Chair and Vice-Chair from among Governors. The term of office for Chair and Vice-Chair will be 1 year

The committee shall meet as often as is necessary to fulfil its responsibilities and not less than once per term.

### Procedures

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All decisions must be proposed, seconded and voted on. The minutes must record the proposer, the seconder and the result of the vote.

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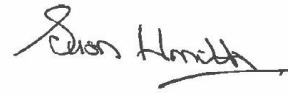
The minutes of each meeting will be considered for approval, or amended at the next meeting and once approved by the committee as a true record will be signed and by the Chair.

Signed minutes will be presented to the next Full Local Governing Board meeting.

**Terms of Reference for Academy Committees**  
**BEHAVIOUR AND SAFETY COMMITTEE**

**Approved by the Board of Trustees on 2<sup>nd</sup> October 2023**

**Signature of the Chair of the Board of Trustees:**



**Review date: Autumn Term 2024**

The following responsibilities and functions are delegated to the Behaviour and Safety committee:

- Ensure that the school's arrangements for child protection, safeguarding, including safer recruitment, and welfare provision are compliant with requirements and highly effective; to include any alternative provision arrangements made for pupils and links with external agencies.
- Review the impact of behaviour for learning practices on pupil conduct and attitudes to learning, taking into account exclusion rates for groups of pupils in relation to national figures and other pertinent data e.g. pupil survey outcomes, bullying/prejudice based incident data.
- Evaluate the effectiveness of strategies to promote pupils' attendance and punctuality, taking into account overall absence and persistent absence rates for all pupils – and groups of pupils – in relation to national figures and trends.
- Ensure appropriate identification of and provision for pupils with individual needs, to include pupils with special educational needs and/or disabilities (SEND), children looked after, pupils with medical needs, pupils with mental health needs, 'disadvantaged pupils' and pupils in receipt of the pupil or service premium.
- Ensure that the school's provision meets the requirements of the SEND Code of Practice and that any related funding/resources are appropriately deployed.
- Ensure that the school's arrangements for E-Safety are highly effective; to include curriculum provision/support for pupils with respect to on-line safety and IT filtering, monitoring and referral systems.



- Approve formally any hazardous or residential trips/visits; ensure risk assessment and related practices for trips/visits are highly effective.
- Monitor admissions to the school, the number on roll (NOR) and projected NOR; to include appeals, in-year transfers and 'Hard to Place' and Inclusion panel outcomes.
- To seek, consider and respond appropriately to the views of parents on the educational provision offered by the school.
- Evaluate the effectiveness and impact of the school's provision for pupils' spiritual, moral, social and cultural development.

### **Additional Local Responsibilities**

### **Policies**

The Board of Trustees delegates authority to this committee to review and approve the following policies:

### **Quorum and Membership**

The quorum shall be 3.

If required, academy staff may be in attendance at committee meetings to provide information and answer Governors' questions.

At the first meeting of each autumn term the committee shall appoint a Chair and Vice-Chair from among Governors. The term of office for Chair and Vice-Chair will be 1 year

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The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541. Registered office address: Springfield School Central Road, Drayton, Portsmouth, Hampshire, United Kingdom, PO6 1QY.