

The Elizabethan Academy
Hallcroft Road, Retford, Notts, DN22 7PY Tel 01777713700
www.elizabethan.notts.sch.uk

THE
ELIZABETHAN
ACADEMY



The Elizabethan Academy

TERMS OF REFERENCE

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GOVERNING BODY COMMITTEE STRUCTURE

FULL GOVERNING BODY

| QUALITY OF EDUCATION COMMITTEE | FINANCE AND RESOURCES COMMITTEE | RISK AND AUDIT COMMITTEE | STAFF/STUDENT DISCIPLINE PANEL | APPEALS AND COMPLAINTS PANEL |
|---|--|---|---|--|
| <p>Ofsted Focus: Quality of Education (MLD/ESW): Curriculum Intent, Implementation and Impact Teaching & Learning Assessment Reading Outcomes</p> <p>Personal Development (TKW) Health and Wellbeing Equality and Diversity Extra-Curricular FBV/CEIAG/RSE and SMSC</p> <p>Behaviour and Attitudes: (PAC) Behaviour Attendance Safeguarding Attitude to Learning Respect</p> | <p>Ofsted Focus: Leadership and Management (HU/OCH/C d'A) Performance Management CPD – Subject and Pedagogical Knowledge Wellbeing Community/Partnership Governance Ethos and Values Safeguarding</p> <p>Finance (C d'A) Budgets</p> <p>GDPR (LB)</p> <p>Pay Committee</p> | <p>Risk Register (Cd'A)</p> <p>Internal and External Audit (Cd'A)</p> <p>Health and Safety (C d'A)</p> | <p>Focus: Permanent Pupil Exclusions, Staff Discipline Issues (including dismissal) Grievance Appeals</p> | <p>Focus: Staff, Student, Parental and Other Appeals and Complaints</p> |

FULL GOVERNING BODY TERMS OF REFERENCE

The Governing Body needs to take a strategic role, act as a critical friend to the academy and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To put forward new members when vacancies arise
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of the Governing Body and their terms of reference*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To approve the first formal budget plan of the financial year
- To review the delegation arrangements annually*
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the academy year, based on known cycles of academy improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review the Emergency Plan and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a Code of Conduct for the Governing Body
- To establish and keep under review arrangements for Governors' visits to academy
- To oversee arrangements for Governor involvement in formulating and monitoring the Academy Improvement Plan
- To establish exceptional working arrangements where particular circumstances arise
e.g. a Job Evaluation committee or a special committee to oversee an Ofsted Inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Principal
- To nominate two Governors to sit on the Retford Post-16 Centre Governing Committee and provide guidance to those Governors as to the Academy's approach to, and expectations of, the working and outcomes at that Centre
- To monitor closely the working arrangements with partners at the Post-16 Centre and consider any impact on the main school.
- **To establish and convene Staff/Student Discipline Panels and Appeals and Complaints Panels on an ad-hoc basis, as and when required**

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

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| These terms of reference agreed by the Governing Body | 22 November 2022 |
| Chair of the Governing Body | Dr D Cheetham |
| Vice-Chair of the Governing Body | Mrs L Jones |
| Clerk (s) to the Governing Body | Ms J Littlewood |
| Quorum: | One third of the number of Governors in post |

QUALITY OF EDUCATION COMMITTEE TERMS OF REFERENCE

Membership of the Committee will be no fewer than three Governors, plus the Principal. The Committee will meet three times per year and otherwise as required, using the terms of reference as a guide to agenda setting.

The Committee will report to each meeting of the Full Governing Body.

The Committee Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the Academy's established scheme of delegation.

To take the lead on:

- monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups
- ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the Committee's area of operation
- developing and reviewing policies identified within the Academy's policy review programme and in accordance with its delegated powers
- ensuring the health, safety and well-being of staff and pupils
- promoting community cohesion and inclusive practice relating to race, gender and disability equality
- overcoming barriers to learning
- parental and community liaison

To accept full delegated responsibilities for the discharge of the following duties:

- Monitor and evaluate:
 - the effectiveness of Safeguarding Policies and Procedures and ensure that the Academy complies with all Health and Safety and other Safeguarding regulations (including Child Protection and Safe Recruitment)
 - the effectiveness of Leadership and Management on the impact of quality of teaching
 - rates of pupil progress and standards of achievement
 - the impact of Continuing Professional Development on improving staff performance
 - the effectiveness of provision for children with Special Educational Needs
 - the quality of the curriculum in securing high standards of achievement

- the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEN, gender, disadvantaged , BME, EAL, children in care etc)
 - the academy's drive to maintain teacher standards, optimise staff training and provide appropriate monitoring and support where necessary.
 - the impact of the Academy's Punctuality, Attendance and Behaviour Policies and the quality of the Academy's provision for personal development and well-being and the take up of opportunities provided by the school
 - the effectiveness of care, guidance and support for learners o the extent to which pupils feel safe
 - the extent to which pupils adopt healthy lifestyles
 - the extent to which pupils contribute to the Academy and wider community
 - the use of the Gatsby benchmarks to improve and develop careers provision
 - the extent to which pupils develop workplace and other skills that will contribute to their future economic well-being
 - the extent of pupils' spiritual, moral, social and cultural development
 - the effectiveness with which the Academy promotes equal opportunity and tackles discrimination
 - the effectiveness with which the Academy promotes community cohesion and fundamental British Values.
- Monitor how leaders focus their attention on education and create coherence and consistency across the academy, so students benefit from effective teaching and consistent expectations.
 - Identify and celebrate pupil achievements
 - Agree annual attendance targets and monitor progress towards achieving these
 - Systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning

To provide guidance to the Full Governing Body for the following, which cannot be delegated:

- Setting realistic and sufficiently challenging statutory end of key stage targets
- The Academy's curriculum statement
- Approval of Academy policies on Sex and Relationships Education and Religious Education

RISK AND AUDIT COMMITTEE TERMS OF REFERENCE

Membership of the Committee will be no fewer than three Governors. The Principal (as Accounting Officer), and the Chief Financial and Operations Officer (CFOO) will normally attend meetings of the Committee to present information and participate in discussions. Governors who are not members of the Committee may be co-opted as members for individual meetings, provided the majority of the quorum are full members of the Committee.

Internal and External Auditors will be invited to attend as necessary. The Committee will have the opportunity of meeting with the Internal Auditors and/or the External Auditors without management present, as necessary.

The quorum for each meeting shall be three Governors.

The Committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

Agendas will be agreed in advance with the Committee Chair, based, on but not limited to, a pre-agreed annual schedule of activity and papers will be circulated to members and attendees at least seven working days in advance of the meeting. Draft minutes will be forwarded to the Committee Chair for approval to release and will be circulated within seven days of the meeting.

In accordance with legal responsibilities placed on the Governing Body and its Scheme of Delegation, the Committee will maintain an oversight of the Academy's governance, risk management, internal controls and value for money framework, ensuring that the Academy remains compliant with relevant legislation and regulation and works to sustained best practice and ensures the health and well-being of staff and pupils

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the Academy's established scheme of delegation.

The Committee will review these terms of reference and self- assess its performance against these terms of reference on an annual basis.

Duties

Audit

- To advise the Governing Body on the appointment/re-appointment, dismissal and remuneration of the External and Regularity Auditor
- To advise the Governing Body on the requirement for and subsequently, the appointment/re-appointment, dismissal and remuneration of an Internal Auditor or other assurance provider, thus enabling the Governing Body to sign the corporate governance statement in the annual accounts
- To discuss the nature and scope of each forthcoming audit
- To consider all relevant reports by the Internal Auditor and the appointed external auditor, including reports on the Trust's accounts, achievement of value for money and the response to any management letters
- To monitor the management's response and implementation of any actions to address adverse control findings or recommendations made by the internal auditor or the appointed external auditor and ensure any delays to implementation dates are reasonable

- To review the Academy's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- To advise the Governing Body on an appropriate programme of work to be delivered by External and Internal Auditors, to be derived from the Committee's regard for the key risks faced by the Academy, the assurance framework in place and its duty to report to the Governing Body on adequate and effective governance, risk management and internal controls
- To review the External Auditor's annual planning document and approve the planned audit approach ensuring that the Trust's internal controls are subject to appropriate independent scrutiny at least in accordance with Government standards.
- To monitor regularly outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable
- To review the effectiveness of the Trust's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner
- To consider any additional services offered by the Internal and/or External Auditor or other assurance provider and ensure appropriate independence is maintained
- To monitor effective implementation of the Anti-Fraud and Anti-Corruption Policy, reporting any concerns to the Governing Body.

Risk

- To monitor the risk profile of the business against the Full Governing Board's desired risk appetite.
- To monitor the effectiveness and output of the annual risk management process.
- To assess the overall population of risk within the risk registers, including any changes during the period
- To consider and challenge the risk prioritisation as provided by the risk owners, including discussion of any discrepancies
- To ensure that risk management is appropriately embedded within line management and that this process is monitored
- To receive an annual report from the Data Protection Officer on the requirements of the GDPR and the academy's compliance with them.
- To develop and continually monitor the effectiveness of a business continuity plan and to periodically test the underlying assumptions of the plan.
 - To monitor the risk profile of the business against the Trust Board's desired risk appetite and monitor the effectiveness and output of the annual risk management process.
 - To assess of the overall population of risk within the risk registers, including any changes during the period
- To ensure that the risk management is appropriately embedded within line management and that this process is monitored

FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE

Membership of the Committee will be no fewer than three Governors, plus the Principal (Accounting Officer). The Chief Financial and Operations Officer and other staff members as necessary will be invited. For the audit part of the committee's business staff governors will not attend and the Accounting officer and CFOO are there to present information and participate in discussions only

External Auditors will be invited to attend as necessary. The Committee will have the opportunity of meeting them without management present, as necessary.

The quorum for each meeting shall be three Governors.

The Committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

Agendas will be agreed in advance with the Committee Chair, based, on but not limited to, a pre-agreed annual schedule of activity and papers will be circulated to members and attendees at least seven working days in advance of the meeting by the Clerk. Draft minutes will be forwarded to the Committee Chair for approval to release and will be circulated within seven days of the meeting.

In accordance with legal responsibilities placed on the Governing Body and its Scheme of Delegation, the Committee will maintain an oversight of the Academy's governance, risk management, internal controls and value for money framework, ensuring that the Academy remains compliant with relevant legislation and regulation and works to sustained best practice.

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the Academy's established scheme of delegation.

The Committee will review these terms of reference and self- assess its performance against these terms of reference on an annual basis

Duties

To take the lead on:

- monitoring and evaluating the budget allocated to the Academy to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the Committee's area of operation
- educational Visits
- monitoring of staff wellbeing and ensuring that workload issues are addressed
- developing and reviewing policies identified within the Academy's policy review programme and in accordance with its delegated powers

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to the Full Governing Body for approval
- Agree the level of financial delegation to the Principal
- Ensure that the principles of 'best value' are adhered to
- Recommend an appropriate staffing structure to the Full Governing Body for approval
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes
- Ensure that a Single Central Record (SCR) including safer recruitment vetting checks is constantly kept up to date in line with statutory requirements (expectation that the Principal will maintain)
- Fulfil their duty under the Equality Act 2019
- To receive reports and correspondence from the External Auditors and other bodies (eg EFA/NAO) and consider any issues raised, together with the associated management response and action plans
- To advise the Governing Body on the appointment/re-appointment, dismissal and remuneration of the External and Regularity Auditor
- To be informed of any breach of the Regulations and associated remedial actions, Freedom of Information requests and Subject Access requests.
- To review and commend to the Full Governing Body for ratification, the Health and Safety Policy, the Emergency Plan and the Fire Evacuation Policy together with monitoring their implementation
- Ensure the health and well being of staff and pupils

To provide guidance to the Full Governing Body for the following, which cannot be delegated:

- Approval of the annual budget
- Appointment of Principal and Vice Principal
- Approval of the staffing structure for the Academy