



## **KALEIDOSCOPE LEARNING TRUST – CLOUGHWOOD ACADEMY**

### **LOCAL GOVERNING BODY CONSTITUTION – TERMS OF REFERENCE – SCHEME OF DELEGATION**

#### **1. Constitution**

1.1 The LGB is a committee of the Kaleidoscope Learning Trust [KLT]. The LGB shall comprise a maximum of 9 governors, up to five of whom shall be appointed by the KLT Trustee Board, two of whom shall be staff governors, elected by the staff, and two of whom shall be parent governors, elected by the parents' association, or similar body, or, where this does not exist, from parent volunteers, appointed by the Trustee Board. In exceptional circumstances, where there is difficulty in obtaining parents of pupils attending the school, parents of school/college age children within the community may be approached.

1.2 The LGB will meet a minimum of once per term and shall be quorate if there is a minimum of four governors present, three of whom must not be employed by the Academy. All governors have one vote, with the Chair also having a casting vote. The Executive attend in an ex officio, advisory, non-voting capacity.

1.3 Governors serve for a period of three years, ideally staggered, with a third resigning each year and being eligible to be elected to serve again for further periods of 3 years. Governors are subject to the same terms of office/disqualification as trustee/directors. (Paras 65 – 80 and 97-98 of the KLT Articles of Association).

#### **2. Terms of Reference**

These Terms of Reference are written in accordance with the KLT's Articles of Association and encompass the Trust's Scheme of Delegation [Appendix A].

The Governors understand that in complying with the Terms of Reference they will:

- Promote high standards and aim to ensure that students are attending a successful school which provides them with a good education and supports their wellbeing
- Be responsible to the Board of Trustees for its actions and follow the expectations of governors as laid down by the Trustees
- Aim to establish that the LGB is competent, accountable, independent and diverse and promotes best practice in governance
- Aim to ensure that they promote and uphold high standards of conduct, integrity and ethics

#### **2.1 General:**

- To recommend appropriate priorities to the Trustee Board in support of the setting of strategic objectives for the Trust and the Academy and review their delivery
- To review and evaluate the progress of the Academy against its strategic

objectives and KPIs

- To agree and recommend appropriate priorities to the Trustee Board for the Academy
- Development Plan which are supportive of the strategic aims of the Trust
- To comply with the Funding Agreement and obligations within the Academies Financial Handbook
- To review and ensure compliance with all regulations affecting the Academy as part of the Trust, charity law, company law, employment law, health and safety
- To review and approve all Academy specific policies. Maintain a schedule of review dates
- To comply with media and public relations activities to promote the activities of the Academy and the Trust to the wider community, including the Academy prospectus/website
- To consult with the Trustee Board to set the Academy opening and closing hours, length of school day and term dates
- To review and ensure compliance in terms of financial oversight and control within the principle of best value
- To deliver compliance with Trust policies and procedures by completing a register of business interests and dealing with any conflicts of interest and connected party transactions
- To review procedures and ensure processes are in place for the election of Governors of the LGB and to recommend suitable candidates to the Trustee Board
- To review the performance of Governors and ensure that they have the necessary skills to govern the Academy
- To deliver and/or facilitate an appropriate training programme for Governors
- To report progress each term against the Cloughwood Balanced Scorecard of KPIs, as directed by the Trustee Board
- The administration of meetings will be managed by the Governance Professional (GP) of the Trustee Board. The agenda and supporting papers will be circulated to governors at least 7 clear days in advance of the meeting

## **2.2 Education and Standards:**

- To monitor and review the performance of the Academy in line with the agreed targets and KPIs and to hold the Executive to account for their delivery
- To monitor the achievement of students across the Academy in line with KPIs
- To monitor the Academy's target setting, assessment and reporting arrangements, ensuring consistency of practice to support learning and progress
- To review the quality of teaching and learning at the Academy, providing challenge and support as appropriate
- To review and monitor the Academy curriculum to ensure its effectiveness in supporting teaching, learning and educational outcomes, taking account of statutory guidance and equality of opportunity
- To determine and review how Pupil Premium funding is spent at the Academy and to monitor its effectiveness in accelerating the progress of eligible students and narrowing achievement gaps with their peers
- To receive reports from the Executive on a range of student issues; attendance, exclusions and disciplinary matters and ensure that Trust/Academy policies are followed and that any material issues are reported to the Trustee Board
- To review and monitor the arrangements for collective worship

- To review and monitor the arrangements for sex and relationship education

### **2.3 Finance and Risk Management:**

- To provide relevant information and consult with the Trustee Board to support the development of the funding model for the Trust and the Academy budget
- To consult with the Trustee Board in preparation of the Academy budget
- To comply with the levels of financial authority across the Academy as detailed in the Scheme of Delegation
- To oversee the financial probity of the Academy and making sure its money is well spent.

### **2.4 Human Resources (HR):**

- To appoint Academy staff [excluding SLT members] in consultation with the Headteacher and in line with the Academy's agreed staffing structure and the KLT financial staffing ratio
- To have input through the LGB Chair into the annual appraisal, and mid-term review, of the Headteacher and recommendations regarding pay progression
- To review and ensure compliance with appropriate Trust wide HR policies in accordance with all appropriate regulations, recruitment, discipline, capability, grievance, absence
- To ensure compliance and effective implementation of the Appraisal/Performance Management Policy in line with the Trust's Pay & Performance Policy and all statutory regulations
- To monitor the Academy's procedures for staff professional development and training
- To review the Academy's discipline and grievance policies in line with Trust policy
- To comply with Trust procurement policies, Auditors, HR, Payroll, Legal services
- To consult on the allocation of central services provided to the Academy by the Trustee Board and to report to the Board on their effectiveness

### **2.5 Premises:**

- To support the Trustee Board to effectively discharge its responsibilities with regard to the strategic site management of the Academy
- To oversee building security and routine maintenance programmes, placement of contracts and monitoring of standards of work
- To provide the Trustee Board with an overview of satisfactory standards of resources, furniture, equipment, fittings
- To recommend to the Trustee Board any changes to fixed assets used by the Academy
- To recommend to the Trustee Board the need for any capital works, with associated business case.

### **3.0 Reporting Requirements:**

The LGB will provide the following reports to the Trustee Board:

- LGB Minutes, including actions and issues addressed
- Progress on Academy Development Plans and targets in support of the Trust's Strategic Plan objectives
- Draft Budget Plan for approval of Trustee Board
- Performance against the Cloughwood Balanced Scorecard of KPIs
- Other reports that may from time to time be requested by the Trustee Board.

#### **4.0 Scheme of Delegation:**

**September 2024**