Full Trust Board Terms of Reference

Purpose

To effectively and confidently support and challenge the Principal, so that all pupils get the best possible education, regardless of barriers to learning.

Trustees must:

Work as part of a team
Ensure clarity of vision, ethos and strategic direction
Be committed to improving the education and welfare of all pupils
Understand current national education policy
Ensure all documents placed on the GovernorHub are read in a timely manner
Have a commitment to and an understanding of the full range of legal responsibilities
Maintain confidentiality

Membership

In line with the 'Articles of Association' the number of Trustees shall be not less than three but shall not be subjected to any maximum.

The School can have:

- Up to 12 Trustees, appointed under Article 50;
- A minimum of two Parent Trustees elected or appointed under Articles 53-56B
- Up to two staff Trustees

The FTB will either employ a Clerk or use an internal Clerk to minute Full Trust Board meetings.

The FTB will meet at least 6 times a year in a formal capacity (two FTB per term).

The FTB has the power to remove an elected Trustee if they feel they are not adhering to the Code of Conduct.

Voting and Quorum

1/3 of the FTB should be present to allow the meeting to be quorate i.e. 4 Trustees must be present.

Only elected members of the FTB (not observers) will have voting rights.

Meetings

The FTB will meet at least three times a year in a formal capacity (one per term). In addition, the FTB will hold further meetings for training and development purposes and a meeting to hear the outcomes from the auditors. Areas covered in these meetings will be:

<u>Curriculum Planning and Delivery</u>

To review, monitor and evaluate the curriculum offer:

- To recommend for approval to the full trust board the:
  - Self-evaluation form
  - School Development Plan
  - Targets for school improvement to the trust board
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline)
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Principal/SENCO and an annual report from the SEND trustee

Assessment and Improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan
- To ensure that all children have equal opportunities
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

Minutes of these meetings will be shared with the FTB via the GovernorHub.

Agendas and supporting documents will be placed on GovernorHub at least one week in advance of the meeting for all FTB members to read.

In the absence of the Chair of Trustees for a FTB meeting, the Vice Chair will take on this role.

Monitoring

The FTB will be responsible for:

Monitoring the meeting/communication between Trustee and the leader of their curriculum link area three times per year to discuss the subject action plan.

Being 'visible' at school events in order to raise the profile of the FTB with parents and pupils

Using the School Visits proforma to complete a report after each visit.

Receiving and reading a termly report from the Principal (including school data, SIP, SEF & HfL reports) and asking questions about the content at FTB meetings

Monitoring the schools' progress towards identified actions in the School Development Plan

Monitoring Pupil Premium and Sports Premium Funding

Date approved by the Trust Board:	**Date adopted by the Trust Board:**
September 2026	September 2026

Resources Committee Terms of Reference

General Terms

- To act on matters delegated by the Full Trust Board
- To liaise and consult with other committees where necessary
- To contribute to the School Development Plan
- To consider safeguarding and equalities implications when undertaking all committee functions

Quorum

Committees are free to determine their own quorum, but as a minimum this must be not less than three trustees from the committee.

Meetings

- The Trust Board is free to determine how often the committee meets and may delegate this to the committee
- The committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection
- Agendas and supporting documents will be placed on GovernorHub at least one week in advance of the meeting for all resource committee members to read
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the Principal)
- Minutes of these meetings will be shared with the committee via GovernorHub
- The agenda for the next ordinary meeting of the resources committee will be circulated and presented at that meeting by the chair (or in his/her absence another member of the committee)
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are trustees e.g. 3

Financial Policy and Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Principal and other nominated staff
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy
- To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government within the constraints of available information
- To draft and propose to the trust board for adoption an annual school budget taking into account the priorities of the School Development Plan
- To make decisions in respect of service level agreements
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Principal

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- To receive at least termly budget monitoring reports from the School Business Manager
- To report back to each meeting of the full trust board and to alert them of potential problems or significant anomalies at an early date
- To meet with other committees and provide them with the information they need to perform their duties
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
- Academies:
  - To prepare the Trustees Report to form part of the Statutory Accounts of the trust board and for filing in accordance with Companies Act requirements
  - To receive auditors' reports and to recommend the trust board action as appropriate in response to audit findings
  - To recommend to the Members the appointment or reappointment of the auditors

Premises

- To provide support and guidance for the trust board and the Principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues

- To inform the trust board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the trust board
- To arrange professional surveys and emergency work as necessary
  - *The Principal is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Principal would normally be expected to consult the committee chair at the earliest opportunity*
- To create a project committee where necessary to oversee any major developments
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy
- To ensure that the trust board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school
- To establish a Pay Policy for all categories of staff
- To be responsible for the administration and review of the Pay Policy
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the trust board for approval
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the trust board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary
- In consultation with staff, to oversee any process leading to staff reductions
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training

Date approved by the Trust Board:	**Date adopted by the Resources Committee:**
September 2026	September 2026