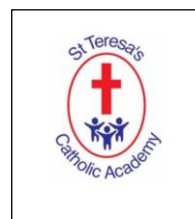
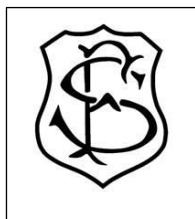




Terms of Reference

The Governing Board of St Francis Catholic Primary School



Terms of Reference

Introduction

Strategy

The Board of Directors of Frassati Academy Trust is responsible for strategy. They set the vision, ethos and strategic direction. They determine the policy and procedures of the academies. They hold the Head Teachers to account for the educational performance of the academies they lead. They monitor the use of the academies' budgets. They monitor, evaluate and review the strategic framework that underpins the running of the academies.

The Board of Directors provides for the strategic running of the academies by establishing core committees, devolving responsibilities and delegating tasks to those committees to undertake the key strategic functions required for running all the academies in a collaborative manner. The core committees focus on decision making in relation to strategy, policy and procedures to be implemented across all the academies.

The core committees are:

- BC1 Audit Risk and Resources.
- BC2 Quality Provision and Standards Committee
- BC3 Remuneration and People Committee

Advisory/Implementation Group

The Board of Directors will establish a Committee of Headteachers. The Headteachers form the professional advisory Board to provide advice, guidance and support on the Directors' strategic framework, working with the core committees of the Directors. The Board, mainly but not exclusively through its core committees, will seek advice from and delegate tasks to the Committee of Head Teachers and ensure that effective approaches are used to deliver the Directors' strategy and policy across all the academies.

Operational

The Board of Directors must establish a Local Board of Governors for each academy, which provides for the operational running of each academy, drawing on local representation rooted within the academy's staff, parental, parish and neighbourhood communities.

The Local Governing Board will: oversee the implementation of the Directors' strategy, policy and procedures; monitor the effectiveness of the management in running the academy in accordance with the Directors' strategy, policy and procedures; and report on the impact of the Directors' strategic framework on the quality of provision, performance and standards of the academy.

Overall purpose of the Local Board of Governors:

- Provide the assurance that the strategy and policies of the Board of Directors' are implemented at a local level in the academy.
- Provide a strong monitoring, evaluation and reporting framework, so the education provided by the academy meets the needs of children in its care.
- Enable the academy to be accountable for building a strong, Catholic collaborative learning community, **rooted in the teachings of Christ and his Church and the values of the Gospel**, by ensuring the academies form good relationships and effective communication with all stakeholders that benefit the children's learning, formation, attainment and progress.
- Make recommendations to the Board of Directors and to other Local Governing Boards as necessary and appropriate.

Membership

- The membership is defined in the 'Instrument of Governance'
- The table at the back details the numbers, names and status of each member of the Local Governing Board.

Quorum

- The Scheme of Delegation states, the quorum for a meeting of the Academy Committee, and any vote on any matter thereat, shall be any one half (rounded up to a whole number) of the total number of Academy Representatives holding office at the date of the meeting.

- The Local Governing Board may act notwithstanding any vacancies on its board, but, if the numbers of persons serving is less than three, the continuing persons may act only for the purpose of filling vacancies.

The Chair and Vice Chair of the Committee

- The Scheme of Delegation states that the Academy Link Director to the Local Board of Governors shall each school year, at their first meeting in that year, elect a chairman and a vice-chairman. The chairman's position shall always be held by an **Academy Foundation Governor**. The Head Teacher of the academy is not eligible to stand for election as chairman or vice-chairman.

Chair of Local Governing Board:

- **Jason Elwell**

Vice chair of Local Governing Board

- **Clare O'Donnell**

Clerk

- **Caroline Veasey**
- Appointed by the Board of Directors
- In the absence of the clerk, the Local Governing Board may choose one of its members or another person to clerk the meeting. The Head Teachers do not clerk any meetings of the Board of Directors or any of its Local Governing Board

Meeting dates for the academic year

- Posted on Governor Hub calendar

Date of review

- Annually: **July 2024**

Agreed at the meeting of the Board of Directors

- Date: 22nd September 2022

Signed (Chair of the Board of Directors)

- Signature: Chair of LGB Jason Elwell

Meetings

- Meetings will be conducted in accordance with the Board of Directors' Code of Practice.

Level of delegated authority (as detailed in following pages)

R = the LGB has the delegated authority to make a recommendation to a meeting of the Board of Directors for them to make a decision.

D = the LGB has the delegated authority to take a decision and report it to the Board of Directors, as recorded in the minutes of the LGB meeting.

The Directors shall delegate functions to the Academy Committee that relate to:

Function:	
• The Catholic life.	D
• The day-to-day life of the academy; the health and safety arrangements; the implementation of the academy's curriculum plans; the arrangements for teaching and learning.	D
• The culture and traditions of the academy as a unique community with a specific school, parish, community and locality, identity and history	D
• Communication and the appropriate formation of relationships with parents of pupils attending the academy to work with and support them in their role as primary educators of their children.	D
• Engagement with the parish priest and local Church and parish community to work with and support them as they contribute to the religious, spiritual, moral, social and cultural formation of the pupils in the school.	D
• Relationships with other local schools, agencies and businesses, as well as the wider neighbourhood community that enhances the quality of education provided by the academy for its pupils.	D
• Providing evaluative feedback and supporting evidence to the Directors on the impact and effectiveness of both the trust's and the academy's collective and individual: aims and objectives; policies; targets; and plans	D

- The responsibility for managing the academy's budget allocation and carrying out any tasks listed in the Scheme of Delegation in accordance with the policies of the Directors.
- In acknowledgement of the receipt by the Trust, funds in relation to the Academy, provided by the Secretary of State, donated to the and generated from the activities of the Trust, the

Directors delegate to the Local Governing Board the responsibility to manage and expend all monies received on account of the Academy for the purposes of the Academy less an amount to be determined each year by the Directors acting reasonably in order to benefit all the academies working collaboratively.

- The accounts of the Trust shall be the responsibility of the Directors but the Local Governing Board shall provide such information about the finances of the Academy as often and in such format as the Directors shall reasonably require. Without prejudice to the above, the Local Governing Board shall provide monthly management accounts to the Directors.
- The Local Governing Board shall ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook are observed at all times as well as any requirements and recommendations of the Directors and the Secretary of State.
- The Local Governing Board shall inform the Directors and the Founder Member of any need for significant unplanned expenditure and will discuss with the Directors (and others as the Directors shall require) options for identifying available funding.
- The Local Governing Board shall develop appropriate risk management strategies and shall at all times adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the Academy.
- Both the Trust and the Local Governing Board acknowledge that neither the Diocesan Bishop nor the Diocesan Trustees have any financial responsibility for the Company or the Academy in any situation and that the Founder Member's financial responsibilities are as set out in the Articles.

Function:	
• The responsibility for maintaining the buildings and premises of the academy and any tasks listed in the Scheme of Delegation in accordance with the policies of the Directors.	D
• Subject to and without prejudice to clause 7.4 [on insurances], the maintenance of the buildings and facilities used in respect of the Academy is the responsibility of the Local Governing Board, who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Trust (and/or any others) as tenant to the owners of such buildings and facilities.	

- The Local Governing Board shall in conjunction with the Directors develop a 5 year estate management strategy to be submitted to the Trustees for their approval that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet the Local Governing Board's responsibility to ensure the buildings and facilities are maintained to a good standard.
- The responsibility for any disposals or acquisitions of land to be used by the Academy will be that of the Trust subject always to the approval of the Trustees and in accordance with the Master Funding Agreement.

Function:	
• The responsibility for using all reasonable endeavours to ensure none of the terms of any insurance policies are breached; in the event there may be a breach or a claim the Local Governing Board must inform the Directors as stated in the Scheme of Delegation	D
• The responsibility for the process to appoint staff other than the Headteacher and Deputy/Assistant Head, in accordance with the policies, terms and conditions, contracts	D
• The responsibility for the management of all staff employed at the academy and any tasks or requirements as listed in the Scheme of Delegation, including putting in place procedures for the performance management, professional and personal development of staff, including the Headteacher, of the academy, in accordance with the policies of the Board of Directors.	D
• The responsibility to do all such things as the Directors may specify as being necessary to ensure that the academy company is meeting its legal obligations in accordance with the policies of the Board of Directors (see 8 'Operational Matters' in the Scheme of Delegation).	D

- The Local Governing Board shall comply with the obligations set out in the scheme of delegation which deals with the day to day operation of the Local Governing Board.
- The Local Governing Board will comply with all policies of the Trust and the Diocesan Bishop and with any amendments or additions to those Policies and with any additional policies communicated to the Local Governing Board from time to time (which once communicated shall become one of the Policies. These can be found at [https://www.frassati-cat.com\[policies](https://www.frassati-cat.com[policies)

- All the Academy Directors and Governors have a duty to act with integrity, objectivity and honesty in the best interests of the Trust and the Academy and shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.
- The Local Governing Board shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Directors may require from time to time.
- The Local Governing Board shall submit to any inspections by the Directors and any inspections pursuant to section 48 of the Education Act 2005 and any additional canonical inspections and visitations of any person appointed by the Directors in consultation with the Diocesan Bishop for the purpose of ensuring that the Academy is being conducted in accordance with canon law and is following the practices and teachings of the Catholic Church and in order to allow the Diocesan Bishop to assess how well the Academy is being managed in light of the additional responsibilities and expectations of Catholic schools which are academies.
- The Local Governing Board shall work closely with and shall promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve the unfettered right to review or remove any power or responsibility conferred on the Local Governing Board under this Scheme in such circumstances.

Function:	
• The responsibility to carry out any other tasks delegated by the Board of Directors or provide any information requested by the Board or any of its core committees.	D
• The responsibility to ensure the academy is implementing the Board of Directors' policy, is performing well and achieving high standards, and deal with any operational matters regarding the academy's practice in relation to: - The Catholic life of the school; - The effective delivery of the curriculum; - The management of assessment and target setting;	D

The effectiveness of teaching and learning;

Monitoring national assessments, examination and test results, Ofsted data dashboard, and the academy's tracking data on pupil attainment and progress;

Monitoring the academy's implementation of the Directors' policies on SEND, inclusion, pupil behaviour and discipline, attendance, exclusions, child protection, safeguarding and Pupil Premium;

Preparation for/ engagement in Section 5, 8 and Section 48;

Working with parents to improve children's learning, attainment and progress;

Administration of the Directors' Admissions Policy/ appeals;

Monitoring the academy's website;

The management of the Directors' Complaints Policy/appeals;

Self-evaluation of the academy;

Monitoring the academy's improvement plan;

Monitoring their own effectiveness as a Local Governing Board

Acting in accordance with the Board of Directors' Code of Practice;

Holding the Headteacher to account in a relationship of challenge and support.

Membership:

Name	Status	Appointed
Fr Kevin Bidgood	Foundation	20/01/2021
Jason Elwell	Foundation	19/06/2020
Paul Griffin	Foundation	21/10/2022
Omar Dobouny	Foundation	16/02/2023
Julia Gurney	Staff	16/09/2022
Claire O'Donnell	Parent	01/01/2020
Stefanie Bradley	Foundation	11/08/2023
Rhona Miccoli	Head Teacher	01/01/2019
Sarah Farrell	Ex-Officio	01/09/2010
Lynne Ringshaw	Ex-Officio	01/09/2018
Caroline Veasey	Clerk	01/04/2023
Vacancy	Parent	
Vacancy	Foundation	