



The Diocese of Chelmsford

Vine Schools Trust

Local Board/Local Governing Body

Terms of Reference

This policy is a mandatory policy for all Vine Academies and must be implemented with no amendments.

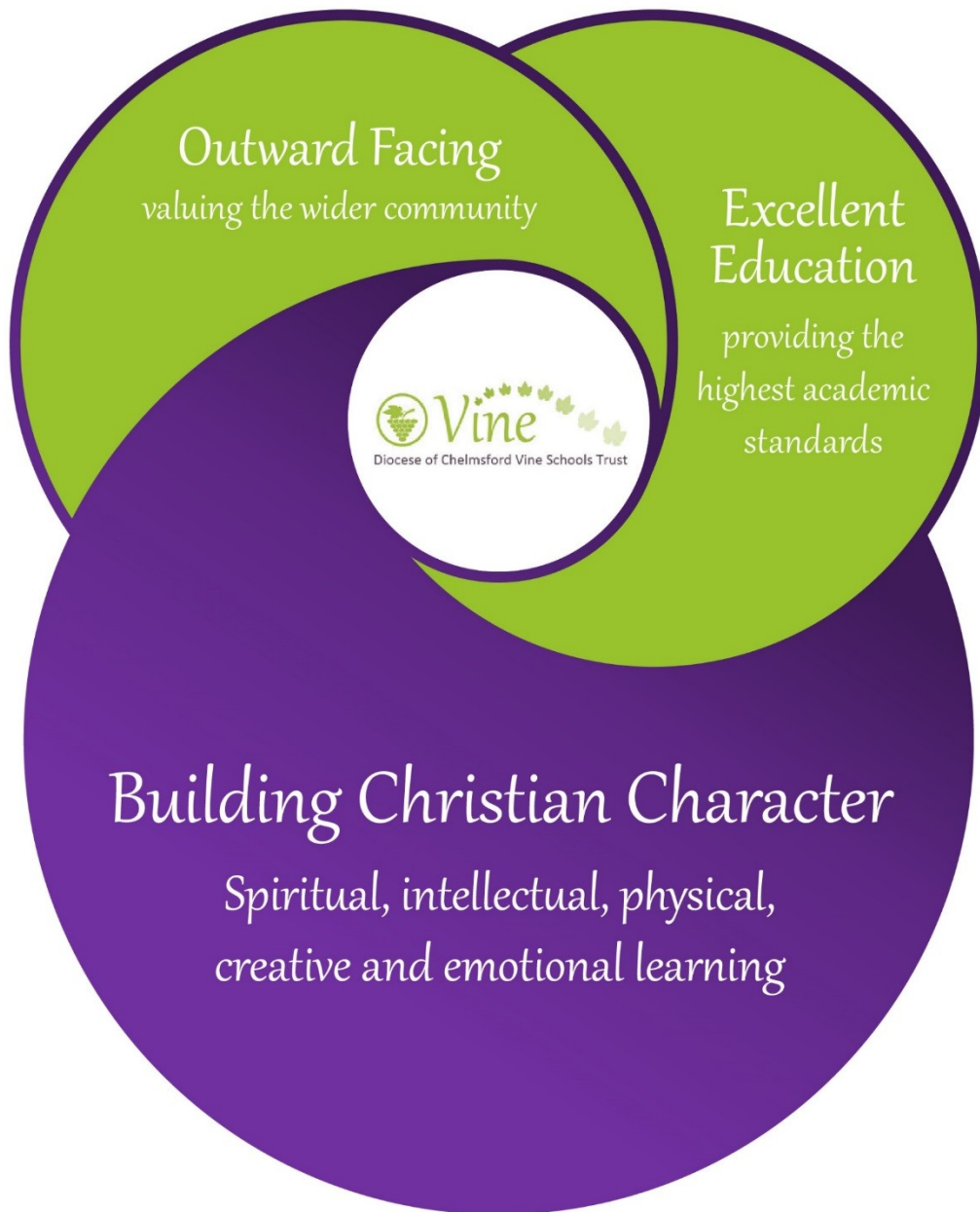
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Our Vision and Values



1. General Guidance

- 1.1 The Diocese of Chelmsford Vine Schools Trust Board of Directors are the Body of Governance for all academies within the Diocese of Chelmsford Vine Schools Trust.
- 1.2 Responsibility but not accountability for the day to day running of academies is delegated to Local Boards or Local Governing Bodies through the Scheme of Delegation.
- 1.3 The Scheme of Delegation must be signed annually by the Chair of the Local Board/Local Governing Body.
- 1.4 Detail of the delegated responsibility can be found in the Scheme of Delegation.
- 1.5 Each Local Board/Local Governing Body must have a chair and a clerk. The Chair is appointed by the Vine Trust Board. The Executive Headteacher/Headteacher cannot be the chair or clerk. However, it is possible for another local governor to act as clerk in an emergency situation where the appointed clerk is not available.
- 1.6 The membership of the Local Board/Local Governing Body is set out in the scheme of delegation. It is possible to co-opt members as long as the scheme of delegation is followed and provided that a majority of members of the Local Board/Local Governing Body are local governors.
- 1.7 Even if they are not a member, the Executive Headteacher/Headteacher is expected to attend all Local Board/Local Governing Body meetings in full. (Exceptions are set out in the Pecuniary and Business Interests Policy)
- 1.8 Local Governors must complete a skills assessment when joining a Local Board/Local Governing Body and then annually.

2. Quorum

- 2.1 For Local Board/Local Governing Body meetings, the quorum is one half of the numbers of the Local Board/Local Governing Body rounded up which must not be less than three.

3. Meetings

- 3.1 Local Board/Local Governing Body shall meet at least six times a year, once every half term.
- 3.2 Meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a Local Board/Local Governing Body meeting where appropriate.
- 3.3 Information relating to a named person or any other matter that the Local Board/Local Governing Body considers confidential does not have to be made available for inspection.
- 3.4 In the absence of the chair, the procedure set out in the Scheme of Delegation 7.8 and 7.9 shall be followed.

7.8 Where the chairman is absent from any meeting or there is at the time a vacancy in the office of the chairman, the vice-chairman shall act as the chair for the purposes of the meeting.

7.9 Where in the circumstances referred to in paragraph 7.8 the vice-chairman is also absent from the meeting or there is at the time a vacancy in the office of vice chairman, the members of the LB/LGB shall elect one of their number to act as a chairman for the purposes of that meeting, provided that the person elected shall neither be a person who is employed by the Trust whether or not by the Academy nor a Director.

- 3.5 In the absence of the clerk the Local Board/Local Governing Body shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- 3.6 The draft minutes of each meeting will be circulated within two school weeks of the meeting with an expectation that action points are followed up.

- 3.7 The minutes and agenda of the Local Board/Local Governing Body meeting and will be presented by the chair.
- 3.8 Any decisions taken must be determined by a simple majority of votes of Local Board/Local Governing Body members present and voting – but no vote can be taken unless a majority of those present are governors.
- 3.9 The Chair will have a casting vote on an equality of votes.

4. Duties

- 4.1 The Scheme of Delegation provides a list of the delegated responsibilities of the Local Board/Local Governing Body.
- 4.2 General Duties include but are not limited to:
 - 4.2.1 Implement the Scheme of Delegation.
 - 4.2.2 Contribute to the Academy Priority Plan.
 - 4.2.3 Contribute to the Academy Self Evaluation.
 - 4.2.4 To consider safeguarding and equalities matters and receive an annual written report on Safeguarding from the Safeguarding Governor and Executive Headteacher/Headteacher.
 - 4.2.5 To monitor the school's publicity, public presentation and relationships with the wider community.
 - 4.2.6 To identify and celebrate pupil achievements.
 - 4.2.7 To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
 - 4.2.8 To ensure all statutory requirements for reporting and publishing information are met and the academy website content is fully compliant and presented in an accessible way.
 - 4.2.9 To consider recommendations from external reviews of the school (e.g. Ofsted or Vine Improvement Consultants), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
 - 4.2.10 To ensure that all children have equal opportunities.
- 4.3 Finance Duties include but are not limited to:
 - 4.3.1 Comply with the principles of financial control outlined in the [Academies Financial Handbook](#) (AFH) published by the Department for Education (DfE).
 - 4.3.2 Implement the Vine Financial Regulations Policy and adhere to the Vine Scheme of Financial delegation.
 - 4.3.3 To review, adopt and monitor the academy income and expenditure, monthly, against the annual academy budget, providing information to the Vine Trust Board as necessary, alerting them to potential problems or significant anomalies at an early date.
 - 4.3.4 Receive monthly budget reports from the Academy Finance Officer.
 - 4.3.5 To review, adopt and monitor all additional Vine financial policies which can be found on the Vine Website.
 - 4.3.6 Maintain a Financial Plan as set out in section 5 of the Vine Financial Regulations Policy
 - 4.3.7 Notify the Vine Chief Financial Officer immediately of financial concerns/vulnerabilities.
 - 4.3.8 To draft and propose to the Vine Trust Board an annual academy budget.
 - 4.3.9 To ensure that sufficient funds are set aside for pay increments as set out in the Vine Pay Policy and as recommended by the executive headteacher/headteacher.
 - 4.3.10 To receive internal and external auditors' reports, taking any action as appropriate in response to audit findings.
- 4.4 Premises Duties include but are not limited to:
 - 4.4.1 To provide support and guidance to the executive headteacher/headteacher on all matters relating to the Health and Safety, maintenance and development of the premises and grounds

- 4.4.2 To receive the Vine annual inspection of the premises and grounds, implementing a plan to address any issues.
- 4.4.3 To communicate to the Vine COO any professional surveys and emergency work they deem necessary. - The executive headteacher/headteacher is authorised to commit expenditure, in consultation with the COO in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff.
- 4.4.4 To establish and keep under review an Accessibility Plan and a Building Development Plan
- 4.4.5 To adopt and monitor the Vine Health and Safety policy.
- 4.4.6 To ensure that responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- 4.5 Staffing Duties include but are not limited to:
 - 4.5.1 To ensure that the academy is staffed sufficiently for the fulfilment of the Academy Priority Plan and the effective operation of the academy.
 - 4.5.2 To oversee the operation of the Vine Performance Management Policy with the exception of the arrangements and operation of the performance management procedures for the Executive Headteacher/Headteacher.
 - 4.5.3 To implement the Vine Pay Policy.
 - 4.5.4 To ensure that staffing procedures follow Vine Policy and equalities legislation.
 - 4.5.5 To implement Vine procedures for dealing with staff discipline and grievances.
 - 4.5.6 To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
 - 4.5.7 To follow Vine staff selection policies, implementing safer recruitment practice.
 - 4.5.8 In consultation with the CEO and staff, to oversee any process leading to staff reductions.
- 4.6 Risk Duties include but are not limited to:
 - 4.6.1 Ensure that the Risk Register is review at least termly with every section being considered at least annually.
 - 4.6.2 Submit the Risk Register to the Vine Central Team at least termly.
 - 4.6.3 Report any additional risk to the Vine Trust Board.
- 4.7 Academic Duties include but are not limited to:
 - 4.7.1 To review, monitor and evaluate the academy curriculum.
 - 4.7.2 To approve the Self-Evaluation Form - Academy Priority Plan – and Targets in Vine approved formats.
 - 4.7.3 To develop and review policies identified within the academy’s policy review programme and in accordance with the delegated powers set out in the Scheme of Delegation.
 - 4.7.4 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 headteacher/SENCO and an annual report from the SEN Local Governor.
 - 4.7.5 To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
 - 4.7.6 To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
 - 4.7.7 To monitor and evaluate the impact of continuing professional development on improving staff performance.
 - 4.7.8 To set priorities for improvement, and monitor and evaluate the impact of improvement plans.
 - 4.7.9 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.

4.7.10 To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.