

The Axholme Academy Governing Board Meetings

Terms of Reference

Membership

- The Governing Board (GB) will determine the membership, proceedings and terms of reference of its meeting structures and will review these annually.
- Each meeting will be clerked by a professional clerk supplied by the North Lincolnshire Governor Services as part of the paid Clerking Service.
- The meetings are chaired by the Chair of Governors or Vice Chair or delegate.
- All governors are invited to attend all meetings.
- Governor Panels or 'Task and Finish' groups will be established to address specific issues as required.

Quorum

- A minimum of three governor members for each meeting/panel.

Meetings

- Six GB meetings will take place annually; each half term
- A Governance Workplan will be agreed at the start of each school year and will be used as the basis for meeting agendas
- The meeting structure and content is complementary to the Link Governor structures aligning Governors to the School Improvement Priorities, Safeguarding, Special Educational Needs, and Looked After and Previously Looked After Children. It also aligns to the role of the Finance Responsible Officer.
- GB meetings will not be open to the public, but minutes made available on request highlighted via the Academy's website.
- Information relating to a named person or any other matter that the meeting considers confidential does not have to be made available for inspection.
- In the absence of the Chair and Vice-Chair, the meeting members shall choose an acting chair for that meeting from among their number.
- In the absence of the Clerk the meeting will be rescheduled, or the Chair will seek a volunteer from among their number (someone who is not the Principal).
- The agenda for each meeting and associated papers will be distributed and made available via Google Drive at least 10 working days prior to the meeting date.
- The minutes of the meeting will be circulated and made available via Google Drive no more than 20 working days after the date of the meeting. Agreed actions will be published no more than 5 working days after the date of the meeting.
- Any decisions taken must be determined by a majority of votes of Governors present and voting – but no vote can be taken unless a majority of those present are governors.
- The Appointments, Complaints, Personnel, Personnel Appeals and Student Discipline Panels will be established as needed.

Governing Board Meeting Terms of Reference

Core Functions

The Governance Handbook sets out the three core functions as:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

Department for Education (2017:09)

In meeting these core functions, the Governing Board will:

- consider safeguarding and equalities implications when undertaking any governance work
- contribute to the School Self-Evaluation and, School Improvement Priorities and Planning
- monitor and evaluate rates of progress and standards of achievement by students, including any underachieving groups
- review and approve agreed policies in line with the Academy's Policy Schedule, delegating the review and development of policies to the Principal as appropriate
- monitor how the Pupil Premium is utilised and evaluate the impact of the interventions on closing the gap
- 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
- consider recommendations from external reviews of the school (e.g. Ofsted or school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan
- monitor the content of the Academy's website information to ensure it conforms with statutory requirements
- adopt a sustainability agenda in how we build and run our premises
- establish and keep under review an Accessibility Plan
- oversee the operation of the Academy's Appraisal Policy including the arrangements and operation of the school's appraisal procedures for the Principal
- establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the Local Authority regarding future years' budgets, within the constraints of available information
- audit financial records in accordance with the Academies Financial Handbook
- monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- contribute to and approve the Trustees Report to form part of the Statutory Accounts of the Governing Board and for filing in accordance with Companies Act requirements
- receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.

Risk Review Committee Meeting Terms of Reference

- Made-up of the Principal, Chair, plus other available/nominated Governors
- Critically review the Academy's Risk Register, updating the risk ratings and mitigating actions, taking account of current and future challenges
- Present the top five risk to full Governing Board meeting, making the full risk register available to all Governors
- Meet and review at least twice per year.

Audit Committee Meeting Terms of Reference

- Made-up of Nichola Shaw (Vice Chair), Dean Southam (Responsible Officer) and one other Governor.
- Audit Committee to not include any staff members.
- Linked to risk review as financial risks addressed
 - responsibility for monitoring the adequacy and effectiveness of the Academy's systems of internal control and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
 - advising the Board on the appointment, re-appointment, dismissal and remuneration of the External Auditors
 - setting the scope and objectives of the work of the Responsible Officer and monitor this activity
 - monitoring the Academy's risk management plan and advising the Board on its adequacy and effectiveness
 - meeting with the External Auditors to review the annual report including any control and governance processes and any significant matters arising from the work, recommending the annual financial statements to the Board for approval (at the AGM)
 - monitoring and advising the Board on any alleged fraud and irregularity in the Academy's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
- Meet at the start of the year to set the objectives for the RO, meet with External Auditors prior to AGM (Nov), meet following the Risk Review (autumn 2nd half term, summer 1st half term).

Personnel Panel Terms of Reference

- Chair of Governors to nominate 3 Governors
- Chair to be appointed by the committee
- Academy Administrator to Clerk or if applicable a representative from the Local Authority
- To deal with:
 - pay/grading
 - redeployment/redundancy
 - discipline matters
 - fixed term contracts
 - to act as an initial hearing
- NOTE 1: In the event the hearing has resulted from a complaint, any Governor party to the original complaint must not take part in the proceedings.
- NOTE 2: Staff governors should not take part.

Personnel Appeals Panel Terms of Reference

- Chair of Governors to nominate 3 Governors who have not been involved in an initial hearing
- Chair to be appointed at the meeting
- Academy Administrator to Clerk or if applicable a representative from the Local Authority
- To deal with appeals on a range of issues to include:
 - pay/grading
 - redeployment/redundancy
 - grievances
 - collective disputes
 - disciplinary issues
 - fixed term contracts
 - teacher appraisal
- NOTE 1: In the event the hearing has resulted from a complaint, any Governor party to the original complaint must not take part in the proceedings.
- NOTE 2: The Principal's appraisers will not be eligible to serve on this committee if the business to be considered is an appeal against his/her objectives.
- NOTE 3: Staff governors should not take part.

Student Discipline Panel Terms of Reference

- Chair to nominate 3 Governors; Staff Governors or other Governors with a connection to the student or have prior knowledge of the incident(s) leading to the exclusion will not be permitted to serve on this committee
- Chair of Governors will chair the meeting (otherwise to appoint a chair at the meeting)
- Local Authority Clerk used for permanent exclusions and Academy Administration used for fixed term exclusions
- To hear all student exclusions in accordance with legislation, Department for Education guidance and timeframes, and the Academy's Behaviour and Rewards Policy when conducting statutory exclusion hearings.

Governors Behaviour Review Panel Terms of Reference

- Chaired by a member of the Governing Board, where 2-3 Governors (Christian Burke, Dawn Da Costa and Natalie Harrison (not staff members)) are required for each meeting
- Scheduled to meet each ½ term, but only convenes when necessary with 1 weeks' notice
- Meets with a student, parents, pastoral team members and a senior leader to discuss a pattern of behaviour rather than an individual incident
- Students are referred during ½ termly Pastoral Case Study Review meetings or if they have been placed on their 4th red report in a given academic year. Persistent failure to attend after school detentions and persistent unacceptable behaviour are also referred to the Behaviour Panel.

Persistent failure to attend after school detentions

Students who persistently fail to attend an after school detention will escalate through the following stages:

- 2 after school detentions missed = Form Tutor meeting and letter to parents/carers
- 4 after school detentions missed = HoY meeting with student and parents/carers
- 6 after school detentions missed = Senior Leader meeting with student and parents/carers
- 8 after school detentions missed = Governors Behaviour Review Panel meeting with child, parent/carer and academy staff

Persistent Unacceptable Behaviour

Students accumulating significant numbers of behaviour points in an academic year without escalating to a Red Report or Fixed Term Exclusion receive the following:

- 50 negative points = Prefect meeting and letter to parents/carers
- 100 negative points = Form Tutor meeting and letter to parents/carers
- 150 negative points = HoY and SENDCO meeting with student and parents/carers
- 200 negative points = Senior Leader meeting with HoY, student and parents/carers
- 250 negative points = Governors Behaviour Review Panel meeting with child, parent/carer and academy staff

- Meeting outcomes are recorded, distributed to all in attendance and held on a students' file
- The purpose of the panel meeting is to:
 - Clarify the reason why the student has been referred to the panel (with or without the student in the room)
 - Provide an overview of the behaviour concerns using appropriate examples

- Explain why this type of behaviour is not acceptable at the academy
- Seek the student's view
- Seek the parents' view
- Reinforce Academy expectations
- Agree next steps.