

FULSTON MANOR ACADEMIES TRUST (“the Trust”)

TERMS OF REFERENCE FOR FULSTON MANOR and SOUTH AVENUE Local Governing Bodies

EFFECTIVE DATE [01.09.14]

REVIEW DATE [September 2018]

Responsibility / Delegated Authority	Assessment
Ethos and vision	
The LGB will support the actions of the Strategic Board in developing and sustaining a clear educational vision, ethos and direction for the Trust, which promotes learning and the moral, social and cultural development of pupils, and assisting with the communication of this vision within the Academy’s community in order to reinforce the collective vision and prioritising collaborative working where possible.	
The LGB will support the Strategic Board in the formulation of policies and practices which reinforce the Trust’s overall vision and aims as well as recognise the uniqueness of the Academy and the contribution it makes to the collective and to the community.	
Compliance and Leadership	
The LGB shall meet at least once a Kent term and shall take the lead in the development of a Strategic plan for the Academy which is consistent with the Trust’s overall strategic objectives and which identifies appropriate priorities for the Academy, targets for improvement and specific actions to be taken.	
The LGB will advise and report to the Strategic Board on the implementation of the strategic plan, identifying any financial, educational and organisational threats and weaknesses as well as opportunities for growth and improvement.	
The LGB will encourage and facilitate the coming forward of individuals who can serve on a full governing body, supporting the training of governors and leaders as appropriate and ensuring there is sufficient diversity of skills, appropriate experience and capacity to provide meaningful support to the Strategic Board and the Academy’s leadership team.	
The LGB will have regard to the public sector equality duty in the performance of any duty.	
The LGB will act in accordance with the terms of the Master and Supplemental Funding Agreements, the Trust’s Articles of Association and Academy Financial Handbook in effect from time to time in the performance of any duty.	

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The LGB will ensure that at all times the Academy is meeting any legal requirements and duties.	
Finance and Risk Management	
The LGB will ensure that at all times any funds delegated to the Academy or otherwise held on behalf of the Academy are safeguarded, having regard to the duty of the Strategic Board as trustees of charitable assets and as recipients of public money.	
The LGB will monitor, review and control the budget, expenditure and income of the Academy, acknowledging any amounts to be set aside for central costs and reserves, contributing to any discussions initiated either by the Trust LGB or the executive team in relation to the budget of the whole Trust and the appropriate use of all funds available to the Trust.	
The LGB will advise and support the systems of financial and risk reporting in respect of the Academy to the Strategic Board, reporting as required (including to any internal audit committee or to the external auditors).	
The LGB will implement any Trust policy for the approval and signing of contracts, ensuring all contracts to be entered into by the Trust in respect of the Academy are appropriate, have been authorised (or are within delegated authority) and do not expose either the Trust or the Academy to undue risk.	
Curriculum and Standards	
<p>The LGB will advise the Strategic Board on the development of a curriculum which meets the Academy's specific needs and has regard to:</p> <ul style="list-style-type: none"> ▪ any nationally recognised curriculum ▪ the obligation to provide religious education, sex education and physical education • special educational needs • national testing and attainment targets, and • any teaching objectives and priorities adopted by the Strategic Board for all Academies. 	
The LGB will advise and report to the Strategic Board on the targets for relevant Key Stages in the Academy and support the leadership team in the Academy on action to be taken to maximise attainment and pupil progress and, whilst doing so, advise on the transition by pupils from one key stage to the next, supporting the development of a personalised learning plan for each pupil. In this context the LGB will monitor closely the progress made by Pupil Premium students and other vulnerable groups, ensuring that	

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additional funding is used appropriately in securing improved standards.	
The LGB will ensure that regular reviews of the standards of teaching and learning in the Academy are carried out and agree with the leadership team specific action to be taken to address areas of weakness, facilitating the sharing of best practice and the development of a training programme for staff which draws on the strengths of the Academy and secures additional resources which meet needs.	
Pupil Behaviour and Attendance	
The LGB will formulate and implement a pupil behaviour policy in accordance with guidance produced by the Department for Education and as advised by the Strategic Board.	
Staff Recruitment	
In conjunction with the Strategic Board (but having regard to the advice of the Academy's leadership team), the LGB will develop a staffing structure for the Academy, identifying the number of staff required to be employed at the Academy, the levels of the posts and the role responsibilities of all staff employed and supporting, where appropriate, the sharing of resources between the Academies.	
The LGB will ensure the implementation of the HR policies adopted by the Strategic Board.	
Having regard to any advice of the Trust's executive team and as appropriate on the instruction of the Strategic Board, appoint all staff to work in the Academy, excluding the Headteacher, establishing an appointments committee in respect of any key Strategic appointment which includes representatives of the executive team and the Strategic Board (the latter as deemed appropriate).	
Staff Appraisal and Performance Management	
The LGB will evaluate the standards of teaching and learning in the Academy and ensure that proper standards of professional performance are established and maintained.	
The LGB will implement any pay policy and performance management policy for all teaching and non-teaching staff who shall work in the Academy put in place by the Strategic Board, ensuring all affected staff of the Academy are consulted and kept informed as appropriate.	
The LGB will implement any written policy for the appraisal of all teaching and support staff who shall work in the Academy put in place by the Strategic Board, having regard to the Strategic objectives of the Academy's Strategic plan and ensuring all affected staff of the Academy are consulted as appropriate.	

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The LGB will carry out the performance management and appraisal of any deputies and other key Strategic appointments in the Academy, further supporting the Academy leadership team in the performance management of all other staff.	
The LGB will advise the Strategic Board on an appropriate programme for the training and professional development of all staff in the Academy, supporting and working with any Trust wide programme for the development of Principals and other key Strategic appointments.	
The LGB will implement any written policy for staff disciplinary and grievance procedures put in place by the Strategic Board and where appropriate advise and support the Academy's leadership team on the implementation of the same.	
The LGB will facilitate discussion with staff representative bodies, including the unions, at both Trust level and within the Academy.	
Premises And Resources	
The LGB will formulate, implement and keep under review a policy for health and safety at the Academy, having regard to any advice issued by the Strategic Board from time to time.	
The LGB will provide such advice and information as may be required to enable the Strategic Board to take out and review the level of insurance cover for the Academy and at the request of the Strategic Board undertake appropriate and regular risk assessments.	
The LGB will advise and report to the Strategic Board on any estate management strategy for the premises and facilities used by the Academy, identifying any planned maintenance and any need for substantial works to meet the Strategic aims of the Academy, including considering the availability of funding or the need to secure funding.	
No significant capital works will be undertaken or commissioned by the LGB without the express written consent of the Strategic Board.	
The LGB will ensure any works to the premises are carried out by appropriately qualified workmen, notifying the Trust's insurers as appropriate.	
The LGB will ensure any use of premises or facilities for community or income generating purposes are carried out in compliance with any policy issued by the Strategic Board in relation to such matters (including any prepared on the advice of the Trust's accountants) and keeping a separate account of any income received so that this can be identified separately in the Trust's accounts.	
Delegation	

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<p>The LGB may delegate any powers and responsibilities to the Headteacher of the Academy, subject to any requirements of the Strategic Board. The LGB will ensure any gradual transfer of responsibility to the Headteacher, the senior leadership team and/or the full governing body is done sensitively and carefully to minimise any risks to the delivery of the Academy's long term Strategic plan.</p>	