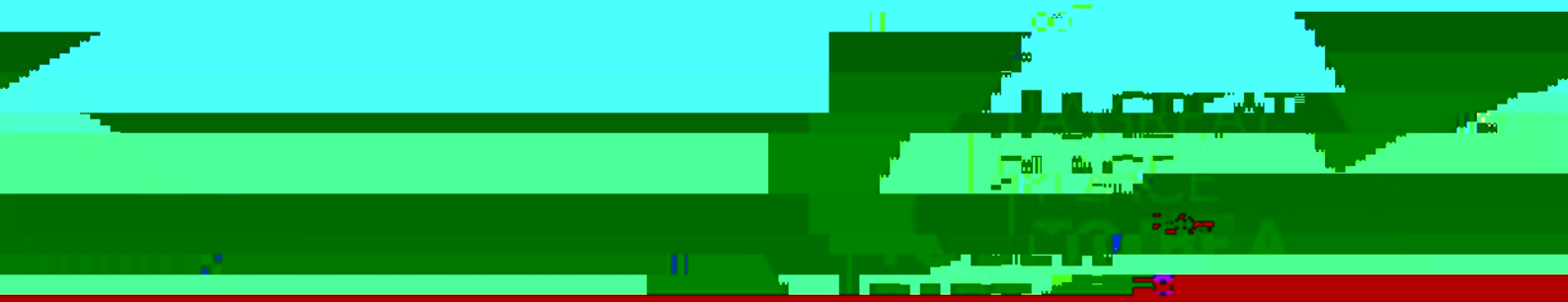
TERMS OF REFERENCE

2024-2025

Version Number: 02
Ratified by Trustees: 2nd October 2024
Next Review Date: 2nd October 2025
Link: Mr I Kirkham



Standards Committee

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Appraisal Committee

Version Number: 02

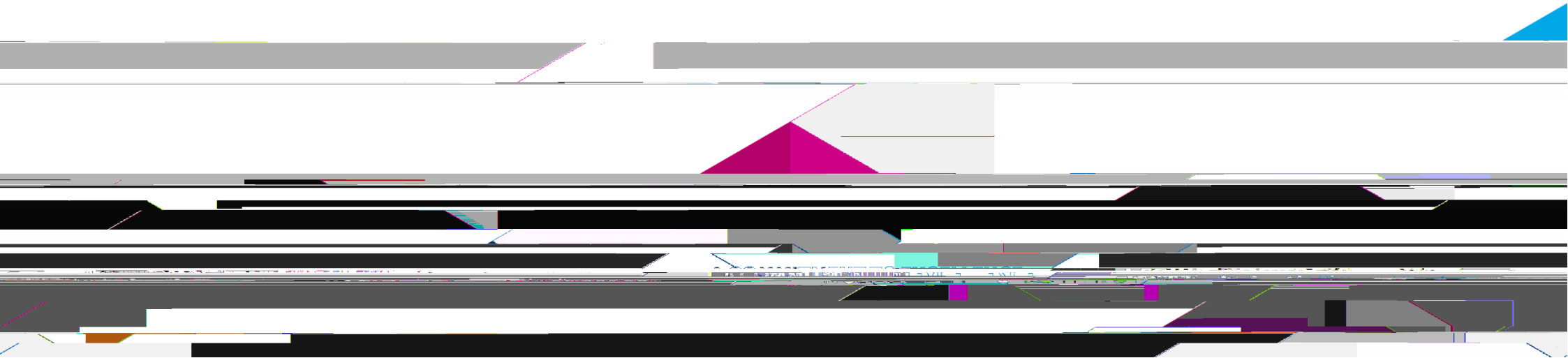
Ratified by Trustees: 2nd October 2024

Next Review Date: 2nd October 2025

Link: Mr I Kirkham

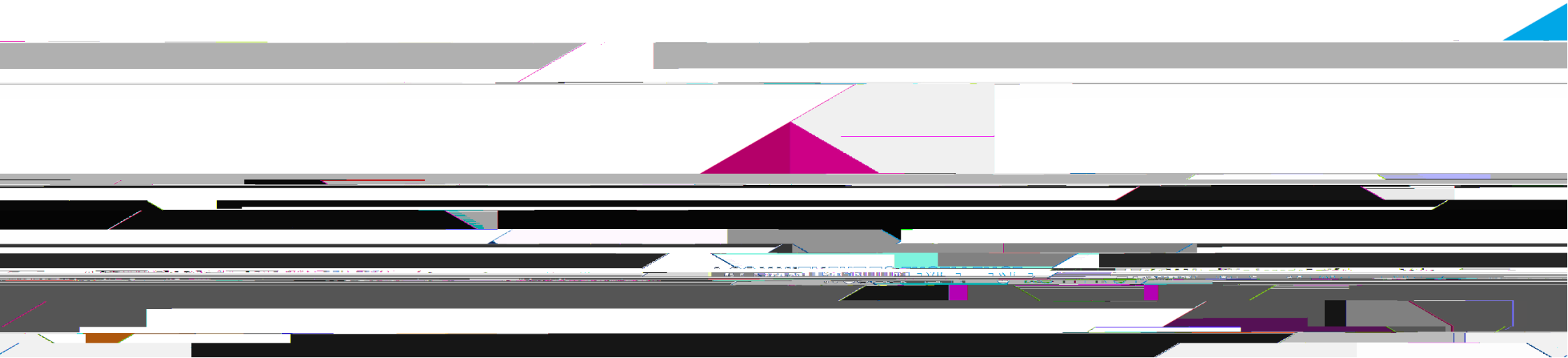
Governance - Organisational Delegated Authority Framework

A: Approves
I: Implements
M: Monitors



Finance - Organisational Delegated Authority Framework

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&C Committee	Appeals Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO



HR - Organisational Delegated Authority Framework

A: Approves
I: Implements
M: Monitors

A: Approves I: Implements M: Monitors R: Recommends	Members	Trust Board	A&C Committee	Appeals Committee	Pay Review Committee	Standards Committee	CEO	COO	CFO	ICT & Ops Director	HR Director	Executive Principal	LGC	Academy Principals	Head of School
	MAT												ACADEMY		
Value of other discretionary allowances							A				A, R				
Annual Pay Progression					A*		R*								

1 LOCAL GOVERNANCE

1.1 Wade Deacon Trust has established Local Governing Committee with delegated powers agreed within the Scheme of Delegation. All decisions made, therefore, must be in line with the agreed Scheme of Delegation.

1.2 Where a school/Academy joins the MAT with significant concerns including OFSTED gradings, the existing Governing Body may be replaced or supported through a

1.14.4.3 &RQWULEXWH WR WKH IRUPXODWLRQ RI WKH $ through the consideration of financial priorities and proposals, in consultation with the Principal, following the stated and agreed aims and objectives of the Academy.

1.14.4.4 Receive and agree the use of any allocated fund balances, ensuring the compatibility of all such proposals with the improvement priorities set out in the improvement plan.

1.14.4.5 Monitor and review expenditure and compliance within the overall financial plan for the Academy.

1.14.4.6 Agree an annual plan for the expenditure of Pupil Premium funding and monitor both actual spending and impact on student progress.

1.14.4.7 Receive and approve all tenders and quotes in line with scheme of delegation.

1.14.4.8 Implement the Trust approved staffing structure and establishment.

1.14.4.9 Appoint all staff except the Principal and Trust staff, in line with the Trust staffing model and Trust Safer Recruitment Policy.

1.14.4.10 Ensure the Academy has in place an appraisal process for all staff in line with the Trust policy and monitor the effectiveness of appraisal.

1.14.4.11 Review pay of all staff in line with the Trust policy (excluding the Principal).

1.14.4.12 Monitor and implement all Trust policies including disciplinary and grievance hearings and appeals.

1.14.4.13 Arrange for the preparation of termly reports, in line with approved templates, for presentation to the Trust.

1.15 LOCAL GOVERNING COMMITTEE - COMMITTEE PROTOCOLS

1.15.1 It is recommended that those LGCs who can demonstrate appropriate levels of control will have in place a Committee Structure. The terms of reference of each

1.15.3

1.15.3.1 Chair, Vice Chair and Chair of Committees will be elected on an annual basis in the autumn term. No governor employed at the Academy will act as Chair to a committee. In the absence of the Chair the committee will elect a temporary replacement from among the Governors present at the committee meeting.

1.15.3.2 A minimum of 50% of Governors will be in attendance either present or via video conference call for the meeting to be deemed a quorate.

1.15.3.3 The Trust will appoint (and fund) a clerk to support the Local Governing Committee and up to two core committees if a flat Governing Body structure is not in place.

1.15.3.4 The LGCand its committees will meet as often as is necessary to fulfil its responsibilities and at least once each term. Each panel shall meet as often as necessary to fulfil its responsibilities (The Pay Review panel will meet at least once in each Academic Year).

1.15.3.5 The clerk to the committee/panel will circulate the agenda for each meeting and papers normally at least a week before the committee meeting.

1.15.3.6 Attendance at each meeting, issues discussed and recommendations for decisions will be recorded.

1.15.3.7 The minutes of Committee and Panel meetings will be forwarded by the clerk of the Governing Body in sufficient time for its inclusion on the agenda and papers of the next meeting of the Local Governing Committee in order to ratify decisions and recommendations.

1.15.3.8 The chair of the Committee or Panel will be responsible for giving an RUDO VXPPDU\ RI WKH &RPPLWWHH¶V 3DQHO meetings of the Local Governing Committee.

1.15.3.9 Each Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not Governors.

1.15.3.10 A Governor can be invited to attend all core Committees if they wish but a balance of workload must be considered.

1.15.3.11 Governors who are members of Committees/Panels may vote at Committee meetings. Where necessary, the elected chairman of the Committee/Panel may have a second or casting vote.

ANNEX 1 ±Appoin tment and Remo val of Governors

1 Staff governors

1.1 The Trustees shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy and, where there are any contested posts, shall hold an election by a secret ballot.

1.2 All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Trustees. The Trustees may delegate the running of the election to the LGC

2 Parent governors

2.1 Parent governors of the LGCshall be elected by parents of registered pupils at the Academy. He or she must be a parent of, or have parental responsibility for, a pupil at the Academy at the time when he or she is elected.

2.2 The Trustees shall determine all other matters relating to, an election of the parent governors. The Trustees wov