



**Thomas's Academy Governing Body:  
Committee Structure, Terms of Reference and Schemes Of Delegation  
September 2022**

This document should be read in conjunction with the [Governing Body Annual Schedule of Work](#)

**CONTENTS:**

1. The Role of the Governing Body, its Committees and Senior Staff
2. Proposed Committee Structure
3. The Responsibilities of the Governing Body
4. Terms of Reference for the Finance and Resources Committee
  - a. Membership
  - b. Committee Responsibilities
  - c. Meeting Structure
  - d. Calendar of Business
5. Terms of Reference for the Audit and Risk Committee
  - a. Membership
  - b. Committee Responsibilities
  - c. Meeting Structure
  - d. Calendar of Business
6. Link Governors
7. Scheme of Delegation
  - a. Responsibilities delegated to the Head Teacher
  - b. Responsibilities delegated to the Thomas's Ringwood Team
  - c. Responsibilities delegated to the Thomas's Operations Team
  - d. Responsibilities delegated to the Safeguarding Link Governor
  - e. Responsibilities delegated to the SEN Link Governor
  - f. Responsibilities delegated to the Principal of the Academy Trust
  - g. Responsibilities delegated to the School Improvement Partner
8. Monitoring and Review

# THE ROLE OF THE GOVERNING BODY, ITS COMMITTEES AND SENIOR STAFF

## The Role of the Governing Body

In accordance with education legislation, principally, the [Governance Handbook 2020](#) and the [Governance Role Descriptors 2020](#) both published by the DFE

This governing body and its committees will:

- Act with integrity, objectivity and honesty in the best interests of the school
- Be open about their decisions and actions

The Governing Body and its Committees will act strategically by:

- Setting the aims and objectives for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards those aims and objectives can be measured
- Reviewing and monitoring progress in achieving the aims and objectives.

In all of the above, the governing body and its committees will act in accordance with Education Law and with any trust deed relating to the school, and will consider any advice given by the Headteacher.

The governing body and its committees will act as a “critical friend” to the Academy – offering support, advice, a second opinion, and also challenging, asking questions and offering constructive criticism when necessary.

## The Role of the Headteacher

The Head is a governor of the school and is a governor member of all those committees as specified in this document. Where the Head is not a member of the committee, s/he is entitled to attend every governing body committee meeting unless the regulations state otherwise. The Head, as the principal manager for the school, is responsible for the internal organisation, management and control of the school; for advising the other governors; and for implementing the strategic framework.

Incorporated in the role of advising the governing body are:

- Formulating aims and objectives for the school, for adoption, modification or rejection by the governing body
- Formulating policies and targets for the governing body to consider adopting
- Reporting back to governors on school performance and other measures of compliance, school development and wider achievements

## Delegation of the Governing Body's Functions

Decisions about delegation have been taken by the full governing body, and that delegation has been considered in the light of:

- the requirement for the governing body to fulfil a largely strategic function within the school
- the responsibility of the Headteacher for the internal organisation, management and control of the school
- the requirement for the Headteacher to comply with any reasonable direction of the governing body in carrying out a function delegated by the governing body.

## The Governing Body Committee Structure

The Governing Body conducts a large proportion of its statutory duties as two committees:

- The Finance Committee
- The Audit and Risk Committee

These committees meet in advance of each Governing Body meeting (3 times per year) with the exception of the first round of meetings in the Autumn term. The minutes of each meeting are shared with governors in advance for Q&A led by the Committee Chairs at each Full GB meeting.

The individual committees are responsible for the functions which have been delegated to them by the full governing body. They operate under their own terms of reference and in compliance with existing legislation, including the Education (School Government) (Terms of Reference) Regulations 2000 and the School Governance (Procedures) Regulations 2003. The policies and other documents that governing bodies are required to have by law have been highlighted in bold throughout this document.

The governing body will review the establishment, terms of reference, constitution and membership of committees at least once a year.

## THE RESPONSIBILITIES OF THE GOVERNING BODY:

**The Governing Body as a whole, and each individual member of the Governing Body has a key responsibility to** oversee pupil progress and achievement and quality of teaching, to ensure the school provides a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

These functions are undertaken through a variety of activities including the following:

- Receiving a termly report from the Headteacher and providing appropriate challenge to this report during full GB meetings. These reports include information on the following over the course of the year:
  - In-school and national performance data, evaluating progress and achievement and analysing the performance of different groups and subjects
  - A review of the quality of teaching and learning and the professional development needs of staff
  - An evaluation of the progress and attainment of vulnerable or low attaining groups e.g. children eligible for free school meals, looked after children, young carers, and evaluate the effectiveness of provision, e.g. the use of the Pupil Premium;
  - An evaluation of the progress and attainment of gifted and talented pupils
  - An evaluation of EAL provision to ensure that the needs of children are met
- Attending termly presentations by senior staff at the Academy
- Attending school events, activities and lessons with link classes
- Taking part in Teaching and Learning reviews
- Reviewing the Academy Self Evaluation and Academy Development Plan on a regular basis
- Supporting the Head Teacher in reviewing policies and provision as appropriate

**The Governing Body also has responsibilities relating to staffing and performance management as outlined below:**

- Undertake the recruitment and selection of the Head Teacher and Deputy Head
- Ensure that all recruitment will be undertaken in accordance with the LEA Personnel Procedures Manual.
- Monitor and review relevant aspects of the **Race Equality Policy**.
- Take primary responsibility for matters concerning staff welfare
- Implement the **Disciplinary and Grievance Policy and Procedures** adopted by the governing body
- Undertake any procedure that comes under the remit of the governing body in relation to staff grievance, discipline or dismissal, in accordance with the policies adopted by the governing body.
- Carry out the **Headteacher 's Performance Review** – Two or three governors, who are not employed at the school, are to be appointed by the governing body from amongst the members of the committee, to carry out the review, supported by a Local Authority Adviser

## TERMS OF REFERENCE FOR THE FINANCE AND RESOURCES COMMITTEE

Under the 'Academy trust handbook 2021', academy trusts are required to establish a finance committee, appointed by the board of trustees.

The finance committee is responsible for financial oversight and scrutiny, with a focus on financial planning and risks, reporting and monitoring.

The board of trustees will not delegate overall responsibility for the trust's finances to the finance committee. The committee's delegated powers are set out in the trust's Scheme of Delegation of Financial Powers (below).

### Membership and quorum

The finance committee will be appointed by the board of trustees.

The minimum number of members on the finance committee will be three. This will be to ensure that there is an adequate number of members to hold a majority when voting on matters discussed by the committee.

The membership of the finance committee may include persons who are not trustees, and who have been approved by the board of trustees, provided that a majority of members of the finance committee are trustees.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number.

Only appointed members of the committee will have the right to vote on any matters. The committee may appoint non-voting members who are able to provide advice to the committee – any non-voting members will be approved by the board of trustees. Associate members may be members of the committee – they are able to offer advice to the committee but will only have voting rights as determined by the board of trustees.

Finances and Resources Committee Membership 2022-23			
MEMBERS	Roles and Responsibilities	Type of Governor / Non-governor	Voting Rights Yes or No
Chi Pa Choi	Committee Chair,  Pay Review Committee Member	Parent	Yes
Sam Merullo	Pay Review Committee Member	Community	Yes
Tobyn Thomas	Chair of Governors Pay Review Committee Member	Thomas's Academy Trust	Yes
Miles Chester	Principal of Thomas's Academy Trust	Non-Governor	Yes
Suzanne Kelly	Head	Non-Governor	Yes
Emma Baxter	Thomas's Group Finance Director Pay Review Committee Advisor	Non-Governor	No
Wendy Trueman	Finance Operations Manager	Non-Governor	No
Chris Tuck	Thomas's HR Director For approval of Pay Policy only (Autumn 1 Meeting)	Non-Governor	No
Laura Goddard	Clerk to the Governing Body	Non-Governor	No

### Terms of Office

The committee will be appointed annually by the board of trustees.

Members of the finance committee will hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the governing board – whichever occurs first.

## **Responsibilities of the Finance and Resources Committee:**

### **General:**

- To observe and comply with the trust's trustee code of conduct at all times.
- To appoint a governance professional to advise and guide the finance committee of its duties and responsibilities, and to record minutes of all committee meetings.
- To establish terms of reference for the finance committee and review these on an annual basis.
- To deal with all matters relating to finance and budgeting that have been referred by the board of trustees.
- To keep up-to-date with any relevant legislation and advise the board of trustees of when any relevant policies may need to be revised.
- To minute all meetings and report all decisions to the board of trustees as a confidential item.
- To seek professional advice as necessary.
- To attend relevant training when appropriate.
- To report to the board of trustees on the proceedings, recommendations and decisions of the committee.
- To ensure that each academy within the trust is adequately insured or is a member of the risk protection arrangement (RPA).

### **Financial planning**

- To establish a three-year budget plan that aligns with the priorities of the trust's strategic plans and recommend this to the board of trustees.
- To draft and adopt a detailed annual budget plan which includes revenue and capital expenditure.
- To make recommendations on the level and use of any contingency funds or balances, ensuring proposals for expenditure are in line with the development priorities outlined in the trust's strategic plans.
- To ensure the annual budget plan considers the agreed priorities of the trust's strategic plans.
- To consider the academy's indicative funding, notified via the EFSA, and draw any significant matters or concerns to the attention of the board of trustees.
- To determine whether sufficient funds are available for pay increments as recommended by the pay panel.

### **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To recommend and evaluate the allocation of pupil premium funding within the annual budget.
- To hold the trust to account for the spending of pupil premium funding and associated outcomes.
- To review the rates charged for the letting of premises within the trust.
- To oversee the effective financial management of the trust through the SRMSAT.
- To review, on an annual basis, the trust's financial procedures relating to assets and disposals.

- To review and maintain the trust's policies for budget management, procurement, assets and disposals.
- To review and maintain the trust's policies on fraud and financial irregularity.
- To identify any significant losses and ensure these are investigated and learnt from.
- To review the trust's risk register and internal financial controls, and make recommendations based on any findings to the board of trustees.
- To approve expenditure requests as necessary.
- To approve the allocation of capital funds for capital projects, if delegated by the board of trustees.
- To monitor the expenditure of all voluntary and reserve funds kept by the trust.
- To approve action where expenditure varies from the annual budget by +/- 10 percent.
- To approve the award of certain high-cost contracts, as outlined in the trust's articles of association, and where delegated by the board of trustees.

### **Financial reporting**

- To review reports from the Financial Operations Manager regarding the spending of the trust's budget throughout the academic year and report the findings to the board of trustees.
- To report any significant anomalies in the performance of the trust against the annual budget to the board of trustees.
- To receive and respond to audit reports on the delegated and devolved funds, and non-public funds.
- To prepare financial statements for filing in accordance with the requirements set by Companies House, the ESFA, and the Charity Commission.
- To prepare a programme of work that will provide assurance to the relevant stakeholders on the integrity of the trust's financial systems and demonstrate that risks are being minimised.

### **Meetings**

The finance committee will meet as often as is necessary to fulfil its responsibilities, and at least once per term.

The chair of the committee, or any three committee members, will only call unscheduled meetings where necessary, and only as long as appropriate notice of at least seven days is given to other members. A shorter notice will only be given where the chair of the committee decides a particular finance issue requires addressing immediately.

The frequency and dates for committee meetings will be decided before the first Autumn term meeting of the academic year.

The clerk to the committee will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered no fewer than five working days prior to the meeting.

The clerk will take minutes during committee meetings. The minutes will be approved by the chair of the committee before being circulated to committee members and the board of trustees.

Confidential minutes will only be shared with committee members who were present at the meeting where the confidential item was discussed.

The committee will make the agendas, approved minutes and any reports, documents or papers considered for each meeting available for public inspection in line with the 'Academy trust handbook'. This excludes any material relating to a

named employee, proposed employee, pupil or candidate for admission or referral to the academy, and any matter which committee members are satisfied should remain confidential.

The committee may invite non-members to meetings to assist or advise on a particular matter. These attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee that is present at the meeting will be entitled to one vote.

A register of attendance will be kept for each meeting, and this will be published on the trust's website on an annual basis.

### Calendar of Business

The finance committee will meet at least once per term. The standard items of business that will be discussed during the meetings are outlined below. Additional items will be added to the agenda as necessary and will be confirmed ahead of the meeting.

#### Autumn term 1

Reference number	Item description
1	Elect a chair of the committee.
2	Confirm meeting dates, if these have not already been established at the end of the previous academic year.
3	Receive a report from the Finance Operations Manager regarding budget spending ensuring that challenge is recorded.
4	Review the asset management plan.
5	Review the trust's strategic plans in line with the budget.

#### Autumn term 2

Reference number	Item description
1	Receive a report from the Finance Operations Manager and ensure challenge is recorded
2	Receive the Management Letter from the External Auditors and consider any actions required
3	Receive and consider a <a href="#">pupil premium report and impact statement</a>
4	Receive Draft Statutory Accounts and Management letter and recommend for approval at FGB
6	Approve annual Financial regulations policy update
7	Update from the Autumn term census data
8	The pay panel reviews teaching and non-teaching staff salaries, proposed increments and appraisal process

#### Spring term

Reference number	Item description
1	Receive a report on the ' <a href="#">‘School resource management self-assessment tool’ dashboard</a> and evaluate trends and outcomes
2	Receive a report from the Finance Operations Manager and ensure challenge is recorded
3	Review the staffing structure and benchmark costs using the DfE ' <a href="#">Schools financial benchmarking</a> ' tool
4	Receive an update on service level agreements and contract renewals and evaluate plans for renewals considering value for money
5	Report on the gender pay gap

#### Summer term

Reference number	Item description
1	Review number on roll for September
2	Update on <a href="#">PE and Sports Premium Impact Report</a>
3	Present 3 year budget plan for approval. Agree staffing establishment and staff pay rise assumptions.
4	Monitor any patterns in staff absence and review costs
5	Receive a report on the condition of the premises from the Academy Trust Principal and approve spend



## TERMS OF REFERENCE FOR THE AUDIT AND RISK COMMITTEE

Under the 'Academy trust handbook 2021', academy trusts are required to establish an audit committee, appointed by the board of trustees.

The audit committee must:

- Advise on the adequacy of financial and other controls and risk management arrangements in the trust.
- Consider the results and quality of any external audit.
- Ensure that risks are being addressed appropriately.
- Report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.

### Membership and quorum

The audit committee will be appointed by the board of trustees. Whilst there is no statutory guidance about the number of required committee members, the minimum number will be three, to ensure there are enough members to hold a majority when voting.

Employees of the trust are not permitted to be members of the audit committee; however, the accounting officer and finance operations manager should attend committee meetings to provide information and participate in discussions. The chair of the board of trustees is unable to be the chair of the audit committee.

Where the audit committee is combined with another committee, employees should not participate as members when audit matters are discussed. Where the finance committee and audit committee are separate, the chair should not be the same.

Individuals with the requisite knowledge and skills to effectively engage with and challenge the trust will be appointed to the committee.

Only full members of the committee who have been approved by the board of trustees have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the board of trustees, who are able to advise the committee.

The quorum of the committee will be one half of the numbers of the committee rounded up to the nearest full number, e.g. if the committee comprises five members, then a minimum of three members must attend the meeting in order to meet the quorum.

<b>AUDIT AND RISK RESOURCES COMMITTEE</b>			
<b>Membership 2022-23</b>			
<b>MEMBERS</b>	<b>Roles and Responsibilities</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights Yes or No</b>
Sarah Jane Bailes	Committee Chair,  Pay Review Committee Member	Community	Yes
Miles Chester	Principal of Thomas's Academy Trust	Non-Governor	Yes
Suzanne Kelly	Head	Non-Governor	Yes
Pat Bunche	Link Safeguarding Governor	Community	Yes

## **Terms of Office**

The committee will be appointed annually by the board of trustees and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the board of trustees – whichever occurs first.

## **Responsibilities of the Audit Committee**

- To observe and comply with the trust's trustee code of conduct, at all times.
- To appoint a professional clerk to advise and guide the committee of their duties and responsibilities, and to record minutes of all committee meetings.
- To establish a terms of reference for the audit and risk committee and review these on an annual basis.
- To deal with all matters relating to auditing and risk management that may be referred by the board of trustees.
- To minute all meetings and report all decisions to the board of trustees as a confidential item.
- To seek professional advice as necessary.
- To attend relevant training when appropriate.
- To produce an annual report to the board of trustees on the proceedings, recommendations and decisions of the committee.

## **Authority**

The committee is authorised by the board of trustees to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from any employee, with all employees directed to cooperate with any request made by the committee.
- Obtain any external legal or independent professional advice, where necessary.

## **Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, but at least three times per year. The chair of the committee or any three committee members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven days is given to other members of the committee. A shorter notice may be given where the chair of the committee decides a particular matter requires addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year. The clerk to the committee will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered, no fewer than seven working days prior to the meeting.

Members will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The clerk will take minutes of the meeting. This will be approved, by the chair of the committee, as accurate representations of the meeting before they are handed to committee members for final approval at the next committee meeting. Following approval, the clerk will distribute the minutes to the board of trustees. Confidential minutes will only be shared with trustees who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the trust's website on an annual basis.

## Calendar of Business

The committee will meet at least once per term. The items of business that may be discussed during each term are outlined below.

### Autumn term

- Elect a chair of the committee
- Confirm meeting dates, if these have not already been established at the end of the previous academic year.
- Review the committee membership and plan to fill any vacancies.
- Agree a programme of work to deliver internal audit that provides necessary coverage across the year, reviewing the ratings and responses on the trust's risk register to inform the programme.
- Agree who will be responsible for carrying out elements of the programme of work.
- Review the internal and external audit plan for the forthcoming academic year.

### Spring term

- Consider reports from those carrying out the programme of work.
- Discuss progress in addressing any recommendations made at the previous meeting or by third parties.
- Consider the internal audit report and discuss the progress made against recommendations made regarding enhancing financial and other controls and risk management procedures.

### Summer term

- Consider reports from those carrying out the programme of work.
- Discuss progress in addressing any recommendations made at the previous meeting or by third parties.
- Compile internal audit scrutiny report for the year
- Review the school [Risk Register](#)
- Consider the committee's own effectiveness.

## Link Governors

There will be three Link Governors in 2022/23

Pat Bunche - Link Governor for Safeguarding

Sam Merullo - Link Governor for Inclusion

Sean Goorah - Link Governor for EYFS

The bullet points below link to Role Descriptors for each of the roles. These illustrate the possible range of responsibilities that these governors might hold:

- [Safeguarding Link Governor Role Descriptor](#)
- [Inclusion Link Governor Role Descriptor](#)
- [EYFS Link Governor Role Descriptor](#)

These are not intended to be used like Job Descriptions - they are more a list of questions and areas that the Link Governor should consider over time rather than all at once.

# Scheme of Delegation

## Responsibilities delegated to the Head Teacher:

### Financial:

- To authorise expenditure, in line with the school's financial policy, within the agreed budget plan.
- To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of **£10,000 per term** in consultation with the Chair of the Finance Committee and to report said expenditure to the committee.
- For any urgent/emergency expenditure **over £10,000** the Head must have prior approval from the Finance Committee.
- For any urgent/emergency expenditure **over £25,000** the Head must have prior approval from the full Governing Body.
- To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits :
  - **Up to £10,000** in consultation with the Finance Operations Manager
  - **Over £10,000** in consultation with Chair of Finance Committee
  - **Over £15,000** in consultation with Finance Committee
  - **Over £25,000** in consultation with full Governing body
- Determine, monitor and evaluate the charging policy for school activities;
- Monitor the allocation and impact of the Pupil Premium and Sports Premium

### Staffing:

- Draft and recommend the staffing structure of the school, in line with the aDP and any changes in the National Agreement
- Appointment of Senior Staff
- Support to Governors in any procedure that comes under the remit of staff grievance, discipline or dismissal, in accordance with the policies adopted by the governing body
- Monitor, evaluate and review the **Performance Management Policy** for Senior Staff and Teaching Staff
- Oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers.
- Appointment of Teaching Assistants, NQTs, Support Teachers, Class Teachers and Non-Teaching Staff

### Premises:

- Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for.
- Keep under review the use of the school premises, the equipment and resources and ensure they match the requirements of ADP, with support from the Thomas's IT Team as appropriate
- Oversee site management, cleaning and grounds maintenance with support from the Thomas's Maintenance Team
- Oversee site security arrangements and practice and review them periodically.
- Consider and determine the need for capital works at the school, in line with the school's ADP
- Review and ensure adequate welfare provision for staff

### Compliance:

- Monitor, review and update school policies in line with the Policy Review Tracker

### Quality of Education

- Monitor the development and impact of co-curricular subjects and the impact of extended activities on pupil learning
- Prepare a report to the Education, Safeguarding and Policies Committee on pupil progress and attainment, to include the following over the course of the year:
  - In-school and national performance data, evaluating progress and achievement and analysing the performance of different groups and subjects
  - A review of the quality of teaching and learning and the professional development needs of staff;
  - An evaluation of the progress and attainment of vulnerable or low attaining groups e.g. children eligible for free school meals, looked after children, young carers, and evaluate the effectiveness of provision, e.g. the use of the Pupil Premium;
  - An evaluation of the progress and attainment of gifted and talented pupils

- An evaluation of EAL provision to ensure that the needs of children are met
- Keep under review policies and provision for sex and relationships education, religious education and collective worship and make recommendations to the governing body as necessary;

#### **Responsibilities delegated to Ringwood Team:**

- To plan, and prepare the School Budget Plan, in line with the priorities identified in the School Development Plan (SDP), School Self Evaluation Form (SEF) or Post Ofsted Action Plan, and present to the governing body for approval
- Prepare a report to allow the committee to monitor the budget at least once per term and ensure expenditure stays within agreed limits.
- Identify and approve the allocation of any surplus funds in line with SDP or SEF priorities.
- Observe all statutory and contractual obligations
- Undertake all external financial audit requirements
- Monitor and review the **School Pay Policy** and present it to the governing body for approval.

#### **Responsibilities delegated to Operations Team:**

- Ensure that the school complies with standards for health and safety on school premises
- Monitor and review the **School Accessibility Plan**
- Ensure the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met:
- Monitor the performance by checking that
  - physical controls are in place and working
  - staff have done what they are supposed to do
  - procedures are working
- Monitor the asbestos register and ensure that it is always up to date.
- Monitor and review compliance in relation to GDPR and support as per the Data Protection Policy

#### **Responsibilities delegated to the Safeguarding Link Governor:**

- Monitor and review Safeguarding across the school
- Make sure the governing board has suitable and up-to-date policies for:
  - Child protection
  - Staff code of conduct/staff behaviour
  - Handling allegations against staff and volunteers
- Monitor the school's safeguarding systems and procedures. [checklist](#)
- Ensure the school has appropriate safeguarding responses to children who go missing from education
- Ensure the school has appropriate online filters and monitoring systems in place
- Make sure the school has appointed a designated safeguarding lead (DSL)
- Make sure the DSL has sufficient time, resources and training to carry out their role effectively
- Make sure the school has appointed a designated teacher to promote the educational achievement of looked after children, and that this person has appropriate training
- Ensure the curriculum covers safeguarding, including online safety
- Monitor the single central record (SCR).
- Meet regularly with the DSL to monitor that the school's policy and procedures are effective and all staff and governors have had the appropriate level of training
- Keep up to date with statutory guidance relating to safeguarding and child protection and any advice issued by the relevant safeguarding partners
- Attend training for safeguarding link governors and encourage other members of the board to develop their understanding of their safeguarding responsibilities

#### **Responsibilities delegated to the SEN Link Governor:**

- Make sure that the school has appointed a properly qualified SENDCo
- Make sure that the SENDCO has sufficient time and resources to carry out their role effectively
- Liaise with the SENDCO to keep under review the SEN policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities, and to ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress
- Keep up to date with statutory guidance relating to SEND
- Make sure that the governing body has suitable and up-to-date policies for SEN

- Make sure that the website contains the correct statutory information for SEN
- Attend training for safeguarding link governors and encourage other members of the board to develop their understanding of their safeguarding responsibilities

**Responsibilities delegated to the Principal of the Academy Trust for 2022/23** (to be reallocated for September 2023)

- Agree a freedom of information Publication Scheme and ensure the publication of a General Privacy Notice
- Prepare a compliance report to governors and sharing of compliance framework
- Agree a policy update schedule, separating statutory and school-based policies, allocating appropriate readers where necessary '
- Maintain an overview of the Policy Update Schedule throughout the year
- Undertake a compliance audit of the school website
- Review the public sector equality duty and agree the school's equality objectives, and ensure these are published on the school website
- Complete the annual Safeguarding Audit

**Responsibilities delegated to the School Improvement Partner:**

An independent adviser is to be sought for January 2023 to undertake the following responsibilities on behalf of the Governing Body:

- Review of Academy Self-Evaluation
- Support for OFSTED preparation
- Monitoring to support Self Evaluation via 2x reviews per year, focusing on Quality of Teaching & Learning, and Leadership and Management

**Monitoring and Review**

This document will be reviewed on an annual basis by the board of trustees.

Upon review, this document will be signed by the Chair of Governors and the chairs of the Finance and Resources Committee, and the Audit and Risk Committee.