

**Hallsville \ Scott Wilkie Schools  
Local Governing Body**

**Terms of Reference**

**2018**

## Membership

Category	Membership as at 1/1/18
4 Governors appointed by the LGB	Shirley Magwenzi Chris Barns
2 Staff Governors	Ivie Okwuegbuna Sheva Ahmand
2 Parent Governors	Tara Roaf Sophie Court
The Executive Head Teacher(s), Head Teacher(s) or Head(s) of School	Keri Edge, Lorraine Johnson, Farhathafza Quayum

**Quorum** – any 3 members of the Local Governing Body

### Terms of reference

#### Organisational

- Appoint LGB members
- Make recommendations to the Trust Board regarding the LGB chair.
- Agree any LGB committee structure, terms of reference and membership.
- Respond to consultation on the LGB terms of reference

#### Strategic

- Monitor and evaluate the Key Issues from the School Development Plan:
- Monitor the schools' self-evaluation analysis, reporting any significant matters to the Trust Board, in relation to:
  - Overall effectiveness
  - Leadership and management
  - Quality of teaching, learning and assessment
  - Personal Development behaviour,
  - Outcomes for pupils
  - Effectiveness of the early years
  - SMSC social, moral, spiritual and cultural
- Monitor and evaluate the school's communication strategy and make recommendations to the Trust Board
- Approve the schools' prospectus, website, logo and branding.

#### Standards

- Approve the Teaching and Learning policy
- Analyse data concerning pupil progress from the Foundation stage to KS2 (primary) or Key Stage 3 to 4 (secondary) paying particular attention to the progress and attainment data of identifiable groups, including those eligible for pupil premium and sports premium funding.
- Monitor and evaluate the quality of teaching and learning, including a review of strengths and areas for development.

- Monitor performance against attainment targets set by the Trust Board
- Recommend annual attainment targets to the Trust Board and Curriculum and Standards Committee
- Ensure arrangements for statutory assessments and for issuing progress reports to parents are in place

### **Curriculum**

- Approve the curriculum policy
- Approve the educational visits policy
- Approve school times, terms and holidays
- Ensure that the school's curriculum offer matches the ethos of the school and meets the needs of the pupils.

### **School Improvement**

- To ensure that all children are making rapid progress towards achieving the full extent of their potential and that this is supported by a broad and balanced curriculum and appropriate policies

### **Pupils**

- Approve extension of school EYFS provision
- Respond to consultation regarding the EYFS policy, plan and provision.
- Respond to consultation regarding SEN policy, plan and provision.
- Respond to consultation regarding equality objectives and the accessibility plan.
- Respond to consultation regarding the schools' behaviour policies
- Respond to consultation on admissions and expansion of the academy
- Approve, monitor and evaluate the schools' extra-curricular activities.
- Ensure that the school maintains effect links within the Newham family of schools and with the local community.
- Approve, review, monitor and evaluate the food policy and ensure nutritional standards meet statutory requirements

### **Safeguarding**

- Respond to consultation regarding the school policies related to safeguarding and vulnerable children.
- Respond to consultation regarding the schools' attendance policy
- Review data on the implementation of the child protection procedures
- Ensure LGB members and staff receive appropriate safeguarding and safer recruitment training
- Prepare an annual report for the Trust Board on the arrangements for carrying out pre-appointment checks on staff and volunteers and the accuracy of the schools single central register.

### **Finance**

- Develop a three-year financial plan for approval by the Trust Board
- Develop an annual budget plan which ensures the implementation of school priorities at the start of each financial year, for approval by the Trust Board
- Approve the Academy interim year end accounts (Monitor the school budgets to ensure that expenditure remains in line with the budget plan
- Develop plan for the expenditure of pupil premium and sports premium funding for approval by the Trust Board

- Monitor the expenditure and impact of pupil premium and sports premium funding
- Ensure that the school's financial regulations are implemented

**Staffing**

- Review and approve the school staffing structures within the agreed budget envelope.
- Make recommendations regarding Head of School appointments to the Trust Board
- Approve Deputy Headteacher appointments.
- Respond to consultation on policies regarding staff and staff pay & remuneration.
- Make recommendations regarding annual pay awards

**Premises**

- Commission repairs or works over £10,000 up to £25,000
- Make recommendations regarding repairs or works over £25,000
- Respond to consultation on the asset management and lettings policies

**Health & Safety**

- Review health & safety arrangements to ensure that the required policies and procedures are in place and that the appropriate risk assessments are carried out and recorded
- Monitor and review the site security

**Policies**

- Approve, respond to consultation on or make recommendations on policies in accordance with the policy schedule.

**Pupil Discipline**

Membership – all LGB members other than those employed at the school

Quorum – any 3 governors who are members of the committee

**Terms of Reference**

- To consider appeals against fixed term exclusions which aggregate 15 days or more for any one pupil in a single term.
- To consider appeals against permanent exclusions.
- To consider any other appeals against fixed term exclusions