

Local Governance Structure and Terms of Reference

Endeavour Multi Academy Trust is determined to rigorously follow the Nolan Principles of Public Office. We have also made a decision to become a pathfinder with the National Governance Associations launch of their Leadership in Education Initiative Programme. We have ensured that all our schemes of delegation and terms of references reflect this practice when making decisions in the managing of our organisation. All our policies and contracts will also reflect this ethical practice.

Endeavour places great importance on local governance and delegates educational decisions to the Local Governing Committees for the two school groups – Cherry Trees/Wightwick Hall and Two Rivers Primary/Two Rivers High.

The two Local Committees are:

The Logistics Committee and the Curriculum and Learning Committee.

The responsibilities include:

- Building an understanding of how the school is led and managed
- Monitoring whether the school is:
 - Working within agreed policies
 - Is meeting the agreed targets
 - Managing its finances well
- Engaging with stakeholders
- Reporting to the Trust Board

As a committee of the board, delegation can be removed at any time.

The composition of the Local Boards will be:

2 Headteachers

2 Staff Representatives – one from each school

2 Parent Representatives – one from each school

6 Co-opted Representatives

Staff representatives are elected by all paid employees from each school. The normal term of office would be 4 years.

Parent/Carer Representatives are invited to seek nominations from other parent/carers. The term of office would be for 4 years (unless their child leaves the school upon which their term of office would end at this point).

Co-opted Governors are approved by the Local Governing Board. Those seeking to join the board would complete the application form to support their interest. Co-opted Governors should demonstrate knowledge of education, legal matters, business/finance, or charitable work. Parent/carers can be co-opted representatives.

It has been decided that the Local Board should meet together at the beginning of the school year to elect the Chair and Vice-chair and also elect the Nominated Link Governors.

The two committees will elect the Chair and Vice-chair of the Logistics Committee and the Curriculum and Learning Committee at the Full Governing Board meeting early in the Autumn Term.

Curriculum and Learning Committee

Membership

- a) The committee will consist of **five** members of the Local Governing Board. The Headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will be chaired by the Local Governing Board's Chair or Vice-Chair of Local Governors.
- d) The Local Governing Board may appoint non-voting associate members to the committee.
- e) The Local Governing Board may appoint **one** associate member with voting rights.
- f) The membership of the committee will be reviewed annually by the Local Governing Board.
- g) The committee will review these terms of reference on an annual basis and then seek approval from the Trust if any changes are recommended.

- h) The board must nominate posts to monitor statutory requirements. These will be called Nominated Link Governors.
- i) The board MUST follow the Nolan Principles of Public Office.

Quorum

The quorum will be a minimum of **three** governors, including the Headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required. Governors must attend for at least two of these meetings.

The Clerk to the Committee will have responsibility for:

- convening meetings of the committee
- taking minutes of meetings
- ensuring that the minutes are presented at the next Local Governing Board's Curriculum and Learning meeting.
- The Clerk MUST ensure that any risks are identified and are communicated to the CEO.

Focus

The focus of the meetings must be ensuring that the School Development Plan is being implemented effectively.

Curriculum & Learning Committee Responsibilities

- a) To provide support and challenge to the Headteacher.
- b) To ensure that the School Development Plan reflects accurately the SEF outcomes.
- c) To ensure that the curriculum in school meets statutory requirements.
- d) To monitor and evaluate pupil progress in relation to the targets set and all other data available, with particular reference to individual groups.
- e) To monitor the impact of curriculum planning and policies on pupil progress, with particular reference to individual groups.
- f) To receive reports from Nominated/Link Governors.
- g) To set and publish targets as required by statute.

- h) To review the policies specifically assigned to the committee for consideration.
- i) To monitor attendance of all groups of students including part time timetables.
- j) To monitor exclusions.
- k) To monitor Safeguarding and Child Protection.
- l) To prepare any required curriculum policy documents not already in place.
- m) To monitor the effectiveness of assessment and monitoring arrangements in school.
- n) To monitor the actions of School Development/Improvement Plan and ensure risks are communicated to the Trust.
- o) To take account of the requirements of the Disability Discrimination Act.
- p) To review these terms of reference annually and take to the Trust for approval.

Logistics Committee

Membership

- a) The committee will consist of **five** members of the Local Governing Board. The Headteacher is a member of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will be chaired by the Local Governing Board's Chair or Vice-Chair of Local Governors.
- d) The Local Governing Board may appoint non-voting associate members to the committee.
- e) The Local Governing Board may appoint associate members with no voting rights.
- f) The membership of the committee will be reviewed annually by the Local Governing Board.

- g) The committee will review these terms of reference on an annual basis and then seek approval from the Trust if any changes are recommended.
- h) The board must nominate posts to monitor statutory requirements. These will be called Nominated/Link Governors
- i) The board **MUST** follow the Nolan Principles of Public Office.

Quorum

The quorum will be a minimum of **three** governors, including the Headteacher (if they have opted to be a governor).

Meetings

These will take place once per term and additionally as required. Governors must attend at least two of these meetings.

The Clerk to the Committee will have responsibility for:

- convening meetings of the committee.
- taking minutes of meetings.
- ensuring that the minutes are presented at the next Local Governing Board Logistics meeting.
- The Clerk **MUST** ensure that any risks are identified and are communicated to the CEO.

Focus

The focus of the meetings **MUST** be to ensure that the School Development Plan is being implemented effectively.

The meetings must provide both challenge and support to the Headteacher. Remember the Local Governors' role is to monitor and **NOT** to manage.

To review the policies specifically assigned to the committee for consideration.

Any risks **MUST** be communicated to the Trust Board.

Committee Responsibilities – Health and Safety

- a) To provide support, challenge and guidance to the Headteacher and Local Governing Board on all matters relating to health and safety and the school premises.

- b) To ensure that health and safety arrangements in school meet statutory requirements and that all those in school or visiting the school are aware of those arrangements.
- c) To consider safety inspection reports and make recommendations to the Local Governing Board.
- d) To ensure that a risk audit is undertaken both on an annual basis and following any changes to the premises.
- e) To review the impact of the school Health and Safety Policy.
- f) To monitor the School Development/Improvement Plan with regard to the above.

Committee Responsibilities - Personnel / Staffing

- a) To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- b) To ensure that arrangements are in place for the performance management of all school staff.
- c) To monitor the arrangements for ECTs.
- d) To receive reports on staff absence on behalf of the Local Governing Board.
- e) To monitor the staff development programme and its impact.
- f) To ensure that the Endeavour Staff Handbook is kept under review and is accessible by all school staff.
- g) To review the staffing structure annually.

Committee Responsibilities - Finance & Buildings

- a) To provide challenge, support and guidance to the Headteacher and on all matters relating to the devolved budget.
- b) To monitor the use of all public funds.
- c) To monitor ICT resourcing and upgrading.
- d) To ensure value for money.
- e) To recommend virements between budget headings.

- f) To consider budget plans presented by the Headteacher.
- g) To recommend the budget for Trust approval.
- h) To monitor the School Development/Improvement Plan with particular regard to long-term resource requirements.
- i) To monitor and review the annual audit of school funds.
- j) To form a response to any consultations regarding the scheme of delegation or the funding of schools.
- k) To take responsibility on behalf of the Trust for the condition of school premises including any repairs, alterations and major work necessary.
- l) In the case of major projects, to act on behalf of the Trust in monitoring the progress of all plans and works.
- m) To monitor the maintenance of the school site.
- n) To monitor the security of the premises.