

South Bromsgrove High Academy Trust

Our Board of Trustees has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction to support the school in being 'outstanding'
- Holding the headteacher and executive leaders to account for the educational performance of the Academy and its students, and the performance management of staff
- Overseeing the financial performance of the Academy and making sure its money is well spent

1. Terms of reference - General

1.1 All Trustees will be given the opportunity to discuss the strategic vision for the school and identify key performance indicators

- Priorities will be limited to 5 or 6 key areas to focus on over a 3-5 year period
- The Headteacher will produce a regularly updated summary of key performance indicators which are linked to all priorities

1.2 All meetings will be full Board of Trustees meetings with a 6pm start

- A smaller Finance Group of two Trustees and the School Business Manager will be set up to scrutinise finances and report to the Board of Trustees
- Smaller working groups, focused on specific issues, will be formed as and when required

1.3 The full Board of Trustees will meet once per half term, with an additional early meeting in the first half term after the summer holiday to focus on results (7 meetings in total).

1.4 The agenda will be planned over the year in advance, to ensure that the Board of Trustees revisits key priorities at timely intervals and meets statutory requirements.

1.5 Senior Leadership Team (SLT) members are not expected to attend by default but two members of SLT will be seconded to the meeting each half term. They might be invited to present at certain meetings along with other colleagues, as and when required

1.6 Trustees are linked to key priority areas and members of the SLT, in line with their specific strengths and expertise:

- Safeguarding
- Behaviour
- Attendance
- Teaching and learning
- Key Stage 5 outcomes
- Key Stage 4 outcomes
- SEND

- Pupil Premium
- Finance
- Careers guidance
- Teaching School
- Curriculum
- Facilities and Health & Safety

1.7 The link trustee will present the item at the Board of Trustees meeting. This will be supported by a meeting, phone call or online discussion with the member of SLT responsible for the area prior to the Board of Trustees meeting

- The information will be summarised by the linked Trustee on the *Trustee feedback sheet*
- The Trustee feedback sheet will be returned to the linked member of SLT for checking and then sent to the Clerk to the Board of Trustees for distribution no later than one week before the Board of Trustees meeting

1.8 Every item in section 1.6 will not be covered in every meeting. A schedule of meetings and items included in the agenda will be shared at the beginning of the academic year to support planning. For example:

- Teaching and Learning – February and July
- Key Stage 4 outcomes – November, February and June
- Pupil Premium – December, March and July

1.9 The Board of Trustees will ensure that all policies, both statutory and recommended, are reviewed in line with the agreed cycle.

1.10 Minutes of meetings will be shared with the Board of Trustees and made available to the public.

1.11 All Trustees will complete the NGA Governing Board Skills Audit each year to identify areas of strength and assess any training requirements.

2. Terms of reference - Performance and Standards

2.1 To consider the Headteacher's written policy for the curriculum of the school ('the curriculum policy') with a view to recommending its adoption by the Board of Trustees with or without modification

Note: It is the Headteacher's legal responsibility to write the curriculum policy for the school for adoption by the Board of Trustees. The approach should be broad brush rather than a detailed map of all activities. The Board of Trustees can adopt it with or without modifications or refer it back to the Headteacher for reformulation.

Thereafter, the Headteacher is legally required to review the curriculum policy every school year, formulating any necessary changes for adoption by the Board of Trustees.

- 2.2 Thereafter, monitor, evaluate and review the implementation of the curriculum policy making reports and recommendations as appropriate to the Board of Trustees especially focussing on intent, implementation and impact.
- 2.3 In conjunction with the Headteacher ensure any required assessments are carried out in accordance with any established rules or regulations.
- 2.4 To, in accordance with the statutory requirements and in conjunction with the Headteacher, consider and make recommendations to the Board of Trustees about the content (in addition to the statutory requirements) and method of delivery of sex education within the school and monitor and review the arrangements established including ensuring that parents know of their right to withdraw their children in whole or in part from any sex education taught other than those elements included in the national curriculum science orders.
- 2.5 To consider where appropriate and make recommendations as necessary to the Board of Trustees whether the compulsory elements relating to drug education included in the national curriculum should be included within the school curriculum

Department for Education (DfE) advice is that all schools should benefit from drawing up a school policy on preventing drug misuse making clear the school's commitment to tackling drug abuse and setting out the aims of the school's programme of drug education and what to do if drugs or drug taking is discovered.

- 2.6 To ensure, in accordance with the recommendations made in DfE circular 7/90, that the nationally recommended minimum teaching times are met and that sufficient lesson time is provided for pupils to cover the national and the other elements of the school's curriculum and to recommend accordingly to the Board of Trustees any changes required.
- 2.7 In conjunction with the Headteacher, ensure that the religious education and the daily act of collective worship requirements are met, including ensuring that parents know of their right to withdraw, in whole or in part, their children from religious education and / or collective worship.

Note:

For community, foundation or voluntary schools without a religious character this must be in accordance with an agreed syllabus adopted by the school.

- 2.8 To ensure that only approved external qualifications and syllabuses are offered to pupils.
- 2.9 To investigate and consider complaints about the curriculum and religious worship made to the Board of Trustees.
- 2.10 To fulfil the Board of Trustee's responsibilities for the provision of assessment and other curriculum related statistics as may be required by statute or by other means to the DfE, including the preparation of the statistical information required to be published on the School's website (e.g. key stage assessment statistics, curriculum policy, examination results).
- 2.11 To consider and approve the statutorily required performance and attendance targets to be set for the school.

Although it is the Board of Trustees' responsibility to set targets, it can delegate this power to a Trustees' committee.

- 2.12 To receive data concerning whole school and individual subject performance **on an annual basis** as indicated/verified by analyses such as ASP (Assessing School Performance).
- 2.13 To receive **in-year** data, on a termly basis, from the Headteacher, SLT members or Subject Leaders which indicates progression towards achieving the agreed performance and attendance targets.
- 2.14 To support Exam review meetings/meetings to review underperformance.
- 2.15 In conjunction with the Headteacher and appropriate advisory staff when / if necessary to consider and draft the school's action plan following OFSTED Inspection for the consideration of the Board of Trustees within the prescribed timescale.
- 2.16 In conjunction with the Headteacher and other appropriate staff to be involved in the preparation and monitoring of the school development plan and school self-evaluation.
- 2.17 To consider and review standards of governance with the aim of ensuring that the quality of governance is as high as it can be. This includes promoting training for Trustees and self-evaluation of governance as required.
- 2.8 To deal with any other curricular or standards matters that may, from time to time, be referred the Board of Trustees, Chair of the committee or the Headteacher.

3. Terms of Reference - Resources

- 3.1 To receive reports from the Headteacher on the management of the school's budget.
- 3.2 To receive and discuss a report on the management of the school's budget share in the previous financial year at an autumn term meeting each year
- 3.3 To monitor expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Board of Trustees.
- 3.4 To consider and approve proposals for single items of expenditure in excess of £10K which form part of the budget plan.
- 3.5 To consider and make recommendations to the Board of Trustees on proposals to vire a sum exceeding £10K
- 3.6 To deal with any other financial matters that the Board of Trustees may refer from time to time.
- 3.7 To oversee internal auditing procedure and respond to recommendations from the Responsible Officer and ensure recommendations are carried out by the Headteacher and Finance team.
- 3.8 To monitor strategy with regard to the School Fund and income and expenditure through School Fund, ensuring that the correct financial and audit procedures are in place

- 3.9 To support the Headteacher and staff with regard to income generation through bids and sponsorship.
- 3.10 To ensure all relevant policies relating to Financial Management are in place and reviewed annually.
- 3.11 To advise the Headteacher over HR issues which relate to, or have a bearing upon, finance or staffing budgets.
- 3.12 To annually review the staffing structure salary costs at South Bromsgrove High and to make recommendations to the Board of Trustees.
- 3.13 To monitor the PFI contract with the Headteacher, School Business Manager, Facilities Manager to ensure value for money.
- 3.14 To receive and scrutinise reports from the Facilities Manager about operation and strategy with regard to the school building.
- 3.15 To receive and scrutinise reports about Health and Safety issues and legislation.
- 3.16 The Finance Group (outlined in 1.2) will:
- Prepare and submit to the Board of Trustees recommendations for the annual budget plan.
 - Recommend to the Board of Trustees measures for the use of any budget surpluses, including investment.
 - Prepare the annual statement of the school's expenditure for the trustees' annual report.
 - Prepare any other legally required statements of school accounts for inclusion in the trustees' annual report.
 - Provide financial information to other Governing Body committees as and when requested.

Updated: September 2019

Reviewed by Trustees: September 2020 (To be reviewed annually)