



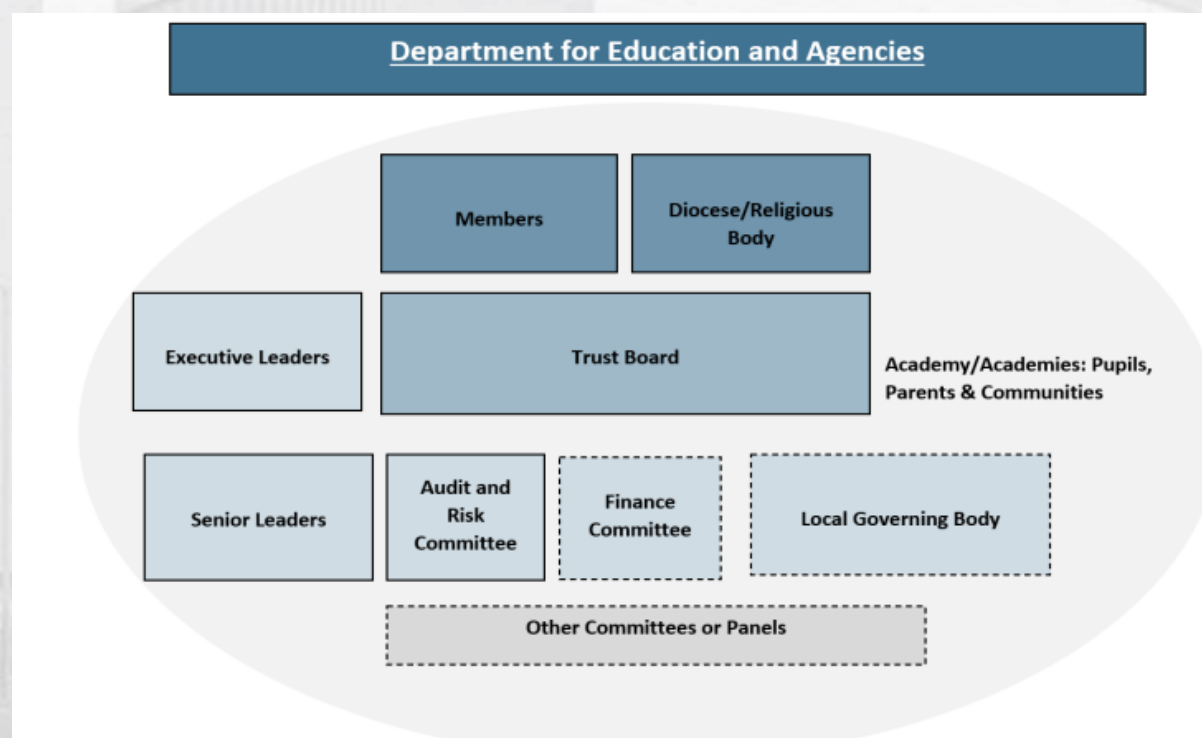
The Queensmill Trust

Terms of Reference for Local Governing Bodies

Context

As of June 1st 2021, The Queensmill Trust became fully activated and the Board of Trustees became responsible for Academies within the newly formed trust. At the time of writing, the two schools are **Queensmill School** URN: 147793, DfE number: 205/7014 and **Kensington Queensmill** URN: 148562, DfE number: 207/7000. Both schools each have an elected full governing body (GB) and the aim of this document is to detail the activities the respective GB's will be responsible for, as delegated by the Scheme of Delegation of The Queensmill Trust.

The diagram below from the Academy Trust Role Governance and Role Descriptors document: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/924673/Academies_governance_role_descriptors.pdf, illustrates a common trust governance structure





Functions of the Governing Body

Each Governing Body within the Queensmill Trust will have an appointed clerk who will liaise with the Chair and Head of School for the agenda, minutes and the publication of key documents on Governor hub. Where appropriate, the Chair and head of School will invite the Chief Executive or Chief Finance Officer of the trust to contribute to meetings.

The Queensmill Trust scheme of delegated authority, agreed by trustees, lists the following core functions of Local Governing Bodies:

Governance: People

1. Parent Governors, appoint and remove

Governance

1. Annually self-review of LGB performance
2. Annual schedule of business for LGB within the overarching Trust Governance Framework
3. Annual register of trustees and governors' Business Interest: Establish and publish
4. Approve School Level Policies

Finance

1. Recommend School Budget plan for financial year to Board for approval
2. Agree Headteacher Pay Award (Chair)
3. Monitor Agreed School Budget
4. Enter into contracts ordering goods and services between £5001 and £10,000 (non-staffing)
5. Agree movement (virement) of up to £10,000 across agreed budget headings and within agreed budget
6. Write-off bad debts up to £1,000

Safeguarding

1. Complete, maintain and review school Single Central Record
2. Appoint safeguarding governor (non-parent)
3. Annual approval of school safeguarding review
4. Advise on the undertaking of the annual school safeguarding review.

Staffing

1. Recommend Headteacher appointments
2. Advise Teaching and Support staff appointments
3. Approve changes to School staffing structure within agreed budget.
4. Approve recommended changes to school staffing structure (outside agreed budget)
5. Provide advice for Performance Review of Headteacher
6. Approve School Development plan
7. Review Progress of School Development plan



Discipline/Exclusions

1. Approve behaviour policies
2. Monitor implementation of behaviour and other policies
3. Exclude a pupil for more than 15 days or permanently
4. Review Exclusion on appeal

Admissions

1. Advise on Admissions Policy
2. Lead with Admission appeals
3. Approve an admissions prospectus

Premises & Insurance

1. Approve premises related policies

Health and Safety

1. Approve School Health and Safety Policy
2. Develop and approve School Risk Management plan
3. Monitor Implementation of School Risk management plans

School Organisation

1. Approve and review business Continuity plans
2. Recommend times of the school day and dates of school term holidays
3. Ensure that School Lunch nutritional standards are met
4. Monitoring of Extended Services
5. Cease providing extended school provision

Committees and Structure

The local governing body will decide how it is best to structure oversight and decision-making for all the key areas described above. This will also of course apply to the calendar of meetings for the academic year. It has been discussed among trustee sub-committees (Audit, Risk and Finance and Education and Standards) that it would be helpful for the Chair of the GB, Head of School or other selected governor to join trustee meetings by invitation to advise and inform. Each trust Sub-committee will meet at least three times per year in addition to the minimum three meetings per year for the full trust board.

Trustees are committed to maintaining clear lines of communication and it is hoped that this terms of reference document is helpful for governors in clarifying key functions of the LGB in addition to other local school matters that may arise. The Head of School will attend Trust Executive team

meetings as they occur and feedback decision-making strategy and issues arising elsewhere in the trust, from these meetings to the GB.



Overview of Local GB Governance Functions from the Academy Trust Role Governance Document:

- support the effective operation of the trust and its policies
- provide support and challenge to the local (school level) executive (although trusts must be careful to make sure accountability is clear and not muddled through local reporting to the LGB and CEO)
- provide a vehicle for trust board engagement with the school, its parents and local community, to help ensure that the Academy Trustees stay connected. Trusts may choose to bring in people to sit on LGBs who provide links to the local community, in addition to parents.
- bring issues and risks to the attention of the trust board. It is important that the board listens and responds to concerns the LGBs may raise
- provide constructive feedback to the board where a policy may not be effective in the local context, and suggest alternative approaches • help ensure the trust works as one entity, in the interests of all its schools equally