

Board of Trustees of Southfield School
Terms of Reference 2020-2021

Purpose and Role:

The Board of Trustees should take a strategic role, act as a critical friend to the school and be accountable for its decisions.

It has 3 strategic core functions.

- Setting the clarity of vision, ethos and strategic direction of the school
- Holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing and ensuring effective financial performance and to maintain the trust as a going concern.

Membership: Up to 14 trustees. A chair and vice-chair will be elected annually and a clerk must be appointed.

Quorum: One half of the membership of the-Board of Trustees.

Meetings: The Board of Trustees will meet at least 3 times a year. Minutes of the meetings will be shared with the trustees and made available to the public. Confidential items will be kept separately and held in a secure file within the school.

Policies and statutory compliance:

The academy trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the academy trust.

The-delegation arrangements and terms of reference will be reviewed annually.

These will include:

- Elect a chair and vice chair at the first meeting of the academic year.
- Recruiting new members as vacancies arise.
- Appointing, removing or suspending any co-opted trustees or associate members as necessary.
- Holding at least three Board of Trustees meetings a year.
- Appointing a clerk to the Board of Trustees.
- Deciding which functions of the board of trustees will be delegated to committees, groups and individuals. The Board of Trustees cannot delegate overall responsibility for the academy trust's funds. However, it must approve a written scheme of delegation of financial powers that maintains robust internal controls.
- Establishing the committees of the Board of Trustees, their terms of reference and a chair for each committee.
- Receiving reports from any individual or committee to whom a decision has been delegated and to consider whether any further actions are necessary.
- Agreeing the yearly school improvement plan and priorities.

- Review and approve statutory policies.
- The Board of Trustees **must**, taking advice from the Resources Committee, ensure there is appropriate, reasonable and timely response by the trust's management team to findings by the external auditors, taking opportunities to strengthen systems of financial management and control.

Monitoring:

The Board of Trustees will be responsible for:

- Ensuring the vision, ethos and strategic direction of the school is being followed through policy and practice.
- Monitoring progress towards the school's priorities and the progress of students.
- Ensuring that the head teacher receives an annual performance review.
- Ensuring that the single central register of staff is kept up to date.
- Monitoring the impact of the pupil premium and SEND spending.
- Ensuring that a broad and balanced curriculum is taught to all pupils, including careers education, information, advice and guidance.
- Ensuring that there is a process for ensuring high quality teaching and learning across the school and for addressing poor performance.
- Checking that the statutory required information is published on the school's website.
- Ensuring that human resources *and* health and safety policies and regulations are followed and kept under review.
- Monitoring the budget spend on a regular basis and approving a balanced budget.
- Reviewing the risk register at least annually.

Approved by the Board of Trustees:

14th September 2020

Next review date: September 2021