



# Charlton Park Academy

## Governing Body - Terms of Reference

### 1. General Terms

The governing body has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Principal 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.

### 2. Membership and Quorum

The number of Governors shall be not less than three and shall not be subject to any maximum (unless otherwise determined by ordinary resolution). It will include the Principal, who shall not be subject to any minimum or maximum, and a clerk will be appointed.

Two persons entitled to vote upon the business to be transacted, each being a Governor, or a proxy of a Governor, shall constitute a quorum.

### 3. Meetings

The committee will meet at least once per term virtually and securely via Microsoft Teams, with the discretion to hold additional meetings, dependent on the circumstances of the school at any given time.

The Committee meetings will not be open to the public. Information relating to a named person, or any other matter that the committee considers confidential, will not be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

In the absence of the Governance Professional, the committee shall record the meeting for him/her to transcribe.

The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and once agreed, a summary will be presented by the committee chair at the next scheduled FGB meeting.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### 4. Policies and Compliance

The governing body will review and ratify all policies.

#### 4.1. Governance

- The development and promotion of the Trust's overall vision, core beliefs

and values.

- To monitor attendance and performance of all governors at LGB level.
- To appoint/remove governors in line with the Trust's Articles.
- To ratify the appointment of the Chair of Governors.
- The creation of governance policies and procedures.
- The oversight trust complaints and appeals.
- Determining the levels of delegation to each Committee, the Principal or Full Governing Body, and setting the Terms of Reference for each.

#### **4.2. Leadership**

- Set the strategic objectives of the Trust
- Scrutiny - review and challenge progress of the Trust against its strategic objectives and key performance indicators.
- Compliance - Ensure the Trust has all relevant statutory policies in place.
- Compliance/Funding Agreement - comply with all obligations including the Academies Financial Handbook.
- Compliance/Regulatory- with all regulations affecting the Trust (including all charity law, education law, company law, employment law and health and safety).
- Compliance/Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds.
- Appointment of Trustees - ensuring processes are in place for their appointment (including ensuring that the Trustees have the skills to run the Trust).
- Appointment of Auditors and the Audit Committee.
- Appointment of the Governance Professional.
- The training programme for Governors, including review and monitoring.

#### **4.3. Finance, Risk Management and Reporting**

- Ensure Trust's continuing compliance with all Education, Skills Funding Agency (ESFA) DfE financial management requirements.
- Approval of the Trust's Financial Handbook/Regulations and all financial policies.
- Approve the Financial Management System and ensure it is suitable for the needs of the Trust.
- Maintenance of a Register of Business Interests for all Trustees, Governors, Senior Leadership Team and all other staff involved in decision making of the awarding of contracts.
- Delegated authority for the Principal to make decisions on behalf of the Trust and to sign off on payments up to £5k in line with the Scheme of Delegation.
- Receive and review Trust consolidated quarterly management accounts compiling of income and expenditure account, balance sheet, cash flow and variance analysis.
- Approval of year end consolidated statutory accounts.
- Receive External Audit Management Letter and findings report.
- Appoint External and Internal Auditors.
- Ensure all points raised from Annual Audit Management Report are actioned.
- Approve the Trust's Consolidated annual budget.
- Approve the central funding costs from the individual academies to the Trust.

- Monitor and control expenditure against budget during the financial year.
- Authorisation for advertising of tender above the OJEU limit and awarding of such tenders.
- To monitor the regulations on VAT ensuring compliance by the Trust.
- Write off Bad Debts in line with the regulations set by the Academies Financial Handbook.
- Approval of capitalisation limits and depreciation policy for the Trust.
- All assets must be purchased following the delegated limits set out above.
- Ensure all instances of loss/theft are notified to the Principal to ensure compliance.

## **5. Monitoring**

The governing body will be responsible for:

### **5.1. Students**

- Promoting student attainment in all areas of the curriculum.
- Promoting improvements in student attainment.
- Improving assessed student progress in English and Maths.
- Making effective use of student premium funding to close the attainment gap.
- Promoting the highest possible standards of student behaviour.
- Ensuring the provision of appropriate sex education.
- Ensuring the provision of extra-curricular activities

### **5.2. Leadership**

- Ensuring that all necessary child protection procedures are in place.
- Overseeing student admission arrangements.
- Overseeing the implementation of a home-school agreement.
- Overseeing vigorous and effective teacher appraisal.

### **5.3. Staff**

- Ensuring pay arrangements for all staff are cost effective and fair.
- Providing the best possible staff, at all levels, throughout the school.
- Conducting the Principal's performance management review.

### **5.4. Other**

- Guaranteeing that all aspects of the school's finances are properly managed.
- Guaranteeing that all relevant Health and Safety procedures are implemented.
- Provide and maintain the highest possible quality of buildings and facilities.
- Overseeing the implementation of fair and effective complaints and grievance procedures.
- Ensure that statutory information is published on the school's website.

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