ORCHARD ACADEMY TRUST

Scheme of Delegation
(incorporating Terms of Reference)

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Contents

1

Governance structure and lines of accountability 2

Roles and Responsibilities 3

The Role of Members 3

The Role of Trustees 4

The Role of Trust Board Committees 4

The Role of the Special Educational Needs and Disabilities (SEND) Trustee 4

The Role of the Safeguarding Trustee 5

The Role of the Executive Headteacher 5

The Role of the Local Governing Body (LGB) 6

The Role of the Headteachers 6

Scheme of Delegation Table 6

Terms of Reference for the Trust Board 10

Terms of Reference for the Finance and Audit Committee 13

Terms of Reference for the Education and Standards Committee 15

Terms of Reference for the Local Governing Bodies 17

Governance structure and lines of accountability

Orchard Academy Trust is governed by the Trust Board who are responsible for, and oversee, the management of the Trust and each school. The Trustees are accountable to external Government agencies (including the Department for Education (DfE)) for the quality of the education provided by the Trust. The Trustees are required to have systems in place through which they can assure themselves of quality, safety and good practice. In order to discharge some of these responsibilities, the Trustees have appointed people at a local (school) level to Local Governing Bodies (LGBs).

- The Board of Trustees is responsible for the four core governance functions:
  1. *Being strategic*
  2. *Holding to account*
  3. *Ensuring financial probity*
  4. *Ensuring decisions take into account the views and experiences of stakeholders (pupils, staff, parents and the community)*
- All Trustees and Governors work within the framework for ethical leadership in education, which incorporates the seven Nolan principles of public life plus seven personal characteristics or virtues.
- The Board of Trustees appoints the Chief Executive/Executive Headteacher (CEO/EHT), to whom it delegates responsibility for delivery of its vision and strategy, and holds the CEO/EHT to account for the conduct and performance of the Trust, including the performance of the schools within the Trust, and for its financial management.
- In turn, the CEO/EHT line manages other Senior Leaders and the schools' Headteachers, setting their targets and being a Professional Growth Line Manager for them.
- The Board establishes a Finance and Audit Committee; this looks in detail at resources across the Trust. At least four Trustees and one member of each LGB must sit on this Committee.

- The Board additionally has an Education and Standards Committee which focuses on outcomes and curriculum across the Trust. At least four Trustees and two members of each LGB must sit on this Committee
- The Board delegates some of its school-level monitoring and scrutiny functions to LGBs which act as committees, and uses these committees to promote stakeholder engagement and as a point of consultation and representation. Trustees work collaboratively with LGBs to ensure they have a secure understanding of the performance of all aspects of the Trust's schools.
- Headteachers are performance managed by the CEO/EHT. As the Headteachers are being line managed by the CEO/EHT, the LGB must be confident that the Trust's performance management systems are working well, and if not, know how they can make the Trust aware of their concerns.
- The Trust Board takes part in Ofsted inspections – this is done, wherever possible, in partnership with the LGB.

Roles and Responsibilities

The Role of Members

Members have a different status to the Trustees. Members have a strategic role which holds the Trustees to account.

Members:

- Are signatories to the Articles of Association which include definition of the Trust's charitable object and governance structure (where they are Founding Members);
- May, by special resolution, amend the Articles of Association, subject to any restrictions created by the Trust's funding agreement or charity law;
- May, by special resolution, appoint new Members or remove existing Members other than, where there is one, the foundation/ sponsor body and any Members it has appointed;
- Have powers to appoint Academy Trustees as set out in the Trust's Articles of Association, and have power under the Companies Act to remove any or all serving Academy Trustees;
- Appoint the Trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act). They can also remove the auditors;
- Have power to change the company's name and, ultimately, wind it up.

Members should not be involved in the day to day business of the Trust as their general duty is to further the Trust's charitable objective to 'advance for public benefit education in the UK'.

Members meet twice a year: once for the AGM and once in June or July. At these meetings the Members are kept informed about Trust business to effectively carry out their role. There are no less than three and no more than five Members in line with the Articles of Association and the Academy Trust Handbook.

All Members are required to obtain a DBS check and must not be subject to a Section 128 Direction, which are part of the onboarding process. Members must also comply with the restrictions on transactions with related parties as set out in the Academy Trust Handbook. Members also have details about them published on the Trust website and on Get Information About Schools (GIAS) in line with the requirement of the Academy Trust Handbook.

Employees of the Trust must not be Members.

The Role of Trustees

Orchard Academy Trust is a charitable company and so Trustees are both Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably. The National Governance Association (NGA) uses the term 'trustee' as it avoids the possible confusion caused when executive leaders are called directors but are neither company directors nor Trustees. The Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the Memorandum and Articles of Association and its funding agreement, they are legally responsible and accountable for all statutory functions and for the performance of all schools within the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements.

The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation. There are not less than three Trustees in line with the Articles of Association and the Academy Trust Handbook.

The Role of Trust Board Committees

The Trust Board may establish committees to carry out some of its governance functions which may include making decisions, although any decisions made are deemed decisions of the Trust Board. The membership and responsibilities of each committee are set out in the committee's terms of reference.

The current committees are:

- Education and Standards
- Finance and Audit
- Local Governing Body (one for each of the Trust's schools)

The Role of the Special Educational Needs and Disabilities (SEND) Trustee

The Trustees appoint a member of the Board to be the named SEND Trustee.

The SEND Trustee maintains strategic oversight to ensure that appropriate systems and procedures are in place across the Trust to cover all aspects of the SEND code of practice: 0 to 25 years and the Children and Families Act 2014 and ensure all statutory responsibilities are met.

Responsibilities:

- Support the implementation of a whole-trust culture where high ambition for all and inclusion are given the highest priority.
- Have oversight of Trust-wide inclusion strategy.
- Ensure there are procedures in place so that each school's SEN information report is compliant and ratified on an annual basis.
- Ensure there are provisions in place within each school to monitor how SEND provision is implemented effectively.
- Ensure that schools have provisions in place to help prepare pupils with SEND for the next stage of their education and life after school.
- Ensure that there are procedures in place so each school publishes information about the facilities provided to assist with access to pupils with disabilities, including the school's accessibility plan.
- Ensure there is a broad and balanced curriculum in place across the Trust and that it is accessible for all in line with the Equality Act 2010.
- Provide annual report on inclusion to Trust Board.

The Role of the Safeguarding Trustee

Trustees appoint a member of the Board to be the named Safeguarding Trustee.

The Safeguarding Trustee maintains strategic oversight to ensure that appropriate systems and procedures are in place across the Trust to cover all aspects of the safeguarding agenda and ensure all statutory responsibilities are met.

They support the implementation of a whole-trust culture where safeguarding and child protection is given the highest priority and encourage all members of the Board of Trustees to develop their understanding of their safeguarding and child protection responsibilities.

Responsibilities:

- Liaise with the Clerk to the Trust Board to ensure that safeguarding is a standing agenda item for every Trust Board meeting.
- Ensure there are systems in place to provide support for staff who are dealing with safeguarding and child protection issues within the Trust.
- Support policy development at a strategic level to protect staff, volunteers and pupils.
- Ensure that the Trust Board has adopted a compliant Child Protection and Safeguarding Policy that is reviewed annually.
- Ensure there are systems in place to ensure that all staff, Trustees, Governors and volunteers receive appropriate safeguarding and child protection training, which is updated at least annually.
- Monitor how executive leaders provide opportunities for shared practice between school staff across the whole Trust, to enable reflective practice and learning.
- Maintain oversight and monitor the Trust's Single Central Record (SCR) to ensure that all information provided is up to date and accurate, and that the SCR meets regulations and requirements.
- Check that the executive leaders ensure that all recruitment of staff and volunteers is undertaken in line with safer recruitment processes and that at least one person conducting an interview has safer recruitment training.
- Ensure that executive leaders understand the need to develop a curriculum that embeds safeguarding culture across each school.
- Ensure staff are able to appropriately safeguard pupils online, including on school devices.

The Role of the Executive Headteacher

The EHT has the delegated responsibility for the operation of the Trust including the performance of the Trust's academies and so the EHT performance manages the academy Headteachers. This can be in conjunction with a Governor.

The EHT is the Accounting Officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

Operational and management decisions are delegated by the EHT to the Trust Central Team, who in turn further delegates operational matters to keep decision making as close to the operational impacts as possible whilst ensuring that staff feel empowered to lead their areas of responsibility.

The EHT is accountable to the Trust Board for the performance of the Executive Team which includes the Central Team and wider Senior Leadership Team.

The Role of the Local Governing Body (LGB)

The Orchard Academy Trust LGBs perform some of the Trust's school level governance functions, as they act as a committee for the Trust Board. The LGB acts in an advisory and monitoring capacity on behalf of the Trust Board. The Trust Board ensures that two parents are appointed to the Trust Board and two parents are elected to each LGB. The main function of the LGB includes the quality of education in each school and its impact on children, wellbeing and outcomes.

Delegated functions include:

- Building an understanding of how the school is led and managed through reading and challenging the Headteacher's report.
    - Assessment outcomes for ALL children – alongside the Trust Board as they hold accountability for this
    - Reviewing actions taken on the School Development Plan and how targets are being met
- Monitoring the quality of education through visits to schools, meeting with leaders and talking to children through the work of the LGB representatives on the Education and Standards Committee.
- Engaging with stakeholders.
- Being a point of consultation and representation.
- Reciprocal reporting to the Board on all actions taken – sharing actions, monitoring and any policies ratified to be shared at least seven days prior to Trust Board meeting.

The Role of the Headteachers

The Headteacher is responsible for the day to day management of the school and is line managed by the EHT but reports to the LGB on matters which have been delegated to it which may include an element of monitoring and scrutiny of the school's management processes.

Scheme of Delegation Table

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible.
R Responsible	Responsible for delivery and does the work to achieve the task.
C Consulted	Needs to be involved before the decision is made.
<>	Direction of consulting/advice and support

Area	Decision	Delegation						
		Members	Trust Board	CEO/EHT	Finance and Audit Committee	Education & Standards Committee	LGB	Headteachers
Governance Framework								
People	Members: Appoint/Remove	A/R						
	Trustees: Appoint/Remove	A/R	C					
	Role descriptions for Trustees/chair/ specific roles/LGB Governors: agree		A/R	<C				
	Parent Trustees: appointed		A/R					
	Committee chairs: appoint and remove		A/R	C	C	C	C	
	Committee members: appoint and remove		A				R	
	Named Safeguarding Trustee: agree		A/R					
	Named SEND Trustee: agree		A/R					
	LGB Chair: approve / remove		A/R	<C				
	LGB chair: elect		A	<C			R	
	Clerk to Trust Board: appoint and remove		A	R				

Area	Decision	Delegation						
		Members	Trust Board	CEO/EHT	Finance and Audit Committee	Education & Standards Committee	LGB	Headteachers
Systems and Structures	Articles of Association: review and agree	A/R	<C	<C				
	Governance structure (committees) for the Trust: establish and review annually		A/R	<C>			<C	
	Terms of Reference for Board committees and Scheme of Delegation for LGB: agree annually		A/R	<C				
	Skills audit: complete and recruit to fill gaps		A/R	<C>			R	<C
	Annual self-review of Trust Board and committees: complete annually		A/R	<C>			<C	
	Schedule of business for Trust board: agree		A/R					
	Annual schedule of business for LGB: agree		A/R				<C	

Area	Decision	Delegation						
		Members	Trust Board	CEO/EHT	Finance and Audit Committee	Education & Standards Committee	LGB	Headteachers
Reporting								
Reporting	Publication on Trust's and schools' websites of all required details on governance arrangements: ensure		A	R			R	C
	Annual report on performance of the Trust: submit to Members and publish		A	R				
	Annual report and accounts: submit		A	R	<C			

Area	Decision	Delegation						
		Members	Trust Board	CEO/EHT	Finance and Audit Committee	Education & Standards Committee	LGB	Headteachers
Being Strategic								
Being Strategic	Determine Trust-wide policies which require Trustee approval (as determined by the latest DfE guidance): approve (see policy timetable appendix)		A	R			C	C
	Determine Trust-wide policies for all other statutory and required policies (school level): approve		A	A	A	A	A	R
	Management of risk: establish register, review and monitor		A	R	<C>		<C	<C
	Trust's vision and strategy, agreeing KPIs against which progress towards achieving the vision can be measured: determine		A	<R>			C	
	Chief Executive Officer: appoint and dismiss		A/R					
	School Headteacher: appoint and dismiss		A/R	C				
	Budget plan to support delivery of Trust and school key priorities: agree		A/R	<C>	<C			<R
	Trust's staffing structure: agree		A/R	C				
	School staffing structure: agree			A/R				C

Area	Decision	Delegation						
		Members	Trust Board	CEO/EHT	Finance and Audit Committee	Education & Standards Committee	LGB	Headteachers
Holding to Account								
Holding to Account	Auditing and reporting arrangements for matters of financial compliance: agree		A/R		C			
	Auditing and reporting arrangements for matters of compliance including H&S, safeguarding, personnel: agree		A	R				
	Reporting arrangements for progress on key priorities: agree		A/R	<C>	<C>	<C>	<C	C
	Professional Growth line management of the Chief Executive Officer: undertake		A/R					
	Professional Growth line management of Headteacher: undertake		>	A/R			<C	

Area	Decision	Delegation						
		Members	Trust Board	CEO/EHT	Finance and Audit Committee	Education & Standards Committee	LGB	Headteachers
Ensuring Financial Probity								
Ensuring Financial Probity	Appoint Chief Financial Officer for delivery of Trust's detailed accounting processes		A	<R>	<C			
	Trust's scheme of financial delegation: establish and review		A	<R>	<C			
	Receive annual report and accounts	C	A/R					
	External auditor appointment: confirm	A/R	C					
	External auditors' report: receive and respond	A/R						
	CEO/EHT pay award: agree		A/R					
	Headteacher pay award: agree			A/R			C	
	Benchmarking and Trust-wide value for money: ensure robustness		A	<R>	<C	<C		C
	Internal auditor appointment: confirm		A	R				
	Robust budget monitoring processes in place		A	<R>	<C			

Terms of Reference for the Trust Board

Meetings of Trustees take place at least four times per year. In accordance with the Articles of Association, Trust Board meetings may take place virtually i.e. online. The main responsibilities managed by the Trustees are outlined below:

Items in italics cannot be delegated

Trust Board	
Governance	• *To recommend amendments to the Articles of Association subject to any restrictions in the Articles or the Trust's funding agreement or charity law.* • *To recommend to change the name of the Academy Trust.* • *To elect (or remove) the Co-Chairs and Vice Co-Chairs of the Trust Board; see Appendix 1 for split of responsibilities.* • *To appoint (or dismiss) the Clerk to the Trust Board and its committees.* • *To recruit, appoint or remove Co-opted Trustees.* • *To suspend a Trustee.* • *To decide which functions of the Trust Board are delegated and to whom.* • *To receive reports from any committee, monitoring pair or individual to whom a delegation has been made and to consider whether any further action by the Trust Board is necessary.* • *To review the delegation arrangements annually.* • *To consider, approve and present the Annual Report and Financial Statements to the Members for scrutiny.* • To regulate the Trust Board's procedures where not set out in law and record these • To agree the programme of work and calendar of meetings for the Trust Board and its committees for the school year (annual governance planner) based on known cycles of school improvement, financial management, staffing issues and communication. • To establish and maintain a register of all interests (pecuniary, business and loyalty) of Members and Trustees. • To delegate to the Executive Headteacher/CEO the functions as described in the Delegation of Functions to Executive Headteacher/ CEO. • To agree and implement the Trust's induction and mentoring process for newly appointed or elected Trustees and Governors. • To establish and keep under review a protocol and policy for Trustees' and Governors' visits to the schools. • To regularly undertake a skills audit and review Trustees' performance. • To audit individual and collective development needs and promote appropriate training. • To establish or disband LGBs and amend their delegated responsibilities. • To support the Chairs of LGBs in their roles. • To appoint or remove the Chair and/or Vice-Chair of any Trust LGB should the need arise.

	• To undertake an annual self-evaluation of Trust governance including structure and effectiveness. • To ensure that the Trust Board complies with all legal requirements placed upon it through legislation or governance documents.
Strategic	• *To determine and regularly review the vision, values and ethos for the Trust.* • *To set the medium- and long-term vision for the Trust and its schools, including strategic objectives and Key Performance Indicators (KPIs).* • *To approve the establishment of subsidiary or linked establishments subject to legal and financial advice.* • *To consider requests from other schools to join the Trust.* • *To consider requests from schools to leave the Trust.* • To determine the scope of mandatory core services to be delivered by the Trust. • To determine those policies which are mandatory for all academies within the Trust. • To review the Trust Risk Register incorporating academy-level risk. • To provide overview, scrutiny and challenge of education and financial performance across the Trust. • To succession plan for the Trust Board and Executive Team.
Finance	• To agree and regularly review the Trust's financial scheme of delegation and limits (Finance Policy and Procedures, Investment Policy, financial responsibility and internal control). • To appoint to the Finance and Audit Committee. • To approve the individual academy budgets. • To approve any significant changes to the approved budgets. • To appoint the Accounting Officer. • To recommend the appointment or removal of the Auditors. • To approve the Annual Report and Accounts.
Audit	• To recommend arrangements for internal audit.
Staffing	• To undertake the Executive Headteacher/CEO's performance management and salary review. • To undertake the Executive Headteacher/CEO's appointment. • To dismiss or suspend the Executive Headteacher/CEO. • To end the suspension of the Executive Headteacher/CEO. • To consider decisions around staff requests for time out/career breaks and two or more days of unpaid leave. The Trust Board may, at its discretion, refer these decisions to the LGB. • To approve the staff code of conduct.
Admissions	• To determine the principals of the Trust's Admissions policy and communicate this to the academies in the Trust. • To agree an annual Admissions Policy and the published admission number (PAN) for each academy.
Health and Safety, Risk and Estates	• To identify a Trustee to take an overview of health and safety and premises across the Trust.

	• To establish, review and maintain an estates strategy and asset management planning arrangements.
Safeguarding	• To appoint a Trustee to take an overview of safeguarding across the Trust. • To receive an annual report on safeguarding across the schools in the Trust. • To ensure whistleblowing arrangements are in place across the Trust and are regularly reviewed. • To have oversight of cybersecurity. • To be responsible for digital and technology standards. • To receive filtering and monitoring assurance.
Communication, Information and Complaints	• To oversee the Trust website to ensure publication of relevant information to comply with legislation. • To approve press statements. • To monitor the level of complaints across the schools in the Trust. • To ensure compliance with the General Data Protection Regulation (GDPR). • To ensure that there is effective communication between the Trust and LGBs. • To regularly review how the Trust is regarded by staff, pupils and parents and the wider communities.
Other Matters	• To approve statutory policies as per the Trust Policy timetable. • To determine proposals to offer additional activities and agree what form these should take. • To consider and approve proposals for the cessation of extended services provision as appropriate. • To set the dates of the Trust's schools' terms and holidays. • To approve any changes to the time of school sessions.
Quorum	Article 117, subject to Article 119, states that the quorum for a meeting shall be any three Trustees or where greater, any one third (rounded up) of the total number of Trustees holding post at the date of the meeting. Article 119 states that, for the purpose of any vote on the removal of a Trustee or Chair of Trustees, the quorum shall be two thirds (rounded up) of Trustees who are at the time holding post.

Terms of Reference for the Finance and Audit Committee

Meetings of the Finance and Audit Committee take place at least four times per year and as determined by need. The main responsibilities to be managed by the Finance and Audit Committee are outlined below:

Finance and Audit Committee	
General	• The Committee is chaired by Vice Co-Chair 1 of the Trust Board. In accordance with the Academy Trust Handbook, the Committee's Chair must not be the Chair of Trustees. • To make regular reports to the Trust Board.
Finance	• To recommend the current year's and three-year rolling budget in line with strategic priorities. • To recommend and monitor budgets to ensure resources are allocated in line with key priorities. • To recommend the annual contribution from each academy to the central Trust budget. • To approve virements of funds between budget allocations in accordance with the Trust's Finance Policy. • To receive and review monitoring reports for each academy and approve any significant variances. • To agree and monitor the Trust's fully-costed five-year estates management plan, including capital funding through the Condition Improvement Fund (CIF). • To monitor income, expenditure, cashflow and balance sheets as per the Academy Trust Handbook requirement. • To monitor the use of assets and the efficient use of financial resources through benchmarking and value for money reviews. • To scrutinise the draft Annual Report and Financial Statements and recommend approval to the Trust Board. • To analyse and approve tenders for academy and Trust-wide contracts for services in line with Trust Finance Policy.
Strategic	• To monitor the Trust's Risk Register to ensure that all significant risks are mitigated.
Staffing	• To recommend pay range points and values, as well as teaching and learning responsibility (TLR) values. • To determine dismissal payments or payments for early retirement. • To authorise settlement agreements for Trust staff (with the exception of the Executive Headteacher/CEO). • To review the implementation and impact of the Pay and Reward Policy.
Estates	• To ensure that adequate levels of buildings insurance and personal liability insurance are in place across the schools in the Trust. • To monitor the implementation of the Trust's estates strategy. • To monitor the Trust's asset management arrangements. • To ensure that the Health and Safety Policy and regulations are followed and appropriately prioritised at each academy and to receive monitoring reports from LGBs. • To receive monitoring reports for each academy on buildings and maintenance, including an annual site report.
Audit	• To approve the annual scrutiny plan and arrangements for internal audit. • To review findings from internal audits and management responses, ensuring findings are shared with all Trustees. • To ensure compliance with the Academy Trust Handbook.

	• To monitor internal controls to ensure they are secure and minimise the risk of abuse or fraud. • To ensure whistleblowing arrangements are in place across the Trust and regularly reviewed.
Risk	• To review the procedure for identification of risks, ratings and responses on the risk register at least annually.
Policies	• To recommend and monitor the Trust's financial scheme of delegation and limits (Finance Policy and Procedures, financial responsibility and internal control). • To recommend a Charging and Remissions Policy. • To recommend an expenses scheme for Trustees and Governors. • To monitor the implementation of the Trust's Finance Policy within the Trust and by each academy including the segregation of duties.

Membership of the Finance and Audit Committee:

- Four Trustees with a relevant background, including at least one with financial background;
- A Governor representative from Allington LGB; and,
- A Governor representative from Barming LGB.
- Executive Headteacher/CFO are in attendance but are not members

The Headteachers of Allington and Barming School are not included in the membership but may attend on an ad hoc basis.

In order to ensure compliance with the Academy Trust Handbook, the Finance and Audit Committee must be chaired by a Trustee other than the Chair of Trustees.

Quorum	*Article 101 of the Trust's Articles of Association specifies that no vote may be taken at a meeting of a committee of the Trustees unless the majority of those present at the meeting are Trustees.*	3

Terms of Reference for the Education and Standards Committee

Meetings of the Education and Standards Committee take place at least three times per year and as determined by need. The main responsibilities to be managed by the Education and Standards Committee are outlined below:

Education and Standards Committee	
General	• The Committee is chaired by Vice Co-Chair 2 of the Trust Board. • The Committee focuses on the curriculum and outcomes in each school so that they can provide in-depth knowledge to the LGBs and Trust Board. The Committee is responsible for understanding, visiting and questioning around the quality of education and outcomes. • To make regular reports to the Trust Board.
Quality of Education	• To ensure that the curriculum in each school is fit for purpose and fully compliant with national and Trust requirements. • To ensure that the curriculum is broad and balanced in each school and provides a wide range of opportunities so that all children can reach their potential and are prepared for the next stage of their education. • To monitor the intent for the curriculum as a whole and in individual subjects, along with how this is linked to the Trust/school vision and values. • To feed back to the LGBs about the monitoring outcomes and share the reports of visits with the Trust Board.
Standards and Progress	• To receive and review progress and outcomes for all pupils against national outcomes, where these are available, and against school targets. • To monitor and evaluate rates of progress and standards of achievement by pupils, including any vulnerable groups including Pupil Premium, SEND and gender. • To review the attendance data for each school and any suspensions/exclusions and the actions the schools are taking to increase attendance for those children who are persistently absent. • To monitor the impact of Pupil Premium funding and how it is being used to raise the attainment of previously looked after children. • To receive the Pupil Premium Strategy for each school, reviewing the impact of the spend on the outcomes and progress for the children. • To review the Sports Premium spend and how it sustainably and effectively improves PE, School Sport and Physical Activity (PESSPA) in line with the guidance. • To evaluate the impact of Continuing Professional Development (CPD) on improving pupil outcomes.
SEND	• To monitor the effectiveness of SEND provision and how this is impacting on pupils with SEN Support and/or an Education, Health and Care Plan (EHCP). • To evaluate provision for all groups of vulnerable children and ensure their needs have been identified and addressed, and evaluate their progress and achievement. • To ensure that the requirements for children with special needs are met, as laid out in the Code of Practice.
Membership of the Education and Standards Committee: • Executive Headteacher/CEO; • Three Trustees; • Two Governor representatives from Allington LGB and • Two Governor representatives from Barming LGB.	

The Headteachers of Allington and Barming School are not included in the membership but attend on an ad hoc basis.		
Quorum	*Article 101 of the Trust's Articles of Association specifies that no vote may be taken at a meeting of a committee of the Trustees unless the majority of those present at the meeting are Trustees.*	3

Terms of Reference for the Local Governing Bodies

Local Governing Body	
Trustees have agreed that LGB meetings may take place virtually i.e. online. The main responsibilities to be managed by each LGB are outlined below. Monitoring activities against the priorities of School Development Plans are carried out by individual Governors or pairs of Governors in accordance with the following Terms of Reference:	
Governance	• *To hold at least four (as per governance planner) LGB meetings each year.* • *To recruit Governors to the roles and levels determined by the Trust Board.* • *To assign individuals or pairs of Governors to monitor the priorities of the School Development Plan and receive reports from all those to whom a delegation has been made. Any delegations must be notified to the Trust Board in accordance with Article 105A.* • To establish and maintain a register of all interests (pecuniary and business) of Governors. • To implement the Trust's induction and mentoring process in relation to newly appointed or elected Governors. • To audit individual and collective development needs of members of the LGB and to promote appropriate training. • To ensure that the Headteacher provides such reports as requested by the LGB to enable it to undertake its role. • To regularly review that the vision and values are reflected throughout the school. • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of protected characteristics, as defined in law. • To ensure that the LGB complies with all other legal duties placed upon it, either directly or through the Trust Board.
Finance	• To appoint a representative of the LGB to serve on the Trust's Finance and Audit Committee and meet with the CFO/EHT/Headteacher three times a year. • To receive regular reports from the representative on the Finance and Audit Committee.
Staffing	• To support the Executive Headteacher/CEO with Headteacher appointments in conjunction with the Trust Board. • To evaluate the impact of staffing decisions on pupil outcomes and to make recommendations to the Education and Standards Committee • To monitor staff wellbeing and levels of attendance and sickness.
Curriculum and Standards	• To appoint two representatives of the LGB to serve on the Trust's Education and Standards Committee. • To initiate regular monitoring reports on standards (progress and attainment) and achievements against School Development Plans and targets, as well as reports on attendance, Pupil Premium and vulnerable groups data. • To ensure a balanced and broad curriculum is taught to all pupils. • To take an active role in school self-evaluation, identifying success and areas requiring improvement. • To approve the School Development Plan and regularly review the document, identifying monitoring opportunities for the LGB.

	• To discharge duties in respect of pupils with special needs by appointing a Governor with monitoring oversight of SEND. • To monitor inclusion across the school.
Admissions	• To consult annually on amendments to the Admissions Policy for the school in accordance with the Schools Admissions and Appeals Codes. • To ensure that effective arrangements are in place for pupil recruitment.
Health and Safety, Risk and Premises	• To appoint a Governor to take an overview of health and safety and premises at the school. • To receive regular school health and safety inspection reports and recommendations. • To monitor the implementation of the Trust's Health and Safety Policy within the school. • To ensure that health and safety regulations are followed and appropriately prioritised. • To monitor the provision of school meals to ensure that they meet national nutritional standards.
Safeguarding	• To ensure that all Governors regularly complete safeguarding training as an integral element of their role. • To appoint a Governor to take an overview of safeguarding across the school. • To monitor the Single Central Record. • To monitor the level and nature of safeguarding incidents. • To monitor the implementation of the Safeguarding and Child Protection Policy. • To monitor that staff are trained in safeguarding and Prevent. • To ensure that any Governor involved in the recruitment of staff has recently completed safer recruitment training. • To ensure whistleblowing arrangements are in place across the school and are regularly reviewed. • To ensure the school implements the Educational Visits and Offsite Learning Opportunities guidance; to receive notification of offsite visits and monitor the completion of risk assessments. LGBs retain responsibility for approving residential trips. • To receive notification of educational visits and to monitor that valid and appropriate risk assessments are undertaken.
Communication, Information and Complaints	• To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus. • To monitor that the school's website complies with DfE requirements. • To regularly review how the school is regarded by staff, pupils and parents. • To consider and recommend to the Trust Board any proposals to change the time of school sessions and the dates of school terms and holidays. • To monitor that the Trust's Complaints Policy is followed and that parents and the wider community know how to raise concerns and make a complaint. • To hear complaints at a relevant stage. • To ensure there is good communication between the school, the PTFA, the wider community and other stakeholders.
Behaviour	• To monitor the implementation of the Behaviour Policy. • To receive reports on bullying, homophobic and racial incidents.

	• To establish in discussion with the Headteacher a statement of behaviour principles on which the school can produce a Behaviour Policy. • To challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision and managed moves. • To convene a panel to review an exclusion as required. • To direct the reinstatement of excluded pupils.
Core membership of the Local Governing Board • Headteacher; • One elected Staff Governor; • Two elected Parent Governors; and, • Five Co-opted Governors. • At Barming Primary School: One Staff Governor from the Pre-School. Employment at the Trust does not preclude eligible candidates from election or appointment as parent governors. Parent governors who commence employment with the Trust are entitled to complete existing terms of office. At Barming Primary School: A pre-school parent governor can be recruited in place of a pre-school staff governor if potential staff candidate(s) cannot be found. If this is the case, their term of office cease when their child leaves the pre-school. In addition to the core membership arrangements set out above, the Trust Board may at any time and in any number it deems appropriate approve the appointment of additional Local Governor appointments.	
Quorum	One half of the number of Governors in post (rounded up).