

The local governing board of <School> Terms of Reference for Committees

The governing board has agreed to operate with the following committees:

- <Committee name>
- <Committee name>

Sect. of SoD	Activity	Responsibility given by Scheme of delegation (approve = do)	How regularly?	Delegated to (Add committee details)
Governance	Strategic vision for the school	Approve	Ad-hoc	Cannot be delegated
	Follow terms of reference for LGBs	Consulted when these are changed	Continuous	Cannot be delegated
	Appoint a clerk/governance professional	Approve	Ad-hoc	Cannot be delegated
	Performance manage a clerk/governance professional	Approve	Continuous	Cannot be delegated
	Appoint a chair	Approve	Annually	Cannot be delegated
	Appoint a vice chair	Approve	Annually	Cannot be delegated
	Appoint local governors	Approve	Ad-hoc	Cannot be delegated
	Report on the effectiveness of governance in the trust	Consult	Annually	Cannot be delegated
	Ensure school website is compliant	Monitor	Annually	
	Maintain LGB register of pecuniary interests	Monitor	Continuous	Cannot be delegated
Education	Receive and challenge headteacher report	Monitor	Termly	Cannot be delegated
	Receive and challenge school self-evaluation	Recommend	Annually, with termly updates	
	Receive and challenge School Improvement Plan	Recommend	Annually, with termly updates	
	Monitor pupil assessment outcomes	Monitor	Termly	
	Receive and challenge information on pupil premium pupils	Monitor	Termly	
	Receive and challenge information on sports premium	Monitor	Annually	
	Receive and challenge a safeguarding report	Monitor	Termly	
Staff Management	Headteacher pay award	Recommend	Annual	
	TLR, SEND and changes to leadership scale salaries	Consult	Annual	
	Adopting national pay awards	Consult	Ad-hoc	
	CEO appointment	Consult	Ad-hoc	
	Executive headteacher appointment	Consult	Ad-hoc	Cannot be delegated
	Headteacher appointment	Consult (decision of panel)	Ad-hoc	
	Assistant and deputy head appointment	Consult (decision of panel)	Ad-hoc	
	Appointments of new roles outside of approved budget	Recommend	Ad-hoc	

Financial Governance and Management	Review of trust financial procedures	Consult	Annual	
	Budget setting	Recommend	Annual	Cannot be delegated
	Monitoring of spending against the budget	Monitor	Termly	
	Review of top slice	Consult	Annual	
	Settlements/Compensation payments up to £50,000 at school level	Consult	Ad-hoc	
	Operating leases and grants	Central	Ad-hoc	
School Procedures and Admissions	Permanent changing the start and finish times of the school day	Consult	Ad-hoc	
	School term dates and holidays	Consult	Ad-hoc	
	Change of School PAN	Consult	Ad-hoc	
	Change of age range	Consult	Ad-hoc	
	Extension of School provision (e.g. Nursery, SEN base)	Consult	Ad-hoc	
	School logo and branding	Approve	Ad-hoc	Cannot be delegated
	School uniform	Approve	Ad-hoc	
	Decision to use LA admissions service	Consult	Ad-hoc	
Operations	General Estate Management Strategy	Consult	Ad-hoc	
	Review actions from external health and safety visits	Monitor	Termly	
	Centralisation/decentralisation of existing services (non-educational)	Central	Ad-hoc	
	Centralisation/decentralisation of existing services relating to education	Central	Ad-hoc	
	IT strategy	Central	Annual	
Risk	Due diligence procedures and decisions for approval for new academies	Central	Ad-hoc	

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