



## The Role of the Chair of the Board of Trustees

- ❖ To ensure the business of the Board of Trustees is conducted properly, in accordance with all legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all Trustees have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Board of Trustees acts as a sounding board to the Headteacher and provides strategic direction
- ❖ To agree with the Headteacher, by early in the autumn term, the programme of work and calendar of meetings for the Board of Trustees and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- ❖ To monitor the progress of work being undertaken by committees and individuals
- ❖ To consider recommendations made by committees with regard to the working of the Board of Trustees
- ❖ To establish and keep under review a protocol for the Board of Trustees
- ❖ To make recommendations to the Board of Trustees to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- ❖ To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- ❖ To meet with the Headteacher to agree the work of the Board of Trustees and its committees for that term and beyond
- ❖ To establish and keep under review arrangements for Trustee's visits to school
- ❖ To oversee arrangements for Trustees involvement in formulating and monitoring the Academy Improvement Plan & Self-Evaluation Form
- ❖ To make arrangements for the Board of Trustees to be represented at School Improvement discussions with the LA and for reports to be received by the Board of Trustees
- ❖ To ensure new Trustees are inducted into the role effectively
- ❖ Foster a team approach to working in the Board of Trustees
- ❖ To represent Trustees on wider partnerships eg. North East York Partnership of Schools
- ❖ To ensure, with the Headteacher, that the Academy meets and all financial requirements



## The Role of the Clerk to the Board of Trustees

- ❖ work with the Chair and the Headteacher on the contents of the agenda and the supporting papers for meetings of the Board of Trustees
- ❖ check with the Chair on actions that have been taken by her/him between meetings that need to be reported to the Board of Trustees
- ❖ post notice of meeting to all members of the Board of Trustees at least seven clear days before the meeting.
- ❖ prepare and distribute the papers to the Board of Trustees at least seven clear days before the meeting
- ❖ attend Trustee meetings and take accurate notes from which to prepare the minutes
- ❖ record the attendance of Trustees at meetings, together with apologies for absence and consents
- ❖ ensure that the Board of Trustees sets an annual timetable of meetings, including Committee meetings
- ❖ produce and issue draft minutes for the appraisal of the Chair and Headteacher
- ❖ maintain an action plan
- ❖ distribute the draft minutes to Trustees, appropriate bodies and the school after they have been appraised by the Chair and Headteacher
- ❖ monitor the dates of terms of office of all Trustees
- ❖ inform the Chair and the appropriate body of any resignations or appointments and ensure that action is taken to fill a vacancy
- ❖ deal with correspondence related to the appointment of Trustees
- ❖ maintain relevant files and records of correspondence and documents
- ❖ advise the Board of Trustees on standing orders and procedural matters
- ❖ advise the Board of Trustees on where to obtain relevant advice and information
- ❖ obtain advice and information for Trustees on policies and procedures, and on aspects of Education Law as it relates to the Board of Trustees
- ❖ hold records of Trustees' training attendance and advise the Chair of relevant training opportunities
- ❖ ensure that copies of minutes are held securely on file
- ❖ keep up to date with current developments and legislation affecting all areas of the governance of schools
- ❖ carry out the full responsibilities of the post with due regard to the Academy's equal opportunities policies
- ❖ maintain contact with key staff in education and other departments
- ❖ maintain contact with relevant external agencies



## The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To agree the agenda & associated documents with the Headteacher/ Lead Officer for each meeting and submit to the clerk for distribution to committee members within statutory guidelines
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To give the Full Board of Trustees a verbal report of the meeting (including a brief summary of main points and any decisions made)
- ❖ To approve the minutes of each meeting held and ensure the Clerk circulates these to all Trustees
- ❖ To work within legal frameworks/requirements



## The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure accurate minutes are taken
- ❖ To issue meeting agendas, associated documentation within statutory guidelines and issue draft minutes to the Chair for comments within 2 weeks of the meeting
- ❖ To perform such other functions with respect to the Committee as may be determined by the Board of Trustees from time to time



## The Board of Trustees

*The Board of Trustees needs to take a strategic role, act as a critical friend to the Academy and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

*It should act with integrity, objectivity and honesty in the best interest of the school.*

### Terms of Reference

- To agree constitutional matters\*, including procedures where the Board of Trustees has discretion
- To recruit new members as vacancies arise and to appoint new Trustees\* where appropriate
- To hold at least three Full Board meetings and three Committee meetings as a minimum in a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Board of Trustees\*
- To establish the committees of the Board of Trustees and their terms of reference\*
- To appoint or remove a Clerk to each committee\*
- To suspend a Trustee\*
- To decide which functions of the Board of Trustees will be delegated to committees, groups and individuals\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Board of Trustees is necessary\*
- To approve the first formal budget plan of the financial year and receive any revisions
- To support a healthy and safe learning environment
- To monitor the resourcing and delivery of the School Improvement/ Support Plan
- To ensure equality of opportunity for pupils and staff
- To ensure the schools Child Protection/ safeguarding policy and procedures are reviewed annually, and Child Protection issues are reviewed regularly
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually
- To adhere to the Trustees Code of Conduct for the Academy
- To review the School documentation including the development plan, statutory and other policies as required

**\*these matters cannot be delegated to either a committee or an individual**

**Membership - As per the Instrument of Government**

**Disqualification - as per Regulation 20 and Schedule 6 of the Constitution Regulations**

<b>These terms of reference agreed by the Board of Trustees</b>	3/10/2019
<b>Chair of the Board of Trustees</b>	Paul Gething
<b>Vice-Chairs of the Board of Trustees</b>	Garry Binks and Steve Botham
<b>Clerk (s) to the Board of Trustees</b>	Alyson Hudson
<b>Quorum:</b>	<b>One half of the number of Trustees in post</b>



## Delegation of Responsibility to Individuals

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference\*.*

### Terms of reference

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Board of Trustees, the Curriculum & Standards Committee, Resources Committee or the Steering Group, whichever the Board of Trustees deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Board of Trustees
- To attend training as appropriate

**Disqualification** - The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

**These terms of reference agreed by the Board of Trustees**

3<sup>rd</sup> October 2019

**Date Delegation Agreed**

3<sup>rd</sup> October 2019

**Date of review**

September/October 2019

---

\* This includes Subject/ Area Link Governors (see Governors Visits Policy for list of current responsibilities)