

## ALL SAINTS ACADEMY GOVERNANCE STRUCTURE

The Academy has the following committee

- Leadership and Management

In addition, there will be ad hoc committees that will only meet when triggered to do so:

- Student Discipline
- Hearings
- Complaints

### Cycle of meetings

<b>Autumn Term</b>	<ul style="list-style-type: none"> <li>• Governing Body Meeting</li> <li>• Leadership and Management x 2</li> <li>• Governing Body Meeting</li> <li>• AGM</li> </ul>
<b>Spring Term</b>	<ul style="list-style-type: none"> <li>• Governing Body Meeting</li> <li>• Leadership and Management x 2</li> </ul>
<b>Summer Term</b>	<ul style="list-style-type: none"> <li>• Governing Body Meeting</li> <li>• Leadership and Management x 2</li> <li>• Governing Body Meeting</li> </ul>

### MATTERS FOR THE GOVERNING BODY

As an academy, the Governing Body can delegate any of its responsibilities (but not the accountability) to any committee, trustee or member of staff

The Governing Body has agreed that the following matters will be reserved for the Governing Body:

- Approval of the first budget for the academic year
- Any decision to increase the Planned Admission Number/capacity of the academy
- Christian Ethos and Vision
- The values, aims and vision of the academy
- The approval and monitoring of the strategic plan
- Expenditure/contracts over £50,000
- Approval of Committee Structure
- Approval of Financial Delegations

### TERMS OF REFERENCE AND MEMBERSHIP OF COMMITTEES

#### 1. Leadership and Management

<b>Membership</b>	a minimum of 4 Governors, including the Principal and the Chair of the Governing Body (named members)
<b>Quorum</b>	any 3 members

### **Key areas of responsibility:**

- Monitoring of the Budget and Management Accounts
- Oversight of the deployment of financial resources to ensure value for money
- Recommend draft budget for approval
- Monitor the implementation on any External Audit recommendation
- Receive Internal Audit/Internal Control Reports
- Review the Academy's approach to risk
- Review the Risk Register termly
- Premises Strategy and Site matters
- Compliance including, but not limited to:
  - Safeguarding
  - Health and Safety
  - GDPR
  - Academies Financial Handbook
- Staffing and HR
  - Monitor the Performance Management of staff
  - Recruitment
  - Staffing structure
  - Approval of HR policies
- Governance
  - succession planning
  - training
  - evaluation and review
- Strategic Academy Plan – initial preparation and then monitoring by the FGB
- Policies

### **Delegated Powers:**

- Authorise expenditure for contracts between £25,001 and £50,000
- Approval of policies relevant to the Committee's key responsibilities

2. **Pupil Discipline Committee** – ad hoc – standard TOR
3. **Hearings and Appeals Committees** – standard TOR
4. **Complaints Committee** – standard TOR

### **Other delegations:**

#### **EMERGENCY POWERS**

The Chair may exercise any function of the Governing Body, if the Chair is of the opinion that a delay in exercising a function would be likely to be seriously detrimental to the interests of:

- (a) the school;
- (b) any pupil at the school, or their parent; or
- (c) a person who works at the school

“delay” means delay until the earliest date on which it would be reasonably practicable for a meeting of the governing body, or of a committee to which the function in question has been delegated, to be held.

Where the Chair (whether by reason of vacancy in the office or otherwise) would be unable to exercise the function in question before the detriment referred to in above is suffered, the reference to the chair is to be read as if it were a reference to the vice-chair.

The Chair (or Vice Chair) will use his/her best endeavours to consult with the Principal and to inform Governors as soon as possible

### **Executive Principal**

The day to day running of the academy is the responsibility of the Executive Principal