



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Terms of Reference for Governors of Local Governing Bodies

Governors should work together to carry out their core functions:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the academy and making sure its money is well spent
4. Ensuring the voices of stakeholders are heard

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, governors, supported by the SNMAT Scheme of Delegation are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board
- ensuring that there are policies and procedures in place and deal with complaints effectively using the SNMAT Complaints Policy.

Commitments – panels/committees

When required, and in accordance with the SNMAT Scheme of Delegation, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending core meetings - a minimum of 3 full governing board meetings each year and Accountability Panels each term as determined by the academy.
- reading papers and preparing questions for senior leaders in advance of meetings
- establishing and maintaining professional relationships with senior leaders, colleagues on the governing body and SNMAT.

- getting to know the school, including visiting the school occasionally during school hours to undertake observations or quality assure an area of responsibility assigned to them (this could be in a link governor capacity).
- undertaking induction training and developing knowledge and skills in an ongoing basis

Working with school leaders and the Trust

- attend (as required) the GKIT termly meeting with SNMAT leaders to ensure academy representation.
- attend (where possible) the SNMAT Termly Governance Forum to ensure academy representation.
- attend (as required) the SNMAT Board of Director's meeting once a year, to ensure academy representation.
- engage with and support the Trust wide work to develop governance, ensuring that academy views are shared.
- support the wider ethos and values of the Trust in respect of collaboration and peer support for governor colleagues across SNMAT.

All Governors must ensure they:

- Read and sign the SNMAT Governor Code of Conduct
- Complete annually, the on-line Safeguarding training for governors, facilitated by Hays.
- Complete their declarations of interest on an annual basis and as changes occur, indicating the starting date.