



Testwood School, Full Trustee Board Terms of Reference

This document gives details of the Board of Trustees's working structure and procedures. It is reviewed annually and approved by FTB.

The Trustee Board's role is to provide the leadership as the school aims to provide an education for life for every pupil on roll. The Trustees' aim is to not only provide day to day support and challenge to the Head Teacher and her team, but to drive the strategic decisions on the school's future direction.

The Board shall exercise its functions with a view to fulfilling a largely strategic role in the running of the school. This role means the Trustees have a clear understanding of where the school is progressing to be able to challenge accordingly.

A calendar of dates for Trustee meetings is to be drawn up annually. The dates of the panel meetings are to be agreed at the same time as the FTB's dates.

There will be two FTB meetings in the Autumn term, followed by one in each of the subsequent two terms. In addition, the panels below will meet at least once a term; the Trustees being divided into panels where they have experience and expertise. These panels to be:

- Buildings and Finance
- Staffing, Performance and Pay
- Student Wellbeing and Curriculum

The panels will have their own Terms of Reference that will have to be reviewed and updated with any changes at the first meeting of the academic year. Agendas and minutes of panel meetings will be handled in the same way as for the FTB.

For the team of Trustees there will be an appeal panel and staff disciplinary panel which will be called upon as required.

Another panel will review the Head's performance against targets set the previous year; with an interim meeting to ascertain progress of the targets and objectives and to look at work life balance.

The agenda to be produced two weeks prior to the FTB meeting and circulated at least one week before the meeting along with all relevant documentation.

Proposals for items to be included on the agenda should be submitted to the Clerk who will inform the Headteacher and Chair.

The National Governance Association NGA recommends that Trustee Boards arrange virtual meetings as and when required, but ensuring that it is done in an inclusive manner.

All issues discussed and decisions made at meetings of the FTB are to be formally recorded; these minutes are approved and adopted at the following FTB meeting.

Draft minutes will be circulated to the Headteacher and Chair for accuracy as soon as possible after the meeting to which they refer and then published on the Governor's Hub within 10 working days.

Key points from each of the panel meetings are to be included as an agenda item at the FTB following the panel meeting.

Once approved at the following FTB, the minutes are to be signed by the Chair and filed in the school and placed on Governor's Hub.

The terms of office for the Chair and Vice Chair shall be for one year only. The Chair and Vice Chair will continue in office until the first Trustee Board meeting of the school year. At that meeting the governing body will elect a new chair and vice chair, or re-elect the existing officers.

If the Chair is unable to fulfil the role, due to unforeseen circumstances, then the Chair of Trustees can delegate the vice chair to take on the role or elect in one of the other panel members. The temporary role to be held until the end of the academic year.

The Clerk to the Board of Trustees will act as chair for the election part of the meeting.

The FTB to ensure that the Trustees and managers have the necessary financial skills and knowledge to run the Academy Trust and must ensure:

- There are effective internal financial controls.
- The FTB approve / ratify the budget including any significant changes for the financial year to 31st August.
- The budget must be approved by the FTB by the 31st July for submission to the EFSA.

The governing body will ensure it receives enough information and evidence to allow it to monitor the school's achievements and progress. In addition to information supplied by the Head, other sources of information will be obtained through:

- Link trustee visits to all subject areas
- Involvement in school events
- Presentation by other members of staff to the FTB and at panel meetings
- Involvement in interview panels
- Critical consideration of data presented at the meeting as well as Analyse School

Performance

The Board of Trustees shall act as a 'critical friend' to the Headteacher.

The FTB delegates to all three panels the responsibility for the functions and activities stated in the panel's Terms of Reference.

Each of the panels shall review the policies associated with their panel and make any changes. The amended policies are to be brought to the next FTB as an agenda item to be ratified. After this process the Chair will sign a copy of the policy for filing in the school and website.

Date of Review: 20 September 2023

Date of Next Review: September 2024

Signed by Chair of Board of Trustees: Kevin Williams