



Academy Trust Board Terms of Reference

Membership

The FAT shall comprise of more than three trustees. There is no upper limit. The target number is 20 which may include four parent trustees to be elected by the parents, guardians or carers of registered pupils and the Principal. Parent trustees shall be elected for a four-year term of office and may complete this term if they become ineligible (pupil leaving the Academy) at the discretion of the Chair and FAT.

Further appointments to the FAT will be the discretion of the members and trustees. With the exception of the Principal, members of the Academy Trust Board will serve for a period of four years and will be eligible for re-election or co-option.

The Academy Trust Board may appoint associate trustees, who may attend meetings and may participate in any discussions that take place at these meetings. Associate trustees will not have the right to vote at meetings of the Academy Trust Board unless this is authorised by the FAT.

The FAT must appoint Trustees from within the FAT to be Members having overall responsibility for FAT matters. One of these will be the Chair. The Members will hold a general meeting at the end of each academic year.

Chair	The Chair shall be appointed by the FAT in September from among the members of the FAT. The Chair may not be the Principal. The term of office is at the discretion of the FAT and currently stands at one year. The Clerk shall organise the election.
Vice Chair	The Vice Chair shall be elected in September from amongst the members of the FAT. The term of office is at the discretion of the FAT and currently stands at one year. The Clerk shall organise the election.
Quorum	The quorum for each FAT shall be one third of those eligible to vote.
Meetings	The FAT shall meet as often as is necessary to carry out its responsibilities and not less than six times per year. Meetings will be chaired by the Chair or Vice-Chair. Minutes of meetings will be recorded and posted on the Governor Hub site in sufficient time for inclusion and review on the next agenda. Meetings will be held in the evening usually on a Tuesday. An Extra-ordinary meeting will be convened by the Chair in the event that urgent business arises which needs immediate attention.
Agendas	The Clerk shall circulate an agenda for each meeting at least one week in advance of the meeting. Supporting papers will be placed on the Governor Hub site a minimum of five days before a meeting.
Decisions	Decisions may be taken only by a vote by members of the FAT unless covered by delegation to a subcommittee by the FAT.

Documents The FAT aims to be a paperless body. Documents for FAT meetings and other documents of interest will be placed on Governor Hub as soon as they are received by the Clerk. Documents will be placed on the site as soon as they become available to the Clerk and not later than the Friday preceding a FAT meeting on the following Tuesday.

Chair's Authority

In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the FAT, the FAT Chair shall have delegated authority to make any such decisions. It is expected that, wherever possible, the Chair will seek FAT opinion through email or telephone consultation with FAT members. The decisions taken and reasons for the urgency shall be explained and ratified at the next meeting of the FAT. In exceptional circumstances the Chair may convene a Special Meeting of the FAT.

The Chair has the right to question any FAT member if their conduct in public is considered to be detrimental to the reputation of the Academy. In addition, the Chair has the right, subject to FAT approval, to remove from the FAT list, any trustee whose attendance does not reach 50% of scheduled meetings or who has failed to attend for a period of six months.

In consultation with the FAT, the Chair of Trustees may appoint:

A lead Child Protection and Safeguarding Trustee: Steve Head

A lead Finance Trustee: Sarah Foxall

A lead Pupil Discipline Trustee: Sue Young

A lead Site Health and Safety Trustee: Ella Capaldi

A lead Training Trustee: Glenn Taylor

A lead Data Trustee: Glenn Taylor

A lead Welfare Trustee: Bhanu Tewari

FAT Responsibilities

The FAT is responsible for pursuing the vision and aims of the Academy and for ensuring compliance with legal requirements emanating from the Department for Education. These are to be found in the Academies Financial Handbook and in the Governance Handbook.

Curriculum The FAT will:

1. Consider the appropriateness of the Academy's curriculum, including statutory requirements and curriculum policy.
2. Consider curricular issues which have implications for Finance and Personnel decisions.
3. Request presentations at FAT meetings from specific areas of the curriculum.
4. Appoint a trustee in charge of departmental links; the trustee will arrange visits, receive reports and post these on the Governor hub.
5. Oversee the Academy's annual performance targets.
6. Monitor and review the Academy's policies relating to curriculum and assessment.
7. Oversee the annual Academy Development Plan.
8. Receive and monitor assessment data in line with school assessments and pay particular interest in the progress of PP and underprivileged pupils.

Safeguarding

The FAT will ensure that the wellbeing of students is maintained by ensuring that the Academy has in place:

1. Pupil attendance and behaviour policies including anti bullying procedures.
2. Effective and obvious duty of care for pupils.
3. Effective arrangements for Child Protection and Safeguarding.
4. Effective home/school liaison and communication.
5. The FAT will receive safeguarding training once per year

Admissions

The FAT will ensure that admission arrangements conform to policies and current regulations.

Finance, Audit and Risk The FAT will:

1. Ensure budgets are correctly managed, reviewing progress each term.
2. Ratify levels of internal authorization.
3. In consultation with the Finance Officer and Principal, agree a formal budget plan for the financial year ahead.
4. Ensure procurement guidance and legislation is implemented.
5. Ensure that annual accounts and reports are produced in accordance with the Companies Act and current regulatory requirements.
6. Consider and act upon the reports of the external audit.
7. Consider and act upon recommendations from the Responsible Officer.
8. Take responsibility for the completion of DPI forms.

Sub committees

The FAT will have a Finance, Audit and Risk Committee which will carry out its responsibilities as defined in its terms of reference. It will meet at least five times a year. The minutes of meetings will be recorded and posted on the GovernorHub site in sufficient time for inclusion and review by the FAT.

Health and Safety The FAT will:

1. Review Health and Safety policies and monitor the effective implementation of health and safety matters.
2. Monitor risk assessments and evaluate and review the Academy's risk registers.
3. Ensure compliance with Health and Safety legislation and regulations.
4. Ensure that Health and Safety training needs are met wherever practicable.
5. Ensure regular inspection of the Academy site.

Staffing The FAT will:

1. Be part of a panel appointing the Principal or Head of school.
2. Delegate responsibility relating to staffing, recruitment, pay, discipline, performance management and professional development to the Principal whilst maintaining an overview.
3. Undertake selection, interview and appointment of the Principal.
4. Oversee the process of staff reduction where necessary.
5. Keep under review staff work/life balance, working conditions and well-being, including procedures for absence monitoring.
6. Make recommendations to the Principal regarding staffing levels.
7. Review the salary and pay levels of all staff annually based on advice from the Principal and be responsible for completing this task taking into account performance reviews.
8. Follow the Manual of Personnel Practice guidelines in the event of a complaint.
9. Delegate responsibility relating to staffing, recruitment, pay, discipline, performance management and professional development to the Principal whilst maintaining an overview.

Monitoring and Evaluation The FAT will:

1. Support the Principal and Senior Leadership Team in maintaining and improving standards and performance, thus improving outcomes for learners.
2. Closely monitor the progress made by disadvantaged pupils.
3. Support the Senior Leadership Team in addressing any areas of challenge or weakness.
4. Ensure effective processes are in place for monitoring teaching and learning, delivery of the curriculum, inclusion, and the sharing of good practice across the Academy.
5. Monitor student behaviour and consider appeals against any decision to exclude students following the regulations issued by the DfE.

Policies The FAT will:

Support the Principal and Senior Leadership Team in ensuring that all statutory policies are comprehensive, in place, up to date and distributed and that other policies which may be appropriate to the Academy are produced.

Contact with Parents/Carers The FAT will:

Support the Principal and Senior Leadership Team by attending Academy events.

Academy Website The FAT will:

Ensure that the Academy website contains all statutory information.

Clerk

The Academy Trust will appoint a Clerk who will attend all meetings of the FAT and will:

- Convene meetings of The Academy Trust;
- Circulate the agenda at least a week in advance of the relevant meeting;
- Post relevant documents on GovernorHub in advance of the relevant meeting;
- Record attendance by trustees at all meetings;
- Ensure that accurate minutes of meetings are taken and maintained;
- Maintain a register of trustee members and report forthcoming elections/ re-elections and existing vacancies to The Academy Trust;
- Ensure that members of The Academy Trust complete the Register of Members' Interests form on an annual basis;
- Ensure as far as possible that the work of The Academy Trust is conducted within the law.

If for any reason the Clerk is absent, the Principal and Chair of Trustees will ensure that another suitably qualified and experienced person provides clerking support for meetings.