



# Forest Bridge School

## Governance Structure and Committee Terms of Reference

## Membership

The Members determine and promote the strategic object of Forest Bridge School Trust, which is the provision of special education for pupils with a primary diagnosis of Autism. The Members also determine the way the school will be governed in accordance with the Trust's Articles of Association and have a right to participate in governance by appointing and removing Trustees. Members will receive the Trustees' annual report and accounts and attend an annual general meeting of the Trust. There must be a minimum of 3 Members at any time.

Current members are:

- Joanne Haswell, Jane Balmer, and Tracy Holliday

The Trust holds an Annual General Meeting each Academic Financial Year. Two Members will constitute a quorum.

## Trustees

The Trustees are the directors of Forest Bridge School Trust. The number of Trustees shall not be less than 3 and comprise of:

- up to 8 Trustees, which can be appointed by the members.
- a minimum of 2 Parent Trustees
- staff trustee
- co-opted trustees

Parent Trustees are elected by parents and individuals exercising parental responsibility of registered pupils at Forest Bridge School. A Parent Trustee must be a parent, or an individual exercising parental responsibility, of a registered pupil at Forest Bridge School at the time when they are elected.

The Trustees elect a Chair and Vice-Chair from within the Governing body each academic year. The Chair and Vice-Chair will not be employees of the Trust. The Chair and Vice-Chair are appointed for one-year terms. If felt of benefit to the school the FGB may elect co-Chairs.

The Co-Chair of Trustees are Linda Anker (Halliday) & Dick Ayling.

The Vice-Chair of Trustees is Farhana Qadir.

The current Parent Trustees are Jessi Randhawa and Isabel Marsala.

Other trustees include:

Elizabeth Farnden – Head Teacher

Claudio Villela Moreno – Staff Governor

Nick Stevens – Chair of the Staffing & Quality of Education Committee

Graham Sadd – Member of the Finance, Risk & Audit committee

John Jenkin – Member of the Staffing & Quality of Education and Pupil Behaviour & Welfare Committees

Sarah Walker – Member of Behaviour & Welfare Committee and Finance, Risk & Audit Committees

Thanos Vostanis – Member of Behaviour & Welfare and Quality of Education Committees

Simon Tyrrell – Chair of Finance, Risk & Audit committee

## **Purpose**

The Trustees manage the business of Forest Bridge School Trust subject to the Articles of Association.

The Trustees also have the power to expend the funds of the Trust and to enter into contracts on behalf of the Trust. To exercise these powers and functions the Trustees may consider any advice given by the Headteacher and any other member of the school executive leadership team.

The Trustees may delegate any of their powers or functions to any Trustee, Committee, the Headteacher or any other holder of an Executive Office.

The Trustees appoint the Headteacher of the Trust.

The Trustees shall hold at least 3 Full Governing Body meetings in every school year, and 3 of each committee meetings and they are convened by the Clerk.

The Clerk to the Trustees is Lesley Millard.

The quorum of any meeting (FGB or committee) shall be 3 Trustees or one third of Trustees, whichever is higher.

All Trustees at Forest Bridge School are also Governors.

## **Full Governing Body (FGB)**

### **FGB Purpose**

Subject to provisions of the Academy Trust's Articles of Association, Memorandum of Incorporation, Funding Agreement, the Companies Act 2006, the Academy Trust Handbook, the Scheme of Delegation, and to any directions given by the Members and/or Trustees, the business of the school shall be managed by the Full Governing Body (FGB) which may exercise all the powers of the Company within its remit.

### **FGB Terms of Reference**

The Members and Trustees delegate the running of the school to the FGB and delegate to the FGB all decisions necessary to provide high quality education within the school subject to the provisions of the Articles, Funding Agreement, this Scheme of Delegation, and the Reserved Decisions.

Specifically, the FGB shall:

1. develop the aims and objectives of the school.
2. determine the educational vision of the school, including, but without limitation, determination of the school development plan.
3. manage the resources of the school, including staff, finance, and premises in accordance with the school development plan, legislation and relevant guidance, and the Trust's overall objectives.
4. monitor and report all aspects of the performance of the school and its students to ensure that student performance and outcomes are maximised, and the

- school complies with statutory regulations and the Funding Agreements
5. implement actions required to improve any aspect of the school's performance.
  6. monitor the school's child protection, safeguarding and health and safety responsibilities.
  7. determine and implement the admissions policy and arrangements for the school in accordance with admissions law and DfE codes of practice.
  8. consider and monitor actions against the school development plan.
  9. oversee staffing and employment issues including discipline and grievance processes.
  10. deal with any staffing matter raised by the Headteacher or designated representative.

## **FGB Membership**

The membership of the FGB has been set by the Trustees to include as a minimum:

- the Headteacher (ex-officio)
- 1 staff Governor
- 2 parent Governors

The Members of the Trust reserve the right to appoint additional Governors if they have reasonable concerns about the performance of the school. In addition, Co - opted Trustees can be appointed by the Trustees.

The term of office of a Governor (excluding the Headteacher) shall be four years. Individuals shall be eligible for re-election or re-appointment.

Parent and staff Governors shall be appointed by the following process:

- Seek nominations (from parent body or school staff as appropriate).
- If there are fewer nominations than vacancies, the nominees are appointed.
- If there are more nominations than vacancies, an election is held amongst the appropriate group of people (parents, teaching staff, support staff).

All Governors must comply with the provisions within the Articles of Association for eligibility as if they were Members or Trustees of the Trust.

Governors of the school must declare conflicts of interest in accordance with the Articles of Association as if they were Members or Trustees of the Trust

## **FGB Meetings and Quorum**

At least one FGB meeting shall be held per (long) term for the Trust. All meetings will be held in person or by tele conference facility or a blend of both.

Each Governor shall have one vote and shall not be able to vote by proxy. All decisions require a majority of the persons present and entitled to vote. The Chair (or in their absence the Co-Chair or Vice Chair) shall have a second and casting vote if necessary. Resolutions can be passed in writing, signed by a majority of Governors, and this shall be as effective as if the resolution had been passed at a meeting.

The FGB committees and sub-committees shall comprise an agreed number of Governors, including the Headteacher and, as appropriate, non-voting invitees including lead staff.

## **Statutory Policies to be Approved by the FGB**

### Annual Review

- Child Protection Policy
- Safeguarding Policy
- SEN Policy & SEN Information Report
- Teachers' Pay Policy
- Single Central Record
- Website – statutory published information

### Other

- Admissions Policy and Procedure (including Register)
- Complaints Policy
- Data Protection Policy
- Financial Scheme of Delegation
- Governors' Expenses Policy
- Governor – minutes, papers, and committees/TOR
- Responding to Allegations Against Staff (Whistle-Blowing Policy)
- Supporting Pupils with Medical Needs
- Approval of Annual Budget
- Approval of Annual Audited Accounts

## **Additional Reporting**

In addition to comprehensive statutory monitoring reporting at both FGB and individual committee meetings the following monitoring also takes place between the Headteacher & Chairs

- Monthly management accounts review
- Monthly operational review & open action log review
- Significant injury reporting
- Significant Safeguarding event reporting
- Termly school wide incident report

## **FGB Complaints Appeal Panel**

To manage complaints received by the FGB an Investigating Governor will be nominated and a Complaints Appeal Panel will be convened to process any complaint that reaches Level 3. This Appeals Panel will consist of 3 to 5 members of the governing body including a chairperson and at least one person will be independent of the management and the running of the school. Panel members will have no former knowledge or involvement in the case that is being dealt with at that time

## **FGB Committees and Sub-Committees**

The Trust has created the following committees and sub-committees.

1. Staffing & Quality of Education Committee
2. Pupil Behaviour and Welfare Committee
3. Finance, Audit & Risk Committee

## Finance, Audit & Risk Committee Terms of Reference

**Chair:** Simon Tyrrell

**Members:** Dick Ayling, Graham Sadd, Farhana Qadir, Jessi Randhawa, Sarah Walker

**Attendees:** Elizabeth Farnden, Finance team members

**Meetings:** This committee will meet at least once every long term.

The role of this committee is to maintain an oversight of the Trust's finances, internal and external audit, and risk management. In addition, they will monitor delegated sections of the annual school development plan.

### Finance

1. review an annual budget, ensuring resources are allocated in line with the trust's strategic priorities and curriculum plans
2. present the annual balanced budget to the trust board for approval
3. review and approve a realistic three-year financial plan, considering the trust's vision, known risks and opportunities
4. receive the trust's management accounts to monitor the trust's cash position and income and expenditure against the approved budget
5. review pupil number estimates (that underpin revenue projections) termly
6. report back to each meeting of the trust board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
7. review pay decision data to ensure that the trust board's approach to pay and benefits is transparent, proportionate, and justifiable
8. develop a framework for the pay of the senior executive leader and the leadership team
9. comply with statutory requirements to publish trust staff rates of pay and benefits.
10. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensure that funding is spent effectively and is having the intended impact on pupil outcomes
11. review and approve any adjustments to the trust's approved budget (subject to the scheme of delegation)
12. approve expenditure and virements of sums over limits set by the board
13. ensure that the trust's financial procedures are complied with
14. ensure that the trust follows basic procurement rules and achieves best value for money when acquiring goods and services
15. approve the purchase of goods and services in line with financial scheme of delegation

### Audit and risk

16. oversee and approve the trust's annual programme of internal scrutiny
17. consider reports at each meeting from those carrying out the programme of internal scrutiny and consider progress in addressing recommendations
18. support development and review of the trust's risk management policy, setting out the framework the trust has adopted for risk management.
19. ensure that risks are being addressed appropriately through internal scrutiny
20. review the ratings and responses on the risk register to inform contingency and business continuity planning and the programme of work, ensuring risks and control measures are adequately identified and modified as appropriate

21. evaluate the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks and report this to the trust board
22. assess whether procedures are designed effectively and efficiently, and check whether agreed procedures have been followed
23. provide reports for each full trust board meeting, highlighting emerging risks or significant anomalies at the earliest opportunity
24. review the external auditor's plan each year
25. review the annual report and accounts
26. review the auditor's findings and actions taken by the trust's managers in response to those findings
27. review findings from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
28. assess the effectiveness and resources of the external auditor
29. produce an annual report of the committee's conclusions on the above assessment to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration
30. recommend to members the appointment of an external auditor (in accordance with the trust's articles of association)
31. to review the trust's insurance cover in compliance with its legal obligations
32. review, adopt and monitor all policies delegated by the trust board

**Delegated Policies:**

- Charging Policy
- Pay Policy
- Freedom of Information Policy
- Reserves Policy
- Financial Scheme of Delegation (for approval by FGB)

## Staffing and Quality of Education Committee terms of Reference

**Chair:** Nick Stevens

**Members:** Elizabeth Farnden, Claudio Villela Moreno, Linda Halliday, Isabel Marsala, John Jenkin, Thanos Vostanis

**Attendees:** Assistant Head Teachers, Phase Leaders

**Meetings:** This committee will meet at least once every long term.

This committee focuses on the needs and achievements of students. It reviews staffing, the curriculum, teaching and learning standards and outcomes of pupils. In addition, they will monitor delegated sections of the annual school development plan.

1. review the staffing structure of the trust, ensuring that it meets the requirements of the curriculum and the trust development plan
2. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
3. oversee the operation of the appraisal policy, including planning for the senior executive leader's performance management
4. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
5. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
6. monitor the curriculum and assessment policy
7. monitor the quality of teaching standards.
8. recommend targets and once approved, monitor the agreed targets for student achievement at the end of Key Stages.
9. review and monitor examination results against data benchmarks and pupil leaving destinations
10. monitor and review progress of all pupil cohorts including pupil premium students.
11. review and monitor Standards of Literacy.
12. review, adopt and monitor all policies delegated by the trust board:

### Delegated Policies:

- Appraisal, Probationary Period and Capability Procedure Policy
- Disciplinary Rules and Procedures (Staff)
- Grievance Procedure Policy
- Curriculum Policy
- Early Years and KS1 Policy
- Education Visits Policy
- Equality Policy
- Teaching and Learning Policy



## Pupil Behaviour and Welfare Committee Terms of Reference

**Chair:** Linda Halliday

**Members:** Claudio Villela Moreno, John Jenkin, Sarah Walker, Thanos Vostanis, Isabel Marsala, Elizabeth Farnden

**Attendees:** Head Behaviour Analyst, Assistant Head Teachers

**Meetings:** This committee will meet at least once every long term

This committee focuses on the needs and achievements of students. It monitors safeguarding, child protection, health & Safety and reviews pupil behaviour and pupil welfare. In addition, they will monitor delegated sections of the annual school development plan.

1. ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance of Keeping Children Safe in Education
2. receive an annual health and safety audit report and monitor any arising actions
3. receive regular reports on accident statistics, near misses, incidents of violence or aggression
4. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
5. ensure that inspections of the trust premises and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
6. monitor the health and safety training that staff and trustees undertake
7. monitor appropriate risk assessments at appropriate intervals
8. review the trust's accessibility plan
9. monitor the quality of behaviour management.
10. review and monitor whole school behaviour management results.
11. monitor the progress of children with specific behaviour management needs
12. review and recommend improvements to all aspects of Behaviour Management.
13. monitor pupil welfare and mental health
14. monitor SMSC and promotion of British Values
15. develop an understanding of BACB code and monitor our adherence to them
16. review, adopt and monitor all policies delegated by the trust board:

### Delegated Policies:

- Safeguarding & Child Protection Policy (for approval by FGB)
- Health & Safety Policy
- Accessibility Policy
- Risk Assessment Policy
- Behaviour Management Policy

## Link Governor Roles

Role	Name	Subject Leads
Safeguarding, child protection & looked-after children Governor	Linda Halliday	
Pupil Premium Governor		
Sports Premium Governor		
School Performance Governor		
Health and Safety Governor	Farhana Quadir	
SEND Governor		
Equality and Diversity Governor & PSHE Link Governor		
English Link Governor		
Maths Link Governor		
Science Link Governor		
RE (incl SMSC) Link Governor		
ICT (incl e-safety and data protection) Link Governor		
History, Geography & French Link Governor		
Music Link Governor		
Art & DT Link Governor		
Curriculum Link Governor	John Jenkin	
Enrichment Link Governor		
Finance Link Governor	Jess Randhawa	
Human Resources Link Governor	Farhana Qadir	
Leadership Development Link Governor	Dick Ayling	
Literacy Link Governor		
Outcomes for Pupils Link Governor	Nick Stevens	
Parent Hub Link Governor		
Pupil Personal Development Link Governor	John Jenkin	
Site Development Link Governor	Graham Sadd	
Staff Development Link Governor	Farhana Qadir	
Pupil & Staff Wellbeing Link Governor	Sarah Walker	