

## **Academy Board Terms of Reference**

### **Status**

The academy boards of academies are corporate bodies with exempt charitable status. Individual trustees have no power or right to act on behalf of the academy board, except where the whole academy board has delegated a specific function to that individual or where Regulations specify that a function is to be exercised in a particular way.

The Academy Board is legally liable for all actions taken in its name by individuals or committees to which it has delegated functions. The Academy Board should therefore ensure that decisions to delegate specific responsibilities are properly minuted and recorded.

### **Membership**

Membership of the Academy Board is based on the following constitutional model and comprises the following:

- Up to 12 Trustees
- At least 2 Parent Trustees
- The Headteacher

The Academy Board can choose to appoint as many Co-opted Trustees with voting rights as required. Additional Associate Members can also be appointed as required for their specific expertise; they do not hold voting rights at Academy Board or sub-committee meetings.

Also in attendance:

- The Deputy Headteachers,
- The Business Manager, and
- The Clerk to Trustees

The Chair and Vice Chair of the Academy Board shall be appointed by nomination and electronic voting in the Summer prior to the start of the next academic year, or the first meeting of the Autumn Term, or at the next Board meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

### **Meetings**

Meetings will be held three times per academic year, at least termly, in accordance with the published calendar of Academy Board meetings.

### **Terms of Reference**

The terms of reference will be reviewed at the first meeting of each academic year.

## **Roles & Responsibilities**

The Academy Board should take a largely strategic role in the running of the School and be accountable for its decisions. This includes setting up a strategic framework for the school, setting its aims and objectives, setting policies and targets for achieving the objectives, reviewing progress and reviewing the strategic framework in the light of progress.

The Academy Board should act as a “critical friend” to the Headteacher by monitoring and evaluating what is happening in school including progress and plans. However, this is balanced with supporting and maintaining good relationships with the Headteacher and staff and providing advice and support.

The Academy Board is accountable to key stakeholders, including parents, for the School’s performance.

## **Duties**

It is the duty of the Academy Board to:

1. Agree constitutional matters including procedures where the Academy Board has discretion.
2. Appoint or remove a Clerk to Trustees.
3. Establish the committees of the Academy Board and their terms of reference and appoint or remove a clerk to each committee.
4. Recommend new trustees to Members of the Academy Trust.
5. Recommend suspension of a trustee to Members of the Academy Trust.
6. Decide which functions of the Academy Board will be delegated to committees, groups and individuals.
7. Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Academy Board is necessary.
8. Keep the Health & Safety Policy and its practice under review and to make revisions where appropriate.
9. Review the delegation arrangements annually.
10. Ensure all statutory policies are in place and review all School policies on a regular basis as agreed by the Academy Board.

## Chelmsford County High School for Girls

11. Decide the overall procedures for appointing and suspending staff taking account of legal requirements.
12. Ensure that the curriculum is balanced.
13. Set the School Admissions Policy.
14. Discuss achievements of KS3 and KS4 students against School targets.
15. Approve the first formal budget plan of the financial year and agree a budget strategy. Receive reports on the budget and to agree action as required.
16. Ensure that the Grant received is used in accordance with the ESFA's Funding Agreement and for purposes prescribed by the Secretary of State/ ESFA.
17. Take such steps as are necessary to ensure that the financial systems within the School are secure and efficient.
18. Provide the ESFA with any information necessary to assure it that the Academies Financial Handbook and Regulations are being applied and that grant income is being used as it has prescribed.
19. Receive proposals for and adopt a School Development Plan.
20. Agree arrangements for the maintenance of the School's bank accounts.
21. Ensure the School complies with all the requirements of GDPR.

### **Accountability**

The Academy Board is accountable to the Members of the Academy Board and the ESFA for the way the school is run.

*Approved by the Academy Board on 18<sup>th</sup> October 2024*