

Scheme of Delegation (incorporating Terms of Reference)

Approved:

Due for Review: Sept 2024

Governance structure and lines of accountability

Bourne Alliance MAT is governed by the Trust Board who are responsible for, and oversee, the management of the Trust and each school. The Trustees are accountable to external Government agencies (including the DfE) for the quality of the education provided by the Trust. The Trustees are required to have systems in place through which they can assure themselves of quality, safety and good practice. In order to discharge some of these responsibilities, the Trustees have appointed people at a local level to the Local Governing Body (LGB).

- The board of Trustees is responsible for the four core governance functions.
 1. *Being strategic*
 2. *Holding to account*
 3. *Ensuring financial probity*
 4. *Ensuring decisions take into account the views and experiences of stakeholders (pupils, staff, parents and the community)*
- All Trustees and governors work within the framework for ethical leadership in education, which incorporates the seven Nolan principles of public life plus seven personal characteristics or virtues.
- The Board of Trustees appoint the Chief Executive (CEO), to whom it delegates responsibility for delivery of its vision and strategy, and will hold the CEO to account for the conduct and performance of the Trust, including the performance of the schools within the Trust, and for its financial management.
- In turn, the CEO line manages other Senior Leaders and the schools Head Teachers / Heads of School (hereafter referred to collectively as Head Teachers), setting their targets and performance managing them.
- The board constitutes a Finance, Audit and Risk committee; this looks in detail at resources across the Trust. At least three Trustees must sit on this committee.
- The Board additionally has a Standards committee which focuses on outcomes and curriculum across the Trust and Operations Committee which focusses on Estates and Health & Safety. These are attended by 2 Trustees and 1 member of the local governing body.
- The board delegates some of its school level monitoring and scrutinising functions to a Local Governing Board which acts as a committee, and uses this committee to promote stakeholder engagement and as a point of consultation and representation. Trustees will work collaboratively with the LGB to ensure they hold a secure understanding of the performance of all aspects of the Trust schools.
- Academy Head Teachers will be performance managed by the CEO. As the Head Teachers are being line managed by the CEO, the LGB no longer carries out the governance function of holding the Head Teacher to account. However they must be confident that the Trust's performance management systems are working well, and if not, how they can make the Trust aware of their concerns.
- The Trust Board take part in Ofsted inspections – this is not the role of the LGB.

The role of the Members

Members have a different status to the Trustees as they are charity trustees and company directors of the MAT. Members:

- Are signatories to the articles of association which includes definition of the academy trust's charitable object and governance structure (where they are Founding Members);
- May, by special resolution, amend the articles of association, subject to any restrictions created by the academy trust's funding agreement or charity law;
- May, by special resolution, appoint new Members or remove existing Members other than, where there is one, the foundation/ sponsor body and any Members it has appointed;
- Have powers to appoint academy trustees as set out in the trust's articles of association, and have power under the Companies Act to remove any or all serving academy trustees;
- May, by special resolution, issue direction to the academy trustees to take a specific action
- Appoint the trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act). They can also remove the auditors
- Have power to change the company's name and, ultimately, wind it up.

Members should not be involved in the day to day business of the Trust as their general duty is to further the Trust charitable objective to 'advance for public benefit education in the UK'.

The Chair of Trustees will set on the Members Board until they cease to be the Chair of Trustees. Members are not allowed to be Trustees as there must be significant separation between these roles so that Members can carry exercise their powers to ensure that the Trustees are exercising effective governance.

Members meet once a year for the AGM. At this meeting the Members are kept informed about Trust business to effectively carry out their role. There will be not less than 3 and up to 5 members in line with the Articles of Association and the Academy Trust Handbook.

All members are required to take part in a DBS check which will be part of the on boarding process. Members must also comply with the restrictions on transactions with related parties as set out in the Academy Trust Handbook. Members will also have details about them published on the Trust website and on Getting Information About Schools (GIAS) in line with the requirement of the Academy Trust Handbook.

Employees of the Trust must not be Members.

The role of the Trustees

The MAT is a charitable company and so Trustees are both Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably. NGA uses the term trustee as it avoids the possible confusion caused when executive leaders are called directors but are neither company directors nor Trustees.

The Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements.

The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation. There will be not less than 3 and up to 10 Trustees in line with the Articles of Association and the Academy Trust Handbook.

The role of Trust Board committees

The Trustees may establish committees to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the Trust board. The Membership (there must be at least two Trustees) and responsibilities of board committees are set out in the committee's terms of reference. It is usual for the Trust board to appoint board committee chairs and committee Members according to their skills.

These committees are:

- Standards
- Operations
- Finance, Audit and Risk
- Local Governing Body

The role of the Chief Executive Officer (CEO)

The CEO has the delegated responsibility for the operation of the Trust including the performance of the Trust's academies and so the CEO performance manages the academy Head Teachers. This can be in conjunction with a Trustee.

The CEO is the Accounting Officer so has overall responsibility for the operation of the academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

Operational and management decisions are delegated by the CEO to the Trust Strategic Team, who in turn further delegate operational matters to keep decision making as close to the operational impacts as possible whilst ensuring that staff feel empowered to lead their areas of responsibility.

The CEO is accountable to the Trust board for the performance of the Executive Team which includes the Strategic team and wider Senior Leadership Team.

The role of the Local Governing Body (LGB)

The Bourne Alliance MAT LGB performs some of the Trust's school level governance functions, as it acts as a committee for the Trust Board. The Trustees appoint the chair, and ensure that two parents are elected to either the Trust Board and/or LGB

The main function of the LGB is the quality of education in each school and its impact on children, wellbeing and their outcomes.

Delegated functions include:

- Building an understanding of how the school is led and managed through reading and challenging the Heads report
 - Assessment outcomes for ALL children – *alongside the Trust Board as they hold accountability for this*
 - Reviewing actions taken on the School Development Plan and how targets are being met
 - Working within agreed policies – including reviewing and ratifying policies.
- Monitoring the quality of education through visits to schools, meeting with leaders and talking to children through the work of the Standards Committee

- Engaging with stakeholders
- Being a point of consultation and representation
- Reciprocal reporting to the board on all actions taken – sharing minutes, monitoring and any policies ratified to be shared at least 7 days prior to Trust Board meeting

The role of the Head of School and Head Teacher

The Head of School/ Head Teacher is responsible for the day to day management of the school and is line managed by the CEO or Trust Strategic Executive but reports to the LGB on matters which have been delegated to it which may include an element of monitoring and scrutiny of the school’s management processes.

Key to Scheme of Delegation table

Column 1: Members

Column 2: Trust Board

Column 3: Finance, Audit and Risk committee

Column 4: Trust Business Manager

Column 5: Chief Executive Officer (and Accounting Officer)

Column 6: LGB

Column 7: School Head Teacher / Head of School

Blue box	Function cannot be legally carried out at this level.
✓	Action to be undertaken at this level
✓	Action to be undertaken at LGB level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support

Scheme of Delegation Table

Area	Decision	Delegation							
		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
Governance framework									
People	Members: Appoint/Remove	✓							
	Trustees: Appoint/Remove	✓							
	Role descriptions for Trustees/chair/ specific roles/LGB governors: agree		✓				<A		
	Parent Trustee/LGB member: elected		✓					✓	
	Board committee chairs: appoint and remove		✓	✓			<A		
	LGB chairs: approve/ remove		✓				<A		
	LGB chair: appoint						<A	✓	
	Clerk to Trust Board: appoint and remove		✓				<A		
	Clerk to LGB committee: appoint and remove		✓				<A>		<A

Area	Decision	Delegation							
		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
Systems and structures	Articles of association: review and agree	✓	<A				<A		
	Governance structure (committees) for the Trust: establish and review annually		✓				<A		
	Terms of reference for board committees and scheme of delegation for LGB: agree annually		✓				<A		
	Skills audit: complete and recruit to fill gaps		✓				<A>	✓	<A
	Annual self-review of Trust board and committees: complete annually		✓						
	Annual self-review of LGB: complete annually							✓	

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Area	Decision	Delegation							
		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
	Chair's performance: carry out 360 review periodically		✓					✓	
	Trustee / LGB member contribution: review annually		✓					✓	
	Succession planning		✓				<A>	✓	<A
	Annual schedule of business for Trust board: agree		✓	✓			<A		
	Annual schedule of business for LGB: agree						A>		<A

Area	Decision	Delegation							
		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
Reporting									
Reporting	Publication on Trust and schools' websites of all required details on governance arrangements: ensure		✓		<A			✓	
	Annual report on performance of the Trust: submit to Members and publish		✓				<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	<A		<A		
	Report work of LGB: submit to Trust and publish							✓	<A

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		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
Being Strategic									
Being Strategic	Determine Trust wide policies to reflect the Trust's ethos and values which require Trustee approval (as determined by the latest DfE guidance):approve		✓	✓	<A	<A	<A		
	Determine Trust wide policies for all other statutory and required policies to reflect the Trust's ethos and values: approve		✓	✓		<A>	✓	✓	<A
	Central spend / top slice: agree		✓	<A	<A		<A		
	Management of risk: establish register, review and monitor		✓	<A		<A	<A		
	Engagement with stakeholders		✓		✓		✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓				<A		
	School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓				✓	receive	✓
	Chief executive officer: appoint and dismiss		✓						
	School Headteacher/HoS : appoint and dismiss		✓				<A		
	Budget plan to support delivery of Trust and school key priorities: agree		✓	<A	<A		<A		
	Trust's staffing structure: agree		✓		A>	<A	<A		
	School staffing structure: agree					A>	A>	✓	A

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Area	Decision	Delegation							
		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
Holding to account									
Holding to account	Auditing and reporting arrangements for matters of financial compliance: agree		✓	✓	✓		<A>		
	Auditing and reporting arrangements for matters of compliance including H&S, safeguarding, personnel: agree		✓			<A>	✓		
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A	<A>	<A>	✓	A
	Performance management of the Chief Executive Officer: undertake		✓						
	Performance management of Headteacher : undertake		A>				✓		
	Trustee monitoring: agree arrangements		✓				<A		
	LGB overall performance monitoring: agree arrangements		✓				<A		

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Area	Decision	Delegation							
		Members	Trust Board	Finance, Audit & Risk Committee	CFO	Trust Strategic Executive	CEO/AO	LGB	Head Teacher/ Head of School
Ensuring financial probity									
Ensuring Financial probity	Appoint Chief financial officer for delivery of Trust's detailed accounting processes		✓	<A			<A		
	Trust's scheme of financial delegation: establish and review		✓	✓	<A		<A		
	Receive annual report and accounts	✓							
	External auditor appointment: confirm	✓	<A	<A	<A		<A		
	External auditors' report: receive and respond		✓	<A	<A		<A		
	CEO pay award: agree		✓						
	Headteacher /HoS pay award: agree		A>				✓		
	Staff appraisal procedure and pay progression: review and agree		✓				✓ <A		
	Benchmarking and Trust wide value for money: ensure robustness		✓	✓	<A>		<A>		
	Internal auditor appointment: confirm		✓	<A	<A		<A		
Develop Trust wide procurement strategies and efficiency savings programme			A>	A>		✓			
Robust budget monitoring processes in place				✓	<A		<A		

Terms of Reference – Finance, Audit & Risk Committee

Responsibilities and General Terms

- The Finance, Audit & Risk Committee is a Committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Trust Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To maintain oversight of the Trust financial, governance, risk management and internal control systems.
- To report its findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the Trust annual reporting requirements.
- The audit function is authorised to request any information it requires from any employee, external audit, internal audit or other assurance provider and to obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

Composition and Meetings

- There must be not less than three Trustee Members of the committee for a meeting to be quorate.
- The committee will meet at least 3 times a year.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The chair of trustees should not be chair of the Finance, Audit & Risk committee.
- At least one member of the Finance, Audit & Risk committee should have recent or relevant accountancy, or audit assurance, experience.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the CEO).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Trust board and will be presented at that meeting by the chair (or in his/her absence another Member of the committee).
- Any decisions taken must be determined by a majority of votes of committee Members present and voting – but no vote can be taken unless a majority of those present are Trustees.
- The Accounting Officer and Chief Financial Officer will attend Finance, Audit & Risk committee meetings and should provide information and participate in discussions relating to audit, but should not participate as members when audit matters are discussed
- Any trustee may attend a meeting of the Finance, Audit & Risk committee, including those who are not members of the Finance, Audit & Risk committee.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments for the committee, Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of Trust and school Development Plans, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Trust board for adoption an annual budget, taking into account the priorities of the School/Trust Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the CFO.
- To report back to each meeting of the Trust board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend the Trust board action as appropriate in response to audit findings.
- To recommend to the Trust board the appointment or reappointment of the auditors

Premises

- To provide support and guidance for the Trust board and the CEO on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Trust board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Trust board.
- To arrange professional surveys and emergency work as necessary.
- *The CEO is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the CEO would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To attend/receive minutes of the Non-Education Committee meetings which monitor H&S, Estates and Accessibility

Staffing

- To ensure that the Trust is staffed sufficiently for the fulfilment of the Trust's development plan and the effective operation of the constituent schools.
- To establish and oversee the operation of the Trust's Appraisal Policy - including the arrangements and operation of the Trust's appraisal procedures for the Headteachers.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Audit Functions

The Finance, Audit & Risk Committee will fulfil the following audit related functions:

- Report back to the Trust Board regularly every term, including the provision of FAC minutes
- Provide an annual summary report provided by the internal scrutineer / auditor and areas reviewed by internal scrutiny / audit covering key findings, recommendations, and conclusions.
- Advise the board on the effectiveness and resources of the external/internal auditors or scrutineers to provide a basis for their reappointment, dismissal, retendering, or remuneration. Considerations may include:
 - the auditor's/scrutineer's sector expertise
 - their understanding of the trust and its activities
 - whether the audit process allows issues to be raised on a timely basis at the appropriate level
 - the quality of auditor/scrutineer comments and recommendations in relation to key areas
 - where relevant the personal authority, knowledge and integrity of audit partners and their staff to interact effectively with, and robustly challenge, the trust's managers
 - the auditor's/scrutineer's use of technology
- Oversee the trust's risk register and, on the advice of the CEO/accounting officer and Trust Strategic Executive, conduct a regular review of risks.
- Take delegated responsibility on behalf of the board of trustees for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academy Trust Handbook.
- Agree an annual programme of internal scrutiny with the trust's internal auditors for checking financial systems, controls, transactions and risks.
- Ensure that the programme of internal scrutiny delivers objective and independent assurance.
- Provide assurance to the Trust Board that risks are being adequately identified and managed
- Advise the Trustees on the adequacy and effectiveness of the Academy Trust's systems of internal control and governance processes, securing economy, efficiency and effectiveness (value for money)
- Consider the appropriateness of executive action following internal audit/internal scrutiny reviews and to advise senior management on any additional or alternative steps to be taken
- Advise the Trust Board on the appointment, reappointment, dismissal and remuneration of auditors (both external auditors and internal audit)
- Review the findings of the external auditors and agree any action plan arising from it

- Ensure there is co-ordination between internal audit and external audit and any other review bodies that are relevant
- Ensure that additional services undertaken by the auditors is compatible with the audit independence and objectivity
- Consider the reports of the auditors/scrutineers and, when appropriate, advise the Trust Board of material control issues.
- Encourage a culture within the trust whereby each individual feels that he or she has a part to play in guarding the probity of the Trust, and is able to take any concerns or worries to an appropriate member of the management team or in exceptional circumstances directly to the Board of Trustees

Terms of Reference – Operations Committee

This Operation committee has been established at the request of the Trust Board of Bourne Alliance MAT under their legal obligations of Regulation 9 of the Safety Representatives and Safety Committees Regulations 1997, with the purpose of developing and maintaining the Trust health and safety management systems and to review the operations of the Trust.

The role of the Committee is to ensure the school and Trust policies, procedures and working practices regarding health and safety meet and exceed any legal obligations, with the object of promoting the wellbeing and safety of the Trust employees and others who may be affected by its activities. The Committee aims are:

Health & Safety

- To carry out monitoring of Health & Safety in monitoring pairs for each individual school to ensure that all aspects of H&S (including risk assessments) are embedded through a strong culture of H&S and to check that the schools are compliant.
- To receive reports from the emergency team about the strategic oversight of H&S across the schools
- To review Fire Risk Assessment audit and H&S audit for each school and ensure that actions are taken in line with schedule
- Provide a monitoring report to the Trust Board so they can be assured that a strong culture of H&S is embedded in each school
- Monitor the effective culture of Health & Safety in the schools, along with ensuring that any items are followed
- Discuss and review the estates management for each site and how this supports the high quality provision for children
- The report from the committee is shared with the Finance, Risk and Audit committee for their consideration

Equality & Accessibility Plan

- Review annually the equality information and objectives and accessibility plans to ensure these are being actioned in line with Government guidance and the Equality Act 2010 in relation to Estates, along with the SEND link Governors (equality) and LGB (accessibility)

Policies review by the Operations Committee

	Term of review
Administration of Medicines policy	Term 1
Asbestos Management policy	Term 1
CCTV policy	Term 1
Business Continuity & contingency Plan	Term 2
Children with health needs that cannot attend school	Term 2
Control of infections policy	Term 2
Fire and Emergency Evacuation Plan	Term 3
Fire Safety policy	Term 3
First Aid policy	Term 3
Food allergens policy	Term 4
Health and safety	Term 4
Lone working policy	Term 4
Minibus Policy	Term 5
Management of Contractors policy	Term 5
Severe weather	Term 6
Sunscreen policy	Term 6

Meetings

- The health and safety committee will hold 3 meetings per year or more frequently as may be required from time to time.

Quorum

- The quorum of the Committee shall be at least 3 members of the Committee and shall include the Trust Strategic Lead / Estates Manager.
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Chairmanship

- The Chair of the Committee shall be elected annually by the Committee at the first Committee of the Autumn term.
- If the Chair is absent from a meeting, an alternative may be elected to take the Chair for the duration of that meeting.

Meeting Minutes

- Minutes of the Operations Committee meeting must be drawn up and sent to the Committee and Health and Safety Lead within 3 working days of the meeting. The approved meeting minutes will be uploaded to the Governor Hub

Terms of Reference – Standards Committee

This group is made up of governors and 2 Trustees which focus on the curriculum and outcomes in each school so that they can provide in-depth knowledge to the LGB and Trust Board. They are responsible for understanding, visiting and questioning around the quality of education and outcomes.

Quality of Education

- Ensure that the curriculum in each school is fit for purpose and fully compliant with national and Trust requirements
- Ensure that the curriculum is broad and balanced in each school and provides a wide range of opportunities for the children so that all children can maximise their potential and are prepared for the next stage of their education
- Monitor the intent for the curriculum as a whole and in individual subjects, along with how this is linked to the Trust/school vision and values for the curriculum
- Monitor the implementation of the subjects through engaging in lesson visits with the subject leader to gain knowledge of how the subject is monitored and monitor impact by talking to children about their learning
- Feedback to the LGB about the monitoring outcomes and share the report of visit with the Trust Board

Standards and Progress

- In accordance with the school assessment timetable, scrutinise progress and outcomes for all pupils, against national outcomes where these are available, and against school targets
- Scrutinise outcomes and progress analysed by year group and vulnerable groups including Pupil Premium, SEND and gender, challenging the Headteacher/Head of School on progress towards targets
- The effectiveness of SEND provision and how this is impacting on pupils with SEN Support and EHCP, as well as reviewing the SEN information report and undertaking monitoring with the SENCo
- Scrutiny of the attendance data for each school and any exclusions and the actions the schools are taken to increase attendance for those children who are persistent absentees
- Undertake training where necessary to understand and interpret the educational performance data including ASP (Analyse School Performance)
- The use of Pupil Premium plus and how it is being used to raise the attainment of previously looked after children
- The impact of the catch-up premium and the NTP funding (where this funds are in place) on the pupils who have been targeted
- Review and scrutinise the Pupil Premium Strategy for each school, discussing why the objectives have been chosen, how this links to the disadvantaged children in each school and how the planned actions over 3 years have been driven by educational research. Review the impact of the spend on the outcomes and progress for the children
- Review the Sports Premium spend and how it sustainably and effectively improves PE, School Sport and Physical activity in line with the guidance

Policies reviewed by the committee

	Term of review
RSE policy	Term 1
EYFS policy	Term 2
Looked after children policy	Term 2
Early Career Teachers policy	Term 4
Educational Visits policy	Term 4
Remote education	Term 5

Terms of Reference – Bourne Alliance MAT Local Governing Body

The Local Governing Body is not a decision making body but rather a body which brings a local perspective to the way in which our schools are managed. Some matters are delegated to the LGB, in collaboration with the Trust Board to ensure they continue to hold a strong understanding of the performance of each school in the Trust.

General Terms

- To act on matters delegated by the full Trust body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plans.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- There are no minimum numbers for the LGB as it has no voting rights

Meetings

- The committee will meet at least 4 times a year.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).

General

- Ensuring that the schools implement and monitors the policies approved by the Trustees with particular reference to statutory policies.
- Assisting the Trust in ensuring that the schools are operated efficiently and in accordance with the Trustee's agreed principles of governance.
- Promoting and upholding the ethos of the Trust
- Do such things as the Trustees may specify as being necessary to ensure that the Trust is meeting its legal obligations.

Quality of Education

- Reviewing the school plans in the context of the Trust's vision, aims and objectives for approval by the Trustees.
- Ensuring that the school plans identify and address achievement priorities through the analysis of publicly available and internally generated data as part of the Standards Committee
- Monitoring and evaluation of the school plans.
- Ensuring that the curriculum is fit for purpose for all children, including pupil premium and those with SEN, as part of the Standards Committee
- Monitoring the impact of the curriculum on the children in all schools, as part of the Standards Committee

Personal Development

- Ensuring that the behaviour policy is fit for purpose for all children, including those with SEN.
- Monitor behaviour at all schools
- Monitor attendance at all schools
- Monitor wellbeing for pupils and actions taken at all schools
- Monitor staff wellbeing strategies and impact at all schools

Leadership and Management

- Monitor impact of safeguarding policy across the schools
- Monitor compliance with Trust policies as delegated to the LGB
- Review impact of Pupil Premium Strategy and SEN provision
- Monitor teacher workload in all areas of the school