

Academy Council

Governors (9) including: 3 Staff, 3 Parents, 3 Community

Term of Office – 4 years (*Consider different terms of office*)

Main purposes:

The AC should focus on the three core functions of governance:

1. To support the vision of LINK Learning Trust, ensuring, ethos and strategic direction;
2. Hold School leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the School and making sure its money is well spent.
 - To be accountable to the parents / carers and represent the views of the community
 - To actively listen to the views and opinions of the children, their parents and staff colleagues so that it can shape the services to the needs of the families.
 - To be the voice of the School in the Trust
 - To provide a monitoring role in connection with the School and report to the Executive Board / Trustees
 - To monitor the budget, (LLT will set the budget).
 - Review standards in the School.
 - To act as a critical friend to the Headteacher

Although Governors are not involved in the day to day management of the School, the headteacher should discuss the main aspects of the School life with the AC and provide it with sufficient information to make decisions and fulfil its responsibilities to parents and carers, and to the Trust as a whole.

Main responsibilities include:

School Improvement

- Support and challenge and input into the development of, the School Improvement Plan (SIP) and Self Evaluation Form (SEF).
- Support the Headteacher to develop and implement local school culture and ethos.
- Support and challenge, and input into the school curriculum model.
- Monitor school performance against SIP and targets, through reviewing and challenging Headteacher updates and data analysis.

Finance

- Support and challenge on the development of, and input into the budget (and where relevant) plans for using School reserves.
- Monitor and challenge school finances, particularly vs. school target and budget, and use of resources vs. education plans.
- Monitor & challenge locally led procurement.
- Review how pupil premium money is spent at the school.
- Seeking value for money and ensuring resources are applied appropriately at school-level.
- Review staffing structure for efficiency and affordability.
- Monitoring and reviewing expenditure regularly.
- Maintaining proper accounting records and preparing expenditure and balance sheets as required.
- Notifying the Trust of any changes to fixed assets used by the School.
- Supporting the Board in relation to the annual budgetary process.
- Manage school's cash flow.
- Observing proper levels of delegations & protocols.

Standards

- Holding school SLT to account for academic performance, quality of care & provision.
- Setting ambitious annual targets for performance and regularly reviewing progress towards their achievement.
- Oversight of the quality of teaching and learning across the School with detailed knowledge of strengths and weaknesses.
- Ensuring that the school has appropriate intervention and support strategies in place to deliver high quality teaching and learning in all areas.
- Overseeing the distribution and effectiveness of pupil premium funding.
- Monitoring school data.

Safeguarding, H&S and other compliance

- Monitor school implementation of statutory compliance & risk management.
- Appoint link governors for Safeguarding and SEND (mandatory).

- Signs off school safeguarding policy and present to Trust.
- Monitors implementation of safeguarding through reports from DSP on the measures being taking to ensure compliance.
- The list of aspects to monitor is in the Safeguarding policy.
- Monitors school compliance with H&S policies and statutory obligations as well as challenging school to ensure best practice is followed.

HR and Operations

- Input into significant staff restructures.
- Monitor implementation of key HR policies, esp. pay and performance.
- Appoint SLT staff in consultation with Executive Board and report to Trustees.
- Appoint school staff and report to the Executive Board.

Community

- Support parent communications and community engagement.
- Act as ambassadors to community and engage with LA.

Buildings

- Support and challenge, and input into the development of school building / refurbishment proposals.
- Engage in procurement process for significant projects.
- Monitor school building projects.

Admissions

- Kept informed of major aspects such as policy and appeals.
- Monitor fair access in line with guiding principles of admission policy.

Exclusions

- Informed of every exclusion and monitors frequency and trends.
- Makes final decision if a governors panel is needed.

Headteacher recruitment and appraisal

- Engage (LGB Chair) in Headteacher recruitment.
- Engage in appraisals with Executive Board.

SEND

- Monitors and challenge implementation of SEND policy and performance of SEND students.

Governance

- To appoint the chair and vice-chair.
- To report to the Trustees.

Monitoring role

- Vision.
- Curriculum.
- Quality of teaching.
- Attainment and progress.
- Preparedness of external inspection.
- School Improvement Plan.
- Budget management.
- Use of pupil premium.
- Special educational Needs and Disabilities provision.
- Statutory compliance and risk management (e.g. health and safety).
- Pupil admissions and marketing.
- Pupil discipline and exclusions.