DIOCESE OF SOUTHWELL & NOTTINGHAM
MULTI ACADEMY TRUST

Terms of Reference for Governors of Local Governing Bodies

Governors should work together to carry out their core functions:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the academy and making sure its money is well spent
4. Ensuring effective stakeholder engagement, including listening to and considering the voices of pupils, parents, staff and the wider community

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management, whereas the role of the governing body is strategic and delegated by the Trust Board through the SNMAT Scheme of Delegation. Governors are therefore responsible for the areas delegated to them, including:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life

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- supporting oversight of the academy's budget and resources in accordance with the SNMAT Scheme of Delegation, ensuring that money is well spent and that value for money, regularity and propriety are maintained
- reviewing the school's staffing structure, where delegated, to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board
- ensuring that complaints are handled effectively, fairly and in accordance with the SNMAT Complaints Policy and any delegated responsibilities.

Commitments – panels/committees

When required, and in accordance with the SNMAT Scheme of Delegation, governors are expected to serve on panels or committees in order to:

- support the appointment of the headteacher and other senior leaders, where delegated by the Trust
- contribute to the appraisal of the headteacher and any related pay recommendations, where delegated by the Trust
- hear staff grievances and disciplinary matters
- review decisions to suspend or permanently exclude pupils, where required and in line with statutory guidance and Trust procedures
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending core meetings, including a minimum of three full governing body meetings each year and Accountability Panels each term, as determined by the academy and the Trust
- reading papers and preparing questions for senior leaders in advance of meetings
- establishing and maintaining professional relationships with senior leaders, colleagues on the governing body and SNMAT.
- getting to know the school, including visiting during school hours to undertake monitoring, observations or quality assurance in an agreed area of responsibility, including where acting as a link governor
- undertaking induction training and developing knowledge and skills on an ongoing basis, including safeguarding, governance, finance and compliance training appropriate to the role

Working with school leaders and the Trust

- attend, as required, the GKIT termly meeting with SNMAT leaders to ensure academy representation
- attend, where possible, the SNMAT Termly Governance Forum to ensure academy representation
- attend, as required, a SNMAT Board of Directors meeting once a year to ensure academy representation
- engage with and support Trust-wide work to develop governance, ensuring that academy views are shared
- support the wider ethos and values of the Trust, including collaboration and peer support for governor colleagues across SNMAT

All Governors must ensure they:

- Read, agree to and comply with the SNMAT Governor Code of Conduct, including the Nolan Principles of Public Life
- Complete annual safeguarding training for governors and any additional training required by the Trust or the academy
- Complete declarations of interest annually and whenever circumstances change, including the relevant start date for any new declaration