

**Governance Structure and Scheme of Delegation**

**for**

**Lordswood Academies Trust**

**September 2015 (revised from April 2014)**

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**LORDSWOOD ACADEMIES TRUST GOVERNANCE STRUCTURE**

**1. Introduction**

The Board of Trustees of Lordswood Academies Trust is required to approve a Governance structure for the Trust on an annual basis.

The governance structure must be:

* compliant with DfE requirements, company and charity law;
* scalable and so adaptable to growth or change in the Academies Trust;
* capable of being serviced by the Trustees of the Academies Trust and members of the Local Governing Bodies.

**2. Rationale**

The proposed structure meets the minimum requirements stated in the Academies Financial Handbook (a Board of Trustees, Finance (Resources) Committee and an Audit Committee) and the Articles of Association. Local Governing Bodies for each Academy may be appointed.

**3. Delegated powers**

The Academies Trust has a strategic role in the running of Lordswood Girls’ School, Lordswood Boys’ School and Lordswood Sixth Form Centre.

The Academies Trust may (subject to the Articles of Association) delegate to any Committee (this includes the Local Governing Bodies), any Trustee holding an executive office, or to the Executive Principal such of their powers or functions as they consider desirable to be exercised by them.

The Academies Trust has approved a Scheme of Delegation defining the powers and functions that are reserved for the Board and its Committees, which is set out below.

Any delegated decision must be reported to the next full Trustees’ meeting, but a decision taken under delegated powers is binding and immediately effective**.**

**3.1 Chair’s Action**

3.1.1 Where paragraph 3.1.2 applies, the chair may exercise any function of the Board of Trustees

3.1.2 The circumstances are that the chair is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of:

a) the schools

b) any pupil at the schools, or their parent; or

c) a person who works at the schools.

3.1.3 In paragraph 3.1.2, “delay” means delay until the earliest date on which it would be reasonably practicable for a meeting of the Board of Trustees, or a committee to which the function in question has been delegated, to be held.

3.1.4 Where it appears to the vice-chair that:

a) the circumstances mentioned in paragraph 3.1.2 apply, and

b) the chair (whether by reason of vacancy in the office or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered,

then the reference in paragraph 3.1.1 to the chair is to be read as if it were a reference to the vice-chair.

**4. Powers Retained by the Trust Board**

4.1 Ensuring compliance with the Trust’s duties under Company Law and Charity Law and agreements made with the DfE, including the Funding Agreement;

4.2 The determination of the educational character and mission of the Trust (although the local governing bodies may look at this for each school);

4.3 Ensuring the solvency of the Academies Trust, safeguarding its assets and delivering its charitable outcomes;

4.4 The appointment or dismissal of the Executive Headteacher and senior leadership positions;

4.5 Ensuring the continued charitable status of the Company;

4.6 Setting key strategic objectives and targets and reviewing performance against these;

4.7 Determination of the establishment, constitution, membership, proceedings and delegated powers and functions of the Local Governing Bodies and committees and their annual review and revision;

4.8 The approval of Academies Trust policies, not delegated to the Local Governing Bodies;

4.9 To approve the appointment/resignation of the auditors for the Trust on an annual basis, on the recommendation of the Risk and Audit committee

4.10 The approval of the Trust year end accounts;

4.11 Entering into all contracts on behalf of the Trust;

4.12 To authorise expenditure or income over the value of £100,000;

4.13 To authorise the opening of a bank account;

4.14 To approve the pay structure for the Trust.

**5. Relationship between the Academies Trust, the Local Governing Bodies and the Committees.**

5.1 The Local Governing Bodies will have delegated power to monitor the role of each school on a day to day level and review:

* the management and organisation of each school;
* the implementation of the decisions and policies approved by the Trustee Board ;
* the implementation of the agreed curriculum including all quality assurance processes;
* performance in relation to targets and standards approved by the Board;
* the implementation of policies monitoring student welfare and behaviour;
* the implementation of all enrichment and extra-curricular activities

5.2 The Local Governing Bodies may make decisions on local matters as appropriate and will report these to the Board. They will also provide advice and make recommendations to the Board on issues.

5.3 Every meeting of the Local Governing Body will consider learning and achievement as standing agenda items.

5.4 Each Local Governing Body may need to form ad-hoc committees such as exclusions, discipline (both student and staff) and grievances. The Trust may also decide to establish sub-committees. The Sixth Form committee will be a sub-committee of the Lordswood Girls’ School Governing Body. The pay committee will be a sub-committee of the Staffing committee.

5.5 The Trust and all committees will meet at least once per term.

5.6 Additional meetings of the Trust or any committees will be scheduled as the need arises.

5.7 The committees that will report directly to the Academies Trust are the Staffing committee, the Risk and Audit Committee, the Finance and Premises committee, and the Headteacher’s pay/appraisal committee. The supporting committees will report directly to the Trust board, but will support the work of the Local Governing Body.

* The Staffing Committee will be responsible for personnel related matters
* The Finance and Premises committee will be responsible for matters relating to finance and premises that are delegated to it
* The Pay Committee will be a sub-committee of the Staffing committee, and will review the performance management of all staff apart from the Executive Head Teacher and will consider pay recommendations made by the Executive Headteacher.
* The Terms of Reference for each committee will be reviewed at the first meeting of the committee in the new academic year cycle. Where changes are proposed, these will then be presented to the Board for approval.
* Each committee must have a Chair and must have a minimum of 3 members to be quorate

5.8 The membership of each committee must always include a majority of Trustees except in the case of the Local Governing Body and its sub committees.

**6. Constitution**

6.1 The **Trust** will have Trustees, made up as follows;

1. the Executive Headteacher;
2. the Chair of each Local Governing Body;
3. the Vice-Chair of each Local Governing Body;
4. up to three persons appointed from the Local Governing Body of the Girls’ School;
5. up to two persons appointed from the Local Governing Body of the Boys’ School;

The Academies Trust may also appoint up to 3 Co-opted Trustees.

6.2 The Directors will be known as Trustees. Non Trustees will be known as Governors.

6.3 The Executive Head Teacher can attend all meetings of any committee established by the Trust. When an issue is being discussed which directly affects the Executive Head Teacher he/she must, as with any other Trustee/Governor in a similar position, declare an interest and physically withdraw from the meeting.

6.4 The legal minimum quorum for Trust committee meetings is three voting Trustees.

6.5 Associate members may be appointed to a committee by the Trust Board and may be given voting rights. However, a majority of the members serving on the committee must be Trustees, except in the case of the Local Governing Bodies and their sub-committees.

6.6 No vote on any matter shall be taken at a meeting of a committee of the Trustees, unless the majority of members of the committee present are Trustees except in the case of the Local Governing Bodies or their sub-committees.

6.7 The appointed Clerk will undertake the clerking of the Committees.

6.8 The minutes shall be included as an Agenda item for consideration at the next meeting of the full Board where appropriate.

6.9 All decisions made by Committees with delegated powers must be reported to the next full meeting of the Board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

6.10 The Chair of the Local Governing Bodies and the Chair of each Committee will be elected at the first meeting of the academic year.

6.11 All Trustees/Governors are encouraged to attend training regularly and review training needs annually. This training will be arranged by the clerk.

6.12 The term of office for any Trustee or Governor shall be 4 years, save that this time limit shall not apply to the Executive Head Teacher. Subject to remaining eligible to be a particular type of Trustee, any Trustee or Governor may be re-appointed or re-elected.

6.13 Any Trustee who has a business relationship, directly or indirectly with the Academies Trust or its Academies must have previously completed a declaration of interests for the academic year in question. The Clerk or the Trustees will re-state those interests in the Committee meeting.

**Local Governing Bodies**

**7. Local Governing Bodies**

The terms of reference for these is attached as Appendix 1

7.1 Purpose

The Local Governing Bodies of each Academy will be responsible for ensuring the operational day-to-day running of the Academies, to include;

* the management and organisation of the Academies in line with the Lordswood Trust and individual School Improvement Plan;
* the implementation of decisions of the Academies Trust Board
* Performance in relation to curriculum targets and to include the receiving and reviewing of student performance data on a termly basis and to oversee the policies and procedures for reporting student progress and performance
* to ensure implementation of school policies and those approved by the Board

There will be a local governing body for:

* Lordswood Girls’ School
* Lordswood Boys’ School
* There will be a Sixth Form committee which is a sub-committee of Lordswood Girls’ School Governing Body.

7.2 Membership

7.2.1 The constitution of each Local Governing Body will be agreed on an annual basis by the Trust.

7.2.2 The Executive Head Teacher is an ex officio member of the Local Governing Body.

7.2.3 Each Local Governing Body will have the following membership:

* The Executive Head Teacher
* A Headteacher where appointed
* Two elected parent governors
* Up to 8 co-opted governors, recruited for their skills

7.3. Attendance at Local Governing Body meetings.

7.3.1 Any Trustee may attend meetings of any of the Academies Trust, Local Governing Bodies and Committees.

7.3.2 The Local Governing Body may invite attendance at meetings from persons who are not Trustees/Governors to assist or advise on a particular matter or range of issues, including parents and members of Academies staff.

7.3.3 The quorum is 51% of voting members (this would be 8 on a local governing body of 15).

7.4. Removal and suspension of governors

7.4.1 Any governor who is not elected or a governor by virtue of their position can be removed from office by the Board of Trustees.

7.4.2 Any governor can be suspended from the governing body, and if relevant, the board of trustees, for a period of up to 6 months, for breach of the code of conduct.

7.4.3 Nothing in 7.4.4 denies a governor or trustee the right to receive minutes, papers and the agenda for meetings.

7.5 Voting at Local Governing Body meetings

7.5.1 Only members of the Local Governing Body may vote at its meetings. All matters are decided by majority vote.

7.5.2 The Chairman will have a casting vote.

7.5.3 The Local Governing Body may approve alternative arrangements for governors to participate and vote at meetings of the governing body including but not limited to by telephone or video conference.

7.6. Appointment of Chairman

7.6.1 The Chairman and Vice Chair of the Local Governing Body will be elected on an annual basis at the first meeting of the Local Governing Body each academic year.

7.6.2 No Trustee/Governor who is employed by the Academies Trust will act as Chairman to the Local Governing Body.

7.6.3 The Chair and Vice chair may resign at any time by giving notice to the clerk

7.6.4 In the event that the Chair or Vice Chair resigns, the relevant position will be filled at the next Local Governing Body meeting.

7.7. Clerk

7.7.1 The clerk of the Academies Trust will be appointed to serve the Governing body.

7.7.2 In the absence of the clerk the Local Governing Body will appoint a replacement clerk for the meeting.

7.7.3 The clerk will circulate an agenda and papers for each meeting at least a week before the Local Governing Body meeting.

7.8. Recording and reporting the proceedings of Local Governing Body meetings

7.8.1 The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded. The written record will be included in the agenda and papers for the next meeting of the Board of Trustees. This is to report on the exercise of any delegated functions.

7.8.2 The Chairman of the Local Governing Body will be responsible for giving a summary of the Governing Body’s deliberations and decisions at meetings of the Board of Trustees.

7.9. Frequency of meetings and programme of work

7.9.1 The Local Governing Body will meet as often as is necessary to fulfil its responsibilities and at least once each term.

7.9.2 The Chairman of the Local Governing Body should meet with the Academies Trust Chair/Vice Chair and the Executive Head Teacher of the Academies to plan the Local Governing Body’s work in relation to the development plans of the Academies Trust.

**7.10 Chair’s Action**

7.1.1 Where paragraph 7.1.2 applies, the chair may exercise any function of the Governing Body

7.1.2 The circumstances are that the chair is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of:

a) the school

b) any pupil at the school, or their parent; or

c) a person who works at the school.

7.1.3 In paragraph 7.1.2, “delay” means delay until the earliest date on which it would be reasonably practicable for a meeting of the Governing Body, or a committee to which the function in question has been delegated, to be held.

7.1.4 Where it appears to the vice-chair that:

a) the circumstances mentioned in paragraph 7.1.2 apply, and

b) the chair (whether by reason of vacancy in the office or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered,

then the reference in paragraph 7.1.1 to the chair is to be read as if it were a reference to the vice-chair.

7.11 Sub-committees of the Local Governing Body

7.11.1 The Local Governing Body of Lordswood Girls’ School will have 1 sub-committee:

* Sixth form

and ad-hoc committees as required.

7.11.2 The sixth form committee will have members drawn from both governing bodies, and will report directly to the Trust.

7.11.3 Ad-hoc committees. These may meet for the purposes of exclusions, discipline (staff and student), grievance, capability etc. Governors for these will be sought in the first instance from the relevant school. If not enough governors are available, governors will be sought from the other school. Minutes are normally confidential. The meeting dates and purpose will be reported to the local governing body.

7.12 Review Date

The meeting arrangements and terms of reference of the Local Governing Bodies will be reviewed annually.

**8. Staffing Committee**

The terms of reference can be found in Appendix 2.

8.1 Purpose

The Staffing Committee is accountable for the human resources and personnel matters of the Academies Trust .

8.2 Membership

The membership of the Committee will be agreed on an annual basis.

The Executive Head Teacher of the Academies is an ex-officio member of the Committee.

There will be up to 8 members with the majority being Trustees. There should be governors from both schools.

Ex-officio members: Academies Finance Director, Academies HR Director (non-voting)

8.3. Attendance at Staffing Committee meetings.

Any Trustee may attend meetings of any Academies Trust Local Governing Body, or Committee.

The Committee may invite attendance at meetings from persons who are not Trustees to assist or advise on a particular matter or range of issues, including parents and members of Academies staff.

8.4. Quorum

The quorum is three governors or Trustees who are members of the Committee.

8.5. Voting at committee meetings.

Only members of the Committee may vote at Committee meetings.

The Chairman will have a casting vote.

No decision on any matter shall be made at a meeting of the Staffing Committee unless the majority of members of the Committee present are Trustees.

8.6. Appointment of Chairman

The Chairman and Vice Chair of the Committee will be elected on an annual basis at the first meeting of the academic year of the Committee.

No person who is employed by the Academies Trust will act as Chairman to the Committee.

8.7. Clerk

The clerk of the Committee is the Clerk to the Academies Trust, but other persons may be appointed to undertake these functions as necessary.

In the absence of the clerk the Committee will appoint a replacement clerk for the meeting.

The clerk will circulate an agenda and papers for each meeting at least a week before the committee meeting.

8.8. Recording and reporting the proceedings of committee meetings

The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded. The written record will be included in with the agenda and papers for the next meeting of the Board of Trustees. This is to meet the requirement to report on the exercise of delegated functions to the whole Board of Trustees.

The Chairman of the Committee will be responsible for giving a summary of the Committee’s deliberations if necessary at meetings of the Board of Trustees.

8.9. Frequency of meetings and programme of work

The Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.

8.10. Review date.

This Committee’s meeting arrangements and terms of reference will be reviewed annually by the Trust Board.

**8.11 Pay committee**

This will be a sub-committee of the Staffing committee. There will be 5 members, taken from the members of the Staffing committee and the Finance and Premises committee according to availability (at least one from each). Quorum will be three members.

It will meet as required.

**Pay Committee Terms of Reference**

* To implement pay decisions as a delegated function of the Academies Trust.
* To agree performance objectives with the Executive Headteacher in the context of the Trust’s and Schools’ priorities
* To confirm salary statements in the light of performance management reviews.
* To undertake a salary review at any time as directed by the Academies Trust.
* To report back to the Staffing Committee on decisions and recommendations of the Pay Committee.

**9. Finance and Premises committee**

9.1 Purpose

To oversee the Trust budget and make decisions in accordance with the terms of reference set.

* Assisting the decision making process of the Trustees and Governors, by enabling more detailed consideration to be given to the Academies Trust’s finances and resources.
* Ensuring the annual accounts are produces in accordance with the requirements of the Companies Act 2006, Charity Commission requirements and the Education Funding Agency (EFA) guidance issued to Academies.
* Reporting directly to the Trust Board.
* Compliance with financial regulations and standing orders of the Trust.

9.2 Membership

The membership of the Committee will be agreed on an annual basis.

The Executive Head Teacher of the Academies is an ex-officio member of the Committee.

There will be up to 8 members with the majority being Trustees. There will be governors from both schools.

Ex-officio members: Academies Finance and Services Director, Academies Estates Director

9.3. Attendance

Any Trustee may attend meetings of any Academies Trust Local Governing Body, or Committee.

The Committee may invite attendance at meetings from persons who are not Trustees to assist or advise on a particular matter or range of issues, including parents and members of Academies staff.

9.4. Quorum

The quorum is three governors or Trustees who are members of the Committee.

9.5. Voting at committee meetings.

Only members of the Committee may vote at Committee meetings.

The Chairman will have a casting vote.

No decision on any matter shall be made at a meeting of a Finance and Premises Committee unless the majority of members of the Committee present are Trustees.

9.6. Appointment of Chairman

The Chairman and Vice Chair of the Committee will be elected on an annual basis at the first meeting of the Committee.

No person who is employed by the Academies Trust will act as Chairman to the Committee.

9.7. Clerk

The clerk of the Committee is the Clerk to the Academies Trust, but other persons may be appointed to undertake these functions as necessary.

In the absence of the clerk the Committee will appoint a replacement clerk for the meeting.

The clerk will circulate an agenda and papers for each meeting at least a week before the committee meeting.

9.8. Recording and reporting the proceedings of committee meetings

The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded. The written record will be included in with the agenda and papers for the next meeting of the Board of Trustees. This is to meet the requirement to report on the exercise of delegated functions to the whole Board of Trustees.

The Chairman of the Committee will be responsible for giving a summary of the Committee’s deliberations if necessary at meetings of the Board of Trustees.

9.9. Frequency of meetings and programme of work

The Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.

9.10. Review date.

This Committee’s meeting arrangements and terms of reference will be reviewed annually by the Trust Board.

**10. - Appraisal / Pay Committee for the Executive Headteacher**

10.1 Purpose

To carry out the Appraisal for the Executive Headteacher and make decisions on the Executive Headteacher’s pay.

To make recommendations on this matter to the Board of Trustees.

10.2. Membership

The membership of the Committee is a minimum of three and up to five Trustees as below and as determined by the Board of Trustees:

* the Chair or Vice-Chair of the Board of Trustees;
* the Chair or Vice-Chair of the Local Governing Bodies;
* the Chair of the Staffing Committee;

In addition, an External Advisor appointed by the board of Trustees will attend meetings in a non-voting capacity to advise the committee.

Any Trustee who is employed by the Academies Trust may not be a member of this Committee.

The committee will meet as required and at least once a year, and the quorum will be three trustees.

10.3. Voting at Committee meetings

Only Trustees who are members of the Committee may vote at Committee meetings.

Any recommendations or decisions made by the Executive Headteacher Pay Committee must be agreed unanimously.

10.4. Appointment of Chair

10.4.1 The Chair of the Committee will be elected on an annual basis at the first meeting of the Board of Trustees in the autumn term or at the first meeting of the Committee.

10.4.2 In the absence of the Chair the Committee will elect a temporary replacement from among the Trustees present at the meeting.

10.5. Clerk

The clerk of the Committee is the secretary of the company but other persons may be appointed to undertake this function as necessary.

In the absence of the clerk the Committee will appoint a replacement clerk for the meeting.

10.6. Review Date

This Committee’s meeting arrangements for the academic year and terms of reference will be reviewed at the final meeting of the Trust in the preceding summer term.

**11 Risk and audit committee**

**11.1 Purpose of the committee**

To perform a checks and balances remit for the Trust and its committees, as set out in Appendix 6.

**11.2 General**

* The terms of reference of the Risk and Audit Committee must be reviewed and approved by the committee and Trust each year. They provide the sole agreed framework within with the committee operates.
* The committee will be composed of up to five members of the available governors and trustees. The quorum shall be three members. The Academies Finance Director may attend, but will not have voting rights. The committee may also co-opt external members.

* The committee’s membership and effectiveness will be reviewed annually to ensure that it has appropriate skills and relevant experience.
* A chair will be appointed from the committee members
* Unless otherwise agreed by the committee members, all paperwork will be circulated at least five working days prior to the date of the meeting. Meeting agendas will be agreed in advance by the chair.
* The committee will meet as appropriate and at least three times each year.
* The committee is empowered to:
  + Obtain outside legal or independent professional advice and such advisors may attend meetings as necessary, subject to pre-authorisation by the Trust Board of the costs involved
* Administrative support to the committee will be provided by the clerk to the governing body.

The Risk and Audit committee will report directly to the Trust Board.

**Appendix 1**

**Local Governing Body Terms of Reference**

The Local Governing Body monitors the performance of the academy for which it is responsible. Its duties are;

1. To monitor implementation of the Curriculum to include the review and monitoring of the school improvement plan and all policies assigned to it;
2. To monitor and review information on the School’s performance, including reviewing RAISEonline and in-year data;
3. To review and update an agreed form of Self Evaluation;
4. To hold the senior leadership team to account for performance of the Academy with reference to any KPIs set by the Trustees
5. To ensure the sound, proper and effective use of the school’s financial resources
6. To ensure that the views of stakeholders are sought in an active manner and that their views are taken into account when making decisions and making recommendations to the board of trustees
7. To agree the appointment of link Governors for Child Protection, SEN, and Looked after Children. Subject link governors (or key themed areas) may also be agreed.
8. To ensure the safety and welfare of all staff and students to include the review and monitoring of some policies to include;
   1. Compliance with DfE Guidance
   2. Compliance with all child protection and SEN requirements
   3. Working with the local community to embed good practice
9. To implement Trust decisions.
10. To monitor, review and recommend relevant policies to the Trust.
11. To ensure that the School’s prospectus reflects the ethos, standards and expectations of the School and gives the detailed information required by parents.
12. To ensure that the School website contains the statutory information required of academies.
13. To monitor and review the structure of the School Day.
14. To review the School’s Admissions Policy annually and receive reports on the admissions process
15. To review the School’s Child Protection Policy annually and receive reports on the School’s action in relation to child protection
16. To monitor and review delivery of the curriculum and, in particular, assess and advise on activities in support of students’ educational and career as well as spiritual, moral, cultural, mental and physical development.
17. To receive reports from curriculum areas and review and monitor action plans drawn up following a curriculum review
18. To monitor the behaviour of students in School in relation to those making good progress or who may be likely to be excluded on either a short or long-term basis, ensuring that appropriate support is in place as necessary
19. To monitor the School’s implementation of policies relating to punctuality and attendance
20. To monitor the School’s implementation of its policy for praise and rewards.
21. To assess public examination and other test results and make recommendations as necessary to the Trust
22. To make recommendations on an Action Plan in respect of curriculum matters following formal inspections of the School.
23. To appoint a Governor to monitor and review provision for Special Educational Needs pupils throughout the School.
24. To appoint a Governor to monitor and review provision for Looked After Children
25. To deal with curriculum complaints in accordance with the Trust policy.
26. To monitor and review the delivery of careers information, advice and guidance.
27. To monitor and review primary liaison activities and links with the wider community with regard to curriculum development and improvement.

Appendix 2

**Staffing Committee Terms of Reference**

**Core purpose:**

A To have strategic oversight of staffing requirements for the Trust

B To review staffing needs in light of academy and operational requirements, always having regard to cost effective deployment and the creation of opportunities for staff development

C To ensure that appropriate succession planning arrangements are in place

1 To produce, monitor and review a whole school pay policy for the Trust’s approval including an annual implementation plan and timetable which will include options for informal and formal representation.

2 To meet in the second half of the Summer Term to review the pay policy for ratification by the Academies Trust

3 To review the appraisal scheme

4 To review the financial implications on the budget of the operation of the Trust’s Pay Policy and Appraisal Policy.

5 To conduct staffing structure reviews annually to confirm equal pay and overall staffing establishment figures, and to authorise changes, with the exception of the Executive Headteacher.

6 To review all HR policies assigned to this Committee according to the schedule or as these are updated/replaced

7 To ensure appropriate personnel management procedures are in place to include;

* Staff Grievance and Discipline
* Staff dismissal, redundancy and redeployment
* Consideration of applications from staff for variation to contract (secondments, early retirements, leave of absence, job share etc.)
* Ensuring all personnel records are held securely
* A review of staff work/life balance, working conditions and well-being, including the monitoring of absence
* Implementation of the Performance Management Policy
* Equal Opportunities
* Establishing & maintaining a rolling programme for Criminal Background Checks (DBS)
* Ensure compliance with Academies Workforce Census

8 To ensure an annual review is carried out on all employee contracts to ensure pay is in accordance with the contracts and performance management.

9 To agree appointment panel as outlined in Appendix 3

10 To ensure that correct procedures are followed in the case of any restructuring.

**Appendix 3**

**Appointment of Staff**

To ensure a transparent interview process, the Trust has agreed the following appointment panels:

|  |  |
| --- | --- |
| Executive Leadership team | HR Director  2 Trustees including Chair of Trust |
| Senior management team | HR Director  Executive Headteacher  2 Trustees or Governors |
| Teaching staff  Where a TLR is concerned | HR Director  Executive Headteacher or Associate or Headteacher or Deputy Headteacher  Line manager  One governor |
| Support staff - managers | HR Director  Executive Headteacher or Associate or Headteacher or Deputy Headteacher  Line manager |
| Other support staff | HR Director  Line manager |

The above is a minimum. Other people can be included.

**Appendix 4**

**Finance and Premises Committee - Terms of Reference**

Membership of this committee consists of up to 8 Trustees and governors including the Executive Headteacher, and ex-officio members, the Academies Finance and Services Director, and the Academies Estates Director. The Academies’ financial advisors and other members of staff may be invited to attend meetings as non-voting attendees. The quorum will be 3 governors or trustees with the majority of those present at any meeting needing to be Trustees.

**General requirements**

To carry out the financial obligations of an Academies Trust and to oversee the care and maintenance of school premises. The committee is responsible for seeing that the education provided in the schools offers good value for money and that the resources of the Trust are used effectively and efficiently.

**Meetings**

The committee will meet at least once a term and otherwise as required. The quorum necessary for the meeting shall be three Trustees and governors, with the chair having a casting vote where a vote is tied.

Additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the committee, in consultation with the Executive Headteacher and the chair of the Trust will take appropriate action on behalf of the committee. The decision taken and the reasons for the urgency will be fully explained at the next meeting of the whole committee.

**Finance**

1. To review and recommend, in association with the Academies Finance Director, Executive Headteacher and the Academies Trust’s financial advisor, the indicative annual budget, as notified by the EFA.

2. To approve the initial budget for the academic year and recommend acceptance/non acceptance to the Trustees.

3. To contribute to the formulation of the Strategic Plan for the Academies Trust, through the consideration of financial priorities and proposals, in consultation with the Executive Head Teacher.

4. To ensure the annual budget plan has been prepared in line with the principles of Best Value established by the Trust. (See the Trust’s Financial regulations for details)

5. To receive details of the Schools’ actual surplus/deficit and devise its use/recovery and to report this clearly to the Trustees and EFA.

6. To prepare/review/approve, in association the Academies Finance & Services Director, Executive Head Teacher and the Academies Trust’s financial advisor, medium term financial projections in accordance with the requirements of the Trust’s financial regulations.

7. To receive, termly, budget monitoring reports which enable the current and predicted end of financial year situation of the Academies to be determined.

8. To approve or recommend to the Trustees appropriate action on changes to the budget during the financial year.

9. To receive bids for external funding for approval.

10. To receive financial information, which will enable the Committee to ensure compliance with EFA financial regulations, the Academies Financial Handbook and the Charity Commission.

11. To Monitor compliance with the Trust’s Scheme of Financial Delegation as approved by the Trustees and outlined below:-

* The trust will retain overall responsibility for any major items of expenditure and income over the value of £100,000 for individual items
* The Finance and Premises Committee will approve any major items of expenditure and income over the value of £40,000 up to £100,000 for individual item
* The Executive Headteacher and/ or Academies Finance and Services Director will approve all bids for funding up to the value of £100,000
* The Executive Headteacher will approve any expenditure on an individual order over the value of £10,000 up to £40,000
* The Academies Finance and Services Director will approve any expenditure on an individual order over the value of £3,000 up to £10,000
* Individual Budget Holders will approve any expenditure up to the value of £3,000
* All orders over the value of £3,000 must be countersigned by the Executive Headteacher or Finance and Services Director
* Finance and Services Director to authorize budget virements up to £10,000
* Executive Headteacher to authorize budget virements from £10,001 up to the value of £40,000
* The Finance and Premises Committee to authorize virements over £40,001.

These will be subject to annual review by the Trust Board.

12. To approve, reject or amend the financial implications of any decisions made by any other committee.

13. To assess the financial progress in achieving the objectives in the Improvement Plans of the Schools

14. To annually ensure that the insurance cover held by the Academies Trust provides adequate protection against risks.

15. To receive/monitor the Risk Assessment Strategy for the Trust and to the update Trustees on a regular basis.

16. To ensure financial systems have adequate controls to ensure all transactions are process properly and are transacted in line with the tendering limits.

17. To ensure the accounting system meets the needs of the Academies by having in place systems for cash and banking, payroll, purchases, income, and security of assets.

18. To approve scales of charges for any use of the Academies premises.

19. To review the leases and contracts as and when necessary, in accordance with delegated limits.

20. To receive the annual accounts and audit certificate for all funds and trading organisations operated by the Academies, in accordance with Companies Act and Charity Commission requirements and recommend to the Trust Board

21. To receive the Audit Committee’s Report and act on any advice

22. To ensure the EFA are informed of any irregularities of financial issues

23. To ensure a Register of Business Interests is kept for all Trustees/Governors and staff

24. To ensure an inventory is maintained of and equipment owned by the Academies

25. To approve the disposal of surplus equipment in accordance with the trusts regulations up to £20,000. In the case of items of value in excess of £20,000 purchased using capital grant, secure prior permission from the Secretary of State in writing.

26. To authorize the write-off of debts in accordance with prevailing DfE rules;

27. To ensure that there is an independent check of assets and the asset register;

28. To ensure all charging policies are reviewed on an annual basis;

29. To receive and respond to the recommendations made in any reports, from the External auditors and DFE, on the financial systems operated by the Academies.

**Premises, health and safety**

1. To ensure that national and local health and safety requirements are met particularly with regard to the implementation of the School’s Equality Policy.
2. To approve and monitor the Building Development plan to include new building and maintenance programmes, liaising with outside agencies as necessary
3. To highlight where appropriate any building / site development needs
4. To approve, monitor and review the grounds’ maintenance, cleaning, school meals’ and security contracts including obtaining tenders as appropriate.
5. To receive and consider health and safety reports
6. To oversee the standards of maintenance of School premises and their use outside the normal School day, including the monitoring and reviewing of a lettings policy.
7. To authorise the disposal of individual items of equipment and materials that have become surplus to requirements
8. To ensure compliance with the Environmental Protection Act, 1990 in keeping school buildings and grounds clean and tidy.
9. To ensure there is an annual inspection of assets and the assets register.

**Other**

1. To oversee free school meals arrangements for those students entitled to receive a free meal.
2. To oversee payments for governors’ travel claims, subsistence allowances and training costs.
3. To oversee the pecuniary interests of governors and to maintain an up-to-date register of them.

**Reporting**

1. To report to the Trust all significant financial matters and any actual potential overspending.

**Appendix 5**

**Sixth form committee**

**Terms of Reference**

The Sixth Form committee monitors the performance of the Sixth Form Centre.

It comprises up to 8 governors/trustees, taken from both schools. It will meet once per term or more often as required. A chair and vice-chair will be elected at the first meeting of the academic year. The Associate Headteacher and Head of Sixth Form will be ex-officio members of the committee.

Its duties are;

1. To monitor implementation of the Curriculum to include the review and monitoring of the school improvement plan for the Sixth Form;
2. To monitor and review information on the Sixth Form’s performance, including both external and internal data;
3. To review and update an agreed form of Self Evaluation;
4. To hold the senior leadership team to account for performance of the Sixth Form with reference to any KPIs set by the Trustees;
5. To ensure the sound, proper and effective use of the Trust’s financial resources for the Sixth Form;
6. To ensure that the views of stakeholders are sought in an active manner and that their views are taken into account when making decisions and making recommendations to the Board of Trustees;
7. To implement Trust decisions for the Sixth Form;
8. To monitor, review and approve any policies specific to the Sixth Form;
9. To review the Trust marketing strategy and promotional materials for the Sixth Form, and to ensure that the Sixth form prospectus reflects the ethos, standards and expectations of the Trust and gives the detailed information required by parents;
10. To make recommendations annually to the Local Governing Body on the Sixth Form Admissions Policy and receive reports on the admissions process;
11. To monitor and review delivery of the curriculum and, in particular, assess and advise on activities in support of students’ educational and career as well as spiritual, moral, cultural, mental and physical development;
12. To receive reports from Sixth Form reviews and monitor any action plans drawn up following a review;
13. To monitor the behaviour of students in the Sixth form in relation to those making good progress or who may be likely to be excluded on either a short or long-term basis, ensuring that appropriate support is in place as necessary;
14. To monitor punctuality and attendance of the Sixth Form students;
15. To monitor the use of praise and rewards within the Sixth Form;
16. To monitor any action plans drawn up in response to public examination and other test results;
17. To monitor and review the impact of careers information, advice and guidance on Sixth Form destinations.

**Appendix 6**

**Terms of Reference for the Operational Risk & Audit committee**

**Purpose of the committee**

To perform checks on the operation of the Trust and its committees.

1. **Operation**

* The terms of reference of the Operational Risk and Audit Committee must be reviewed and approved by the committee and Trust each year. They provide the sole agreed framework within which the committee operates.
* The committee will be composed of five members some or all of whom may be drawn from the available governors and trustees. The quorum shall be three members. The Academies Finance Director and the Accounting Officer (the current Executive Head Teacher) can attend, but will not have voting rights. The committee may also co-opt external members.
* The committee’s membership and effectiveness will be reviewed annually at the end of each academic year, to ensure that it has appropriate skills and relevant experience.
* A chair will be appointed by the Trust.
* Unless otherwise agreed by the committee members, all paperwork will be circulated at least five working days prior to the date of the meeting. Meeting agendas will be agreed in advance by the chair of the committee.
* The committee will meet three times each year prior to the Trust Board meetings. Additional meetings will be convened if any when deemed appropriate.
* The committee is empowered to obtain outside legal or independent professional advice and such advisors may attend meetings as necessary, subject to pre-authorisation by the Trust Board of the costs involved.
* Administrative support to the committee will be provided by the clerk to the governing body.
* The Audit committee will report directly to the Trust Board.

**2. Key objectives**

* To establish a risk management policy and Risk Register for the Academies Trust and to keep this under review
* To review Legal compliance and risk.
* To monitor the effectiveness of the contingency and business continuity plan and to periodically test the underlying assumptions of the plan.
* To monitor the Trust’s financial management and governance, qualities of performance, succession planning and disaster recovery.
* To monitor the trust’s provisions for Health & Safety and Security
* To review the following policies as appropriate

1. Fraud Policy
2. Critical Incident policy
3. Financial procedures

**3.Finance**

To assess and report on all risks detailed in the Risk Register. This specifically but not exclusively includes the following:-

Internal control and risk management

* To review the Lordswood Academies’ procedures for detecting fraud and whistle blowing and ensure that arrangements are in place by which staff, may in confidence, raise concerns about possible improprieties in matters of financial reporting, financial control or any other matters;
* To ensure that any allegations of fraud and irregularity are appropriately investigated and controls weaknesses addressed;
* To review management’s reports on the effectiveness of the systems for internal financial control, financial reporting and risk management;
* To monitor the integrity, adequacy and effectiveness of the Lordswood Academies’ systems of internal financial controls and its control and governance processes and advise the Trust Board;
* To review the statement in the annual report and financial statements on the Lordswood Academies’ internal controls and risk management framework;
* To assess the scope and effectiveness of the systems established by management to identify, assess, manage, monitor and address financial and non-financial risks.

External Audit

* To advise the Trust Board on the appointment, re-appointment, dismissal and remuneration of the External Auditors;
* Consideration of the audit plan, in advance of the auditors starting work;
* To review with the external auditors, the findings of their work, including, any major issues that arose during the course of the audit and have subsequently been resolved and those issues that have been left unresolved; key accounting and audit judgements; levels of errors identified during the audit, obtaining explanations from management and, where necessary the external auditors, as to why certain errors might remain unadjusted.
* To review and monitor the content of the external auditor’s management letter, in order to assess whether it is based on a good understanding of the Academies’ business and establish whether recommendations have been acted upon and, if not, the reasons why they have not been acted upon.
* To ensure that any additional services undertaken by the external auditors are compatible with the audit independence and objectivity;
* To monitor the effectiveness of the external auditors, including a review of the audit plan and feedback about the conduct of the audit from key staff involved;
* To meet with the external auditor at least annually, without management present;

**2. Education performance**

To assess and report on all risks detailed in the Risk Register. This specifically but not exclusively includes the following: -

* To examine the educational outcomes for all schools within trust including the sixth form centre
* To examine the progression records for all students on leaving the schools
* To check the rolls for each school and identify trends.
* To examine and question the Self Evaluation Form (SEF) for all schools within the Trust.

**3. Human Resources**

To assess and report on all risks detailed in the Risk Register. This specifically but not exclusively includes the following:-

* To review the teaching and administrative staffing provision across all school within the trust to assess whether it is adequate and effective
* To review the likelihood and consequences of temporary of permanent loss of one or more members of the senior leadership team – both teaching and non teaching staff
* To review the contingency planning for staff loss

**4. Premises and Health & Safety**

To assess and report on all risks detailed in the Risk Register. This specifically but not exclusively includes the following: -

* Ensure that the Lordswood Academies’ Trust, its employees and contractors are effectively and responsibly maintaining Lordswood site and developing its potential
* To ensure that the trust’s Finance and Premises committee effectively monitor Health & Safety
* To ensure compliance with all relevant Legislation
* To ensure that all development work is financially and educationally viable

Appendix 7

**Code of Conduct for the Local Governing Body**

This code sets out the expectations on and commitment required from governors in order for the Governing Body to properly carry out its work within the school and the community.

**The Governing Body has the following core strategic functions:**

Establishing the strategic direction, by:

* Setting the values, aims and objectives for the school
* Setting targets
* Agreeing the school improvement strategy
* Meeting statutory duties

Creating accountability, by:

* Monitoring progress towards targets
* Engaging with stakeholders
* Contributing to school self-evaluation

Ensuring financial probity, by:

* Monitoring spending against the budget
* Ensuring value for money is obtained
* Ensuring risks to the organisation are managed

**As individuals on the Governing Body we agree to the following:**

**Role & Responsibilities**

* We understand the purpose of the board and the role of the headteacher
* We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
* We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
* We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
* We will encourage open government and will act appropriately.
* We will consider carefully how our decisions may affect the community and other schools.
* We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
* In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.
* Although appointed through different routes (i.e. parents, staff, co-opted) we understand the overriding concern of all governors has to be the welfare of the school as a whole.
* We will actively support and challenge the headteacher.

**Commitment**

* We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
* We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
* We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
* We will get to know the school well and respond to opportunities to involve ourselves in school activities.
* We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the headteacher.
* We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

**Relationships**

* We will strive to work as a team in which constructive working relationships are actively promoted.
* We will express views openly, courteously and respectfully in all our communications with other governors.
* We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
* We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
* We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

**Confidentiality**

* We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
* We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
* We will not reveal the details of any governing body vote.

**Conflicts of interest**

* We will record any pecuniary or other business interest that we have in connection with the governing board’s business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.

**Breach of this code of conduct**

* If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the governing body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
* Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

**Implementing this code**

There is an expectation that anyone serving as a governor will adhere to this Code of Conduct.

**The Seven Principles of Public Life**

(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

Appendix 8

Governor job description

**Lordswood Schools Governor Job Description**

The role of a School Governor is to contribute to the work of the Governing Body in providing a high quality education and improving outcomes for all children at the school.

This involves acting as a challenging friend and ensuring accountability.

At Lordswood, the strategic planning, finance & staffing and health & safety issues are dealt with by the Trust and its committees.

The Local Governing Boards are the Trust’s committees for standards of learning and achievement at each school. The main responsibilities therefore centre on knowing the school’s target and monitoring progress of the school's development plan; holding the head teacher and senior leaders to account for the educational performance of the school and its pupils; ensuring that all children in the school have access to a broad and balanced curriculum suited to their age and aptitude; listening to and reporting to the school's stakeholders.

**Person Specification**

Governors have a variety of skills and knowledge, but there are a number of **essential** qualities required of any Governor and they include:-

* An interest in the education of all children
* Commitment to the vision and values of the school
* Sound communication skills in listening, speaking and writing
* Assimilation skills to help absorb and make use of wide ranges of information and data
* The capacity to develop specific knowledge and understanding of the school and its community
* A sense of fairness
* A commitment to equalities
* A commitment to securing the best educational outcomes for all children
* Tact and diplomacy
* An ability to work as a member of a team
* An ability to respect confidentiality
* A willing constructive work ethic with a team of Governors who have some or all of these qualities
* A commitment to participate in training and self-evaluation
* A commitment to behave in a professional manner, as set down in the governing body’s code of conduct, including acting in strict confidence.

**The points below summarise what is expected of each Governor as a minimum requirement:-**

* Get to know the school, its needs, strengths and areas for development, e.g. through regular school visits (on average once a term during the school day) and attendance at several school events (like concert, shows and parents evenings) throughout the year
* Attend Governing Board meetings (between 4 – 6 a year, or more dependent on special requirements); read agendas, papers and minutes in advance as preparation for those meetings and be prepared to engage with the discussions at the meetings
* Be available to assist with or lead special working groups, exclusion or appeal panels as required
* Attend training sessions as appropriate and have a commitment to personal development
* Be a challenging friend ready to offer constructive criticism and support the school community
* To act as a link governor for a main subject area or special responsibility area (e.g. SEN)

Appendix 9

# PAYMENT OF ALLOWANCES TO TRUSTEES AND GOVERNORS

**1) INTRODUCTION**

1.1) Paragraph 6.5 of the Lordswood Academies Trust Articles of Association states “A Director may at the discretion of the Directors be reimbursed from the property of the Company for reasonable expenses properly incurred by him or her when acting on behalf of the Company.”

* 1. The aim of this policy is to ensure that trustees and governors do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the Trust, and that a facility exists which enables the Trust to pay reasonable expenses to trustees and governors that have incurred them.

1. **ACTIVITIES FOR WHICH ALLOWANCES MIGHT BE / MIGHT NOT BE PAYABLE**

2.1) The Trust considers that its governors/trustees should be entitled to claim allowances for attending meetings or events which take place outside the West Midlands, and where no local alternative was available. In this case the member should seek prior approval from the Chair of the Academies Trust.

2.2) Governors/trustees would not be expected to claim allowances for attending meetings or events at Lordswood Schools or elsewhere in the West Midlands.

**The Trust notes that the above does not include attendance allowances or reimbursement for any loss of earnings.**

**3) BASIS AND RATES OF PAYMENT**

3.1) For any meetings that come within the provisions of paragraph 2 the Trust to adopt the following scheme of payments:

1. travel by rail – 2nd class fare;
2. travel by bus – the fare actually paid;
3. travel by the member’s own private motor vehicle where its use results in a substantial saving of governors’ time or is in the interest of the Trust / Governing Body or is otherwise reasonable. Rates payable and expenses incurred through the use of private cars and motor cycles shall be at a rate not exceeding Her Majesty’s Revenue & Customs Approved Mileage Rates which are published on the following website www.hmrc.gov.uk/rates/travel.htm;
4. subsistence – Re-imbursement for food and drink items bought on the day claimed.
5. other eligible expenses agreed.

As there are no national or local rates set for these expenses the Trust will determine rates of payment based on provision of a receipt.

3.2) All expense claims should be made in the same financial year as the expenses have been incurred.

**4) METHOD OF PAYMENT**

* 1. **Reimbursement**

1. *Car and Motor Cycle Mileage (including parking fees)*

These are made via the Trust’s finance system.

*b) Reimbursement of Actual Costs for Bus, Rail Fares, Subsistence and Other Expenses etc.*

Reimbursement of actual costs incurred for expenses, including parking fees that are not incorporated within a claim for car or motorcycle mileage, may be made out of petty cash, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

**5) CLAIM FORMS**

5.1) Claims that relate to car and motorcycle mileage should be submitted on the standard form (appendix A of this policy) that is certified by the Chair of the Governing Body, Executive Headteacher, or Chair of the Trust. Completed certified forms are sent to the Clerk to the Trustees. No governor should certify their own claim for expenses incurred.

5.2) Claims that relate to actual costs incurred (e.g. subsistence) should be submitted on the standard claim form (appendix B of this policy) and certified by the Chair of the Governing Body, Executive Headteacher or Chair of the Trust. No governor should certify their own claim for expenses incurred.

**6) OTHER INFORMATION**

**6.1) Use of private vehicles and insurance documentation**

Members are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

**Appendix A**

**TRUSTEE / GOVERNOR CAR AND MOTOR CYCLE MILEAGE CLAIM FORM**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **School:** |  |
|  |  |
| **Date of Birth :** |  |
| **Make and Type of Vehicle:** |  |
| **Registration Number:** |  |
|  |  |

# Payment Details

Payment may be made either by cheque to your home address, or directly to your bank / building society. Please complete A or B accordingly.

|  |  |
| --- | --- |
| **A) Address for cheque to be sent to** | **B) Details of Bank/Building Society** |

**This section must be completed in full and where applicable receipts should be attached.**

|  |  |  |
| --- | --- | --- |
| **Period of Claim** | From: | To: |

**Mileage Incurred**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Departing From** | **Returning  To** | **No. of Miles Claimed** | **Details** |
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|  |  |  |  |  |
|  |  |  |  |  |

Total Number of miles claimed: \_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_ p per mile

Total Travelling Allowance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorised:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Chair of Governors, Executive Headteacher or Chair of Trust)*

I declare that I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a member of the Trust / Governing Body.

**Signed** *(claimant)***:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix B

SCHOOL GOVERNOR CLAIM FORM FOR ACTUAL EXPENSES INCURRED

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |

This section must be completed in full and where applicable receipts should be attached.

|  |  |  |
| --- | --- | --- |
| **Period of Claim** | From: | To: |

**Actual Expenditure Incurred**

|  |  |  |
| --- | --- | --- |
| **Date** | **Details** | **Amount Claimed** |
|  |  |  |
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|  |  |  |

**Authorised:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Chair, Executive Headteacher or Chair of Trust)*

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the Trust / Governing Body.

**Signed** *(claimant*)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_