



**SCHEME OF DELEGATION FOR LOCAL GOVERNING BODIES (LGB)
TERMS OF REFERENCE**

KEY:

- Approve (A)**
Recommend (R)
Propose (P)
Develop (D)
Monitor and Report (M)
Consulted (C)
Implement(I)

GOVERNANCE	LEVEL OF ACCOUNTABILITY
<ul style="list-style-type: none"> • Local Governing Body (LGB) Terms of Reference and review annually • LGB working groups/committees and membership of these groups and agree Terms of Reference • Appoint Chair of LGB and agree length of Term of Office • Appoint (and remove) LGB members (with approval of CEO) • Ensure LGB meets termly, is clerked by SSGS, reports from HT and subject leaders are included and governors challenge and support where appropriate 	<p>R</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
ACADEMY PERFORMANCE, CURRICULUM AND TEACHING	
<ul style="list-style-type: none"> • Academy Performance Targets 	R

<ul style="list-style-type: none"> • Review/Discuss Academy Performance Targets e.g. SEF and School Development Plan • Discuss and agree a system of governor monitoring linked to the SDP and/or curriculum subjects • Discuss and approve both the Academy 3 year and 1 year Plans • Discuss and approve Academy Staff Development Plan • Receive reports on Teaching and Support Staff Performance Management through monitoring of targets, reviews being carried out and make recommendations for pay awards or otherwise following reports from the HT or SM • Discuss, approve and adopt any policies that are amended to take account of the Academy differences 	<p style="text-align: center;">R</p> <p style="text-align: center;">R</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">M/R</p> <p style="text-align: center;">A</p>
STAFF MANAGEMENT. POLICIES AND PAY	
<ul style="list-style-type: none"> • Discuss and staff complimenting, structure/restructure, redundancy, suspension and return to work and grades • Contribute to the appointment of the Head and Senior Management Team • Discuss, review and policies relating to these matters 	<p style="text-align: center;">M</p> <p style="text-align: center;">R</p> <p style="text-align: center;">M</p>
FINANCIAL GOVERNANCE AND MANAGEMENT	
<ul style="list-style-type: none"> • Discuss and Propose academy 1 year budget • Discuss and Recommend academy 3 year Budget Plan • Discuss and Recommend Academy interim 	<p style="text-align: center;">P</p> <p style="text-align: center;">R</p>

Prepared by Glenda Wood
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Review Date: October 2018

<p>Year End Accounts</p> <ul style="list-style-type: none"> • Discuss and Monitor Academy YTD reports 	M
ACADEMY PROCEDURES	
<ul style="list-style-type: none"> • Discuss and review Pupil and Sports Premiums ensuring VFM and legal requirements are met • Ensure that everything is being done to ensure pupils are attending school and absences are pursued • Ensure that the school website is compliant with all legal requirements and is updated on a regular basis 	C/M C/M A
PREMISES AND ASSETS	
<ul style="list-style-type: none"> • Discuss and review the Asset Management Plan as and when required 	P