



**By Brook Valley Academy**  
**Scheme of Delegation**

*Approved by FGB*

*September 2021 September 2022 and January 2024*

## Contents

1. Members and Governors statement

### **Part A: Academy Leadership Organisation**

2. Leadership structure, roles and responsibilities
3. Constitution of Leadership Organisation

### **Part B: Terms of Reference**

4. Curriculum, Teaching & Learning Committee
5. Finance & Premises, Staffing and HR Committee
6. Foundation & Ethos Committee Appendices

Appendix A - Schedule Planner

## **1. Glossary**

The terms used in this Scheme of Delegation are those as set out /used in the Articles of Association for By Brook Valley Academy Trust unless otherwise stated.

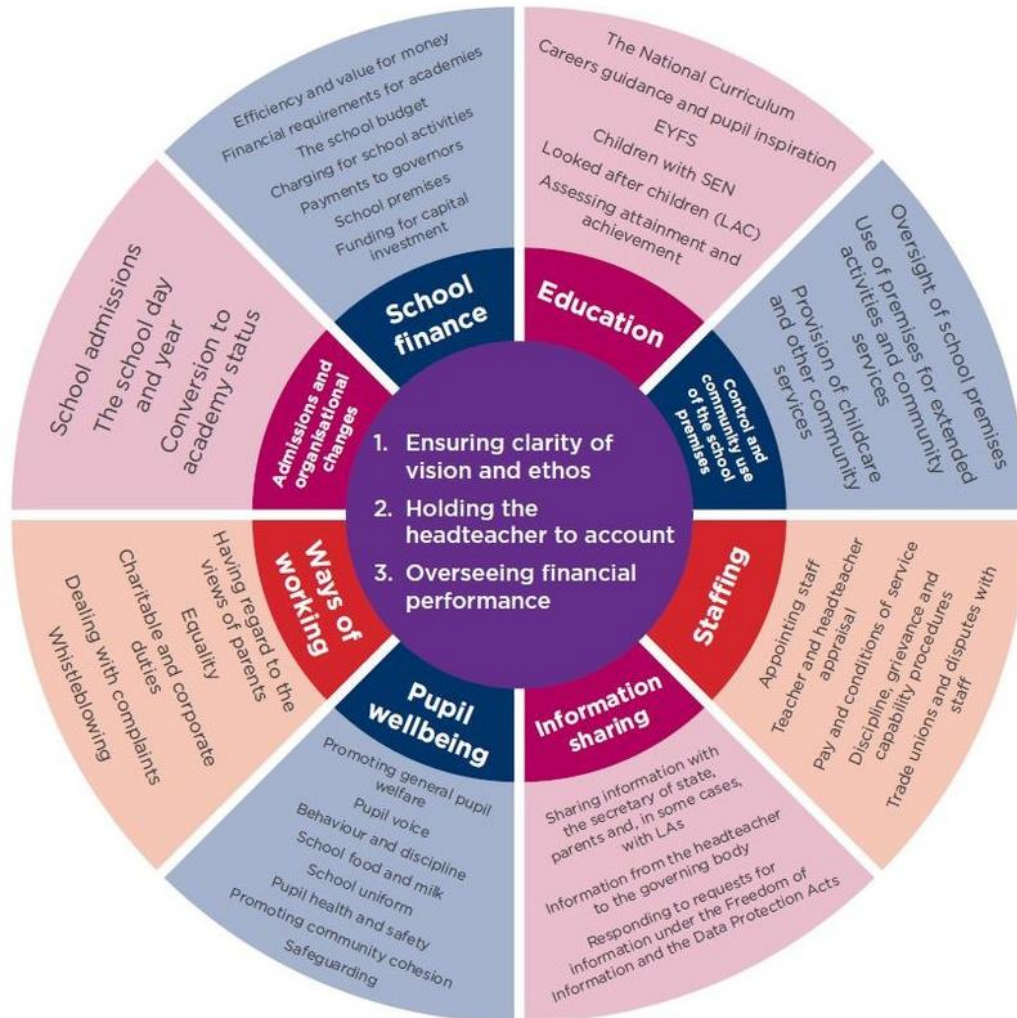
## **2. Members and Governors Statement**

The Members and Governors of By Brook Valley Academy Trust (company number 8020467) ("**Academy**") commit to the whole school community (pupils, staff, parents, Governors, Members and other key stakeholders) that we will focus on delivering high standards of education to its pupils pursuant to the Objects of the Academy, as set out in the Articles of Association dated 12<sup>th</sup> April 2012 ("**Articles**").

# By Brook Valley Academy

The Governors will do this by focusing on three core strategic functions which are:-

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders, the Principal ("**Headteacher**") to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing and ensuring effective financial performance of the school.



By Brook Valley Church of England Primary School is a church school. As such, our ethos and values run through everything we do and the way we relate to our community. We aim to ensure that each pupil is safe, happy and feels valued, unique and precious as a child of God within a thriving learning community. The core values of the school have been agreed as:

***Friendship Forgiveness Honesty Hope***

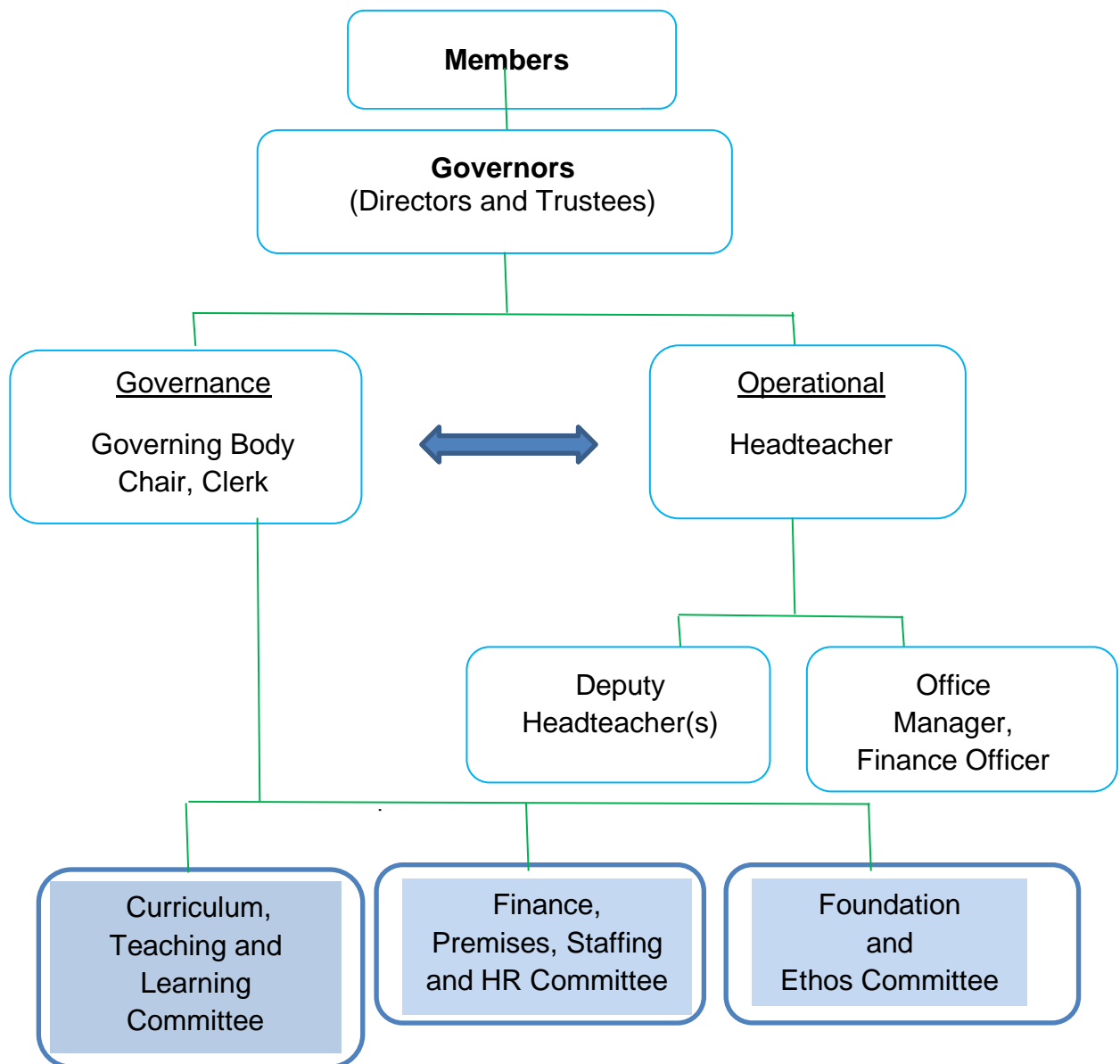
This Scheme of Delegation has been prepared to provide an overview of the Academy's leadership structure and should be used in conjunction with the Articles and Academy's constitutional documents.

This Scheme of Delegation is divided into two parts. Part A sets out further details regarding the Academy's leadership organisation and structure, roles, responsibilities and constitutional matters. Part B sets out the terms of reference for the committees of the full governing body.

## PART A: Academy Leadership Organisation

### 1. Leadership Structure, Roles and Responsibilities

The Academy's leadership organisational structure is set out below.



#### Members

## By Brook Valley Academy

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The **Members** of the Academy are the equivalent of the shareholders in a commercial company (save that they do not receive dividends). In simple terms the Members "own" the Academy.

Members have a number of statutory rights and rights set out in the Articles. The Members will be responsible for any changes to the Articles and other fundamental decisions relating to the Academy. Generally, the Members have few obligations other than their obligations towards the Academy (as a company) and other Members, as set out in the Articles and other constitutional documents. This reflects the fact that it is the Governors (as Directors of the Academy/company) that are responsible for its operation.

The role of the Members is to ensure that the intent of the Articles are appropriately implemented and adhered to in the management of the Academy. Their specific accountabilities are set out in the Articles and include ensuring the Academy complies with charity and company law.

Members have a distinct role to Governors as trustees for the purpose of charity law and as company directors (see below). Members must not be employees or occupy unpaid staff roles. Members must remain informed about the Academy's business.

### **Governors, Directors (Company Law) and Trustees (Charity Law)**

As the Academy is a charitable company limited by guarantee, the **Governors have duties as Directors under Company Law and Trustees under Charity Law.**

Governors must apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. Governors should follow the Governance Handbook, which describes the following features of effective governance and will aid compliance with the Academies Financial Handbook:

- **strategic leadership** that sets and champions vision, ethos and strategy
- **accountability** that drives up educational standards and financial performance
- **people** with the right skills, experience, qualities and capacity
- **structures** that reinforce clearly defined roles and responsibilities
- **compliance** with statutory and contractual requirements
- **evaluation** of governance to monitor and improve its quality and impact

Governors must comply with the Academy's charitable objects, with company and charity law. These duties are summarised as:

Responsibilities as **charitable Trustee**:

## By Brook Valley Academy

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- Duty of Compliance;
- Duty of Prudence; and
- Duty of Care.

Responsibility as **Directors**<sup>1</sup>:

- Duty to act within powers;
- Duty to promote success of the company;
- Duty to exercise independent judgement;
- Duty to exercise reasonable care, skill and diligence;
- Duty to avoid conflicts of interest;
- Duty not to accept benefits from third parties; and
- Duty to declare an interest in a proposed transaction or arrangement.

The **Governors** are **Directors** of the Academy and are responsible for its operation and to ensure that the intent of the Articles are appropriately implemented and adhered to in the management of the Academy. Their specific accountabilities are detailed in the Articles.

The Governors must ensure regularity and propriety in the use of the Academy's funds, and achieve economy, efficiency and effectiveness – the three elements of value for money. The Governors must also take ownership of the Academy's financial sustainability and its ability to operate as a going concern.

The Governors provide the leadership of the Academy through the **governing body** who have ultimate responsibility for ensuring that the appropriate regulations and procedures for the Academy are in place and are adhered to.

The key responsibilities/accountability of the governing body includes:

- ensuring the quality of educational provision;
- challenging and monitoring the performance of the Academy;
- ensuring good financial health and probity, including managing the day to day activities of the Academy's finances and property;
- supporting the Headteacher in management of staff
- operating the Academy in according with the funding agreement and other constitutional documents; and
- exercising reasonable skill and care in carrying out its duties.

In fulfilling these responsibilities, an effective governing body will need to address such matters as:

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<sup>1</sup> Sections 170-181 of the Companies Act 2006

## By Brook Valley Academy

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- helping the school to set high standards, through policy development and strategic planning for the future, including target-setting for school improvement and keeping up momentum on school improvement;
- be a critical friend to the school, offering support and advice;
- help the school respond to the needs of parents and the community;
- making the school accountable for what it does;
- ensuring sound management and administration of the Academy, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- planning, developing policies and keeping these under review;
- exercise its responsibilities in partnership with the Headteacher and staff;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of the Academy's financial, human and other resources (in particular control over the spending identified in the Academy's development plan);
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the Academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the Academy's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the Academy's risk management for its annual report and accounts).

The specific role of Governors and expectations of Governors is set out in the associated "must, should, could" guide, Academies Financial Handbook 2020 and outlined in the Articles of Association. Governors at all times will give due consideration to the work that they do and its benefit to the pupils, parents and staff of the Academy.

The chair is responsible for ensuring the effective functioning of the governing body and for setting professional standards of governance and accountability for the governing body.

The Academy must appoint a clerk to support the governing body.

### **Committees**

Governance of key aspects of the Academy is delegated by the governing body to committees who as well as discharging their delegated accountabilities from the governing body need to recognise their obligation as part of the overall financial management of the Academy.

### **Operational Team**

## By Brook Valley Academy

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The **operational daily running and day to day management** of the school is for the accountability of the Headteacher, supported by appropriate staff organisation.

The **Headteacher** is responsible for proposing an appropriate staff organisational structure for the day to day operational management of the school, obtaining approval by the governing body and the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the Academy.

The role of the Headteacher is to deploy the Academy's operational intent, as described by its strategies and policies, into the day to day running of the Academy. Specific responsibilities include:

- to lead the learning and teaching within the Academy;
- to own a career self-development plans and promote a culture of team working with other stakeholders;
- to define and develop a staff structure and organisation capable of discharging the requirements of the Academy.
- ensure the Academy is a safe and secure place for the children's education.
- provide challenge to ideas and suggestions for shaping the future state of the Academy;
- to support the development of effective communication between all members of the school community including staff, pupils, parents, governors and the wider school communities;
- to lead staff in the process of self-evaluation to inform the schools' development plans, to continuously review and evaluate progress, against robust success criteria, in order to identify areas for further development within the schools' improvement cycle;
- to report on its operation and progress made against the development plan.

## 2. Constitution of Academy Leadership Organisation

### Members

The Members are stipulated by the Articles. Members of Academy are:

- signatories to the original Memorandum of Association when AT established (named at Article 12);
- Foundation Members;
- one person appointed by SoS, in the event SoS appoints a person for this purpose;
- Chairman of the Governors



## By Brook Valley Academy

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- any person appointed under Article 16A (where upon resignation, removal or termination of any Member (including original signatories to Memorandum) other than Foundation Members, Members shall appoint (by majority) a replacement Member if required to ensure that the number of FM does not exceed 25% of total number of Members).
- any person appointed under Article 16 (where Members with the written consent of the Diocesan Board of Education may agree unanimously in writing to appoint/remove such additional Members as they think fit).

There must be **at least 3 Members. Foundation Members shall be no more than 25% of the total number of Members.**

The Members shall hold an Annual General Meeting each year. The agenda shall be issued by the Chair of Governors at least 14 days before the date of the meeting.

The Governors shall have responsibility for the Academy's Annual Report to be prepared and in accordance with the "statement of recommended practice" as if the Academy was a non-exempt charity and shall following the annual Members AGM file these with the Secretary of State and the Principal Regulator by 31 December each Academy Financial Year.

The Governors shall comply with their obligations under Part 24 of the Companies Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Return to the Registrar of Companies and in accordance with the Statement of Recommended Practice as if the Academy was a non-exempt charity and to the Secretary of State and the Principal Regulator by 31 December each Academy Financial Year.

### **Governors (Directors of the Company and Charity Trustees)**

The composition of the governing body is stipulated in the Articles. The number of governors should not be less than three or more than seventeen. The Articles set out the different categories of Governor, which include:

- Foundation Governors
- Staff Governor
- Parent Governors (minimum of two)
- Headteacher (treated as ex officio governor)
- Community Governors consisting local community residents and any other person with specific skills appointed by the governing board or members

Foundation Governors must not exceed 25% of the total number of Governors. Staff Governors must not exceed one third of the total number of Governors.

## By Brook Valley Academy

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The Articles set out how Governors are appointed. Parent Governors must have been subject to an election process where voting is restricted to the parents of the children at the school. Upon appointment as a Governor, each will automatically become a trustee (charitable trust) and director (company) of the Academy. A Governor's term of office is 4 years.

The governing body will annually elect a Chair and Vice-Chair (s) and appoint an independent clerk.

The governing body has appointed an Associate Governor with voting rights on governing body decisions and also on decisions made by committees to which he/she is appointed.

The governing body will meet at least six times per year, once each term, to review how the Academy is performing. Minutes of the meetings will be taken and made available to the public. The agenda will be set by the Chair of Governors and will include a report from the Headteacher and each of the committees (see below) as well as any other key issues that needing reviewing and resolution.

Any bank account in which any money of the Academy is deposited shall be operated in the name of the Academy. All cheques and orders for the payment of money from such an account shall be signed by at least two signatories authorised by the Governors.

### **Committees**

The governing body may establish committees. The constitution, membership and proceedings of the committees are to be determined by Governors. The establishment, terms of reference, constitution and membership of any committee must be reviewed at least once in every 12 months. Membership of any committee may include non-Governors provided the majority of members of the committee are Governors. Non-Governors may be entitled to vote (as determined by the Governors) in committee meetings. No vote shall be taken unless majority of members of committee present are Governors.

The number of committees is decided annually by the governing body to ensure that the key aspects of the school have the appropriate leadership focus. Each committee is made up of school Governors and is led by a Governor appointed by the governing body at the start of each academic year.

The committees will meet a minimum of six times per year. Each committee will each provide a written report to the governing body prior to every governing board meeting for review at the meeting.

## By Brook Valley Academy

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The terms of reference, constitution and membership of each committee (as currently approved by the governing body) is set out in Part B of this Scheme of Delegation.

### Operational Team

The operational team is led by the Headteacher.

- **School Staff Leadership**

The school staff leadership positions are by appointment and consist of the **Headteacher, Deputy Headteacher(s), Office Manager and Finance Officer.**

The **Finance Officer** shall attend the full governing body meetings and/or appropriate Committee meetings to provide a financial report on the financial status of the school and seek agreement from the governing body where necessary on any financial item that impacts on the financial stability of the school.

- **Accounting Officer and Responsible Officer**

The Financial Handbook requires the Governors to appoint an Accounting Officer and Responsible Officer to provide oversight of the finances.

The Funding Agreement requires the Accounting Officer to be the Headteacher and that the Responsible Officer is to provide independent oversight of the Academy's financial affairs.

Accounts shall be prepared in accordance with the relevant Statement of Recommended Practice as if the Academy was a non-exempt charity and Parts 15 and 16 of the Companies Act 2006 and shall file these with the Secretary of State and the Principal Regulator by 31 December each Academy Financial Year.

## **PART B – COMMITTEE TERMS OF REFERENCE**

### **Curriculum, Teaching and Learning (C, T&L) Committee Terms of Reference**

#### **1. Aims and Objectives**

The aims and objectives of the Curriculum, Teaching and Learning (C,T & L) committee are:

- To assist the decision making of the school and governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure high standards of teaching and learning; and
- To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Where it is considered by the C, T & L committee that matters should be considered by the full governing body and not delegated to the C, T & L committee, such matters will be referred for further consideration and ratification. Major issues will be referred to the full governing body for ratification.

#### **2. Membership**

Membership of the C, T&L committee will consist of:-

- The Headteacher
- Deputy Headteacher(s)
- Members of the governing body chosen at the start of every school year

The committee has the power to co-opt associate and non-voting members as required, as set out in the Articles.

One of the above members of the C, T&L committee will be the nominated SEN Governor.

#### **3. Quorum**

## By Brook Valley Academy

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The quorum for a meeting of the C, T&L committee to take place and make recommendations is three members of the governing body (at least one of whom is not a member of staff).

### **4. Meetings**

Meetings shall take place once a term (six times a year). Meeting dates will be agreed at the start of the school year. Minutes will be taken by one of the C, T&L committee members and signed by the chair of the C, T&L committee before being placed on the Academy's electronic file manager system for reporting to the governing body.

### **5. Terms of reference**

The C, T&L committee has delegated powers to make its own decisions without referral to the full governing body, in line with the C, T&L Committee Action Plan and its terms of reference.

The C, T&L committee takes full delegated authority responsibility for the discharge of the following duties:-

1. To prepare an annual C, T& L Committee Action Plan at the start of every school year.
2. To have a clear overview of pupils' achievements; their attainment and progress in order to report on this to the full governing body.
3. To review all relevant data to monitor and evaluate all groups of pupils; their progress and attainment in order to; praise/ reward successes and challenge any apparent underachievement to ensure that all children achieve the best of which they are capable.
4. To monitor and report on the quality of teaching and its impact on learning.
5. To ensure that all individual pupils and groups of pupils receive a broad and balanced curriculum and a wide breadth of experience both in and out of the classroom.
6. To ensure that due consideration is given to the relevance and application of behaviour, safeguarding, equality and inclusion policies in teaching and learning.
7. To contribute to relevant sections of the School Improvement Action Plan (SIAP) and monitor and review the SIAP throughout the year.

## By Brook Valley Academy

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8. To review target setting in English and Mathematics and ensure that targets are suitably challenging. To monitor progress made towards meeting them.
9. To review update as necessary for approval by the full governing body all relevant appropriate Policies (see Appendix A) and ensure that these are consistently implemented including:
  - 9.1 **RE Policy** – to review this policy and then pass to the Foundation and Ethos (F&E) Committee for their further review, prior to being submitted to the full governing body, to ensure its impact, ensuring that the curriculum is in line with the agreed syllabus and that children’s spiritual, moral, social and cultural awareness is consistently developed in line with their level of maturity.

### 6. Revision

These terms of reference will be reviewed by the C, T&L committee annually at the first meeting of the academic year, for formal agreement and endorsement by the full governing body.

## **1. Finance, Premises, Staffing and HR (FPS &HR) Committee Terms of Reference**

### **1. Aims and Objectives**

The aims and objectives of the Finance, Premises, Staffing and HR (FPS&HR) committee are:

- To assist the decision making of the school and governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the Academy's buildings, finances, staff and resources, including proper planning, monitoring and probity; and
- To make appropriate comments, recommendations and actions on such matters to the governing body, on a regular basis.

Where it is considered by the FPS&HR committee that matters should be considered by the full governing board and not delegated to the FPS&HR committee, such matters will be referred for further consideration and ratification.

### **2. Membership**

Membership of the FPS&HR committee will consist of:-

- The Chair of Governors
- Members of the governing body chosen at the start of every school year

The committee has the power to co-opt associate and non-voting members as required.

One of the above members of the FPS&HR committee will be the nominated H&S Governor

The Headteacher, Office Manager/Finance Officer will be present at meetings to report to/answer questions posed by the committee but will take no part in the decisions of the committee. The Governors' clerk will be present at meetings to take minutes but will take no part in the decisions of the committee.

### **3. Quorum**

## By Brook Valley Academy

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The quorum for a meeting of the FPS& HR committee to take place and make recommendations is three members of the governing body.

### **4. Meetings**

Meetings shall take place once a term (six times a year). Meeting dates will be agreed at the start of the school year. Minutes will be taken by the Governors' clerk and signed by the chair of the FPS&HR committee before being placed on the Academy's electronic file manager system for reporting to the governing body.

### **5. Terms of Reference**

The FPS&HR committee has delegated power to make its own decisions without referral to the full governing body, in line with FPS&HR Committee Action Plan and its terms of reference.

The FPS&HR committee takes full delegated authority responsibility for the discharge of the following duties:-

1. To prepare an annual FPS&HR Committee Action Plan at the start of every school year.
2. To consider the Academy's indicative funding, notified annually by the DfES, and to assess its implications for the Academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
3. To consider and recommend acceptance/non-acceptance of the Academy's budget, at the start of each financial year.
4. To contribute to the formulation of the Academy's Development Plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the Academy.
5. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Development Plan.
6. To liaise with and receive reports from the C, T&L committee, as appropriate, and to make recommendations to that committee about the financial aspects of matters being considered by them.



## By Brook Valley Academy

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7. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the DfES, drawing any matters of concern to the attention of the governing body.
8. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
9. To act as the Audit Committee for the Academy, as detailed in Section 6 below.
10. To ensure the Health and Safety Policy is enacted and that any resultant recommendations are acted upon in a timely manner.
11. To make sure that the maintenance budget for the existing buildings and grounds is adequately catered for in the budget and that the appropriate standards are adhered to.
12. To ensure any major buildings or ground investments are correctly financed and delivered in accordance with the correct legal requirements and planning standards.
13. To maintain a fixed asset register and schedule of maintenance.
14. To review, approve and contribute throughout the year to the relevant sections of the School Improvement Action Plan (SIAP).
15. To review Continuing Professional Development (CPD) plan and the implementation and impact of that plan.
16. To have responsibility for Headteacher and staff well-being.
17. To ensure an annual summary report is submitted by the Headteacher on the impact of Staff performance management.
18. To review, update as necessary for approval by the full governing body all relevant appropriate Policies (see Appendix A) and ensure that these are consistently implemented.
19. To report to the full governing body any requirements for new Staff.

## By Brook Valley Academy

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20. To ensure and report to the full governing body that when new members of Staff are in place that Staff induction has been carried out.
21. To review and monitor all Staff absence.
22. To review Staff succession planning, and the implementation of that plan.

### **6. Audit Committee**

The non-staff governor members of the FPS&HR committee also act as the Audit Committee for the Academy. Staff employed by the Academy may attend the Audit Committee to provide information and participate in discussions, but should not be members of it, or vote when matters relating to audit are discussed..

The overall requirements for the Audit Committee, as specified in the Academies Financial Handbook (as updated 2020), are:-

- Internal scrutiny - to have in place a process for checking financial systems, controls, transactions and risks.
- To achieve internal scrutiny which delivers objective and independent assurance.
- To provide assurance to governors that risks are being adequately identified and managed by
  - reviewing the risks to internal financial control at the Academy
  - agreeing a programme of work to address, and provide assurance on, those risks.
- To inform the governance statement that accompanies the annual accounts and, so far as is possible, provide assurance to the external auditors.

In detail this is achieved through:-

- The audit committee manages this programme of risk review and checking of financial controls in the way that they deem most appropriate to their circumstances. Options include: internal audit, additional work by the external auditor, the work of a 'responsible officer' and/or work by 'peer review'.
- The adequacy of arrangements will be established as part of the process leading to the Accounting Officer's annual statement and, where appropriate, through the self-assessment review of financial management and governance, FMGS.

### **Effectiveness of financial control**

- To review the effectiveness of financial and other control systems.
- To oversee the academy's policy on fraud and irregularity.

## By Brook Valley Academy

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- To ensure that all significant losses have been properly investigated and reported as appropriate, including notification to the EFA of losses through fraud or theft in excess of £5,000.
- To ensure capture of all business and pecuniary interests of members, trustees and senior employees.
- To oversee the Academy's corporate governance arrangements.
- To monitor the Academy's arrangements to secure value for money.

### **Risk management**

To advise the governing body on risk management by:

- Being familiar with the requirements of risk management.
- Ensuring appropriate audit work on risk management.

### **Audit**

- To consider and advise the governing body on the assessment of overall audit needs.
- To advise the governing body on the appointment and remuneration of external auditors and the scope of their work.
- To guide the external auditor on the nature and scope of the audit as necessary.
- To consider and advise the governing body on external audit reports and management letters.
- To appoint the peer review and set the overall scope of the checks.
- To review reports from the peer review on the effectiveness of the financial procedures and controls.
- To consider and advise the governing body on peer review and internal audit reports.

### **Other**

- To receive and review relevant reports relating to audit such as those prepared by the National Audit Office.
- To prepare an annual report for submission to the governing body on the work of the committee including an opinion on the effectiveness of the internal control system and the pursuit of value for money together with an assurance on risk management.

## **7. Revision**

## By Brook Valley Academy

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These terms of reference will be reviewed by the FPS&HR committee annually at the first meeting of the academic year, for formal agreement and endorsement by the full governing body.

### **3. Foundation and Ethos (F&E) Committee Terms of Reference**

#### **1. Aims and Objectives**

The aims and objectives of the Foundation and Ethos (F&E) Committee are:

- To help promote and preserve the religious character and Christian distinctiveness of the school and support its individual qualities and core values (as set out below).
- To advise the Headteacher and the governing body on any matters relating to the ethos and spiritual life of the school.
- To make appropriate comments, recommendations on such matters to the governing body, on a regular basis.

Where it is considered by the F&E Committee that matters should be considered by the full governing board and not delegated to the F&E Committee, such matters will be referred for further consideration and ratification.

#### **2. Delegated Authority**

The full governing board delegates authority to the F&E Committee to monitor that:-

- distinctive Christian values underpin all aspects of the school's life including its communications with the broader community;
- the pastoral care meets the needs of all learners, shaping their spiritual, moral, social and cultural development and that all members of the school community are valued as being unique in the sight of God;
- collective worship reflects shared Christian values and is central to the daily life of the school;
- Religious Education is at the heart of the curriculum and develops children's sense of their spiritual being;
- there are close links between the lives of the churches of the Bybrook Team Ministry and of the school;
- safeguarding procedures are effective in ensuring the safety of pupils at all times while they are in the care of school staff;
- pupil admissions reflect the inclusive approach of the school and its values;
- the leadership and management of the school provide excellent role models for the whole school community; and
- all members of the school community show care for the environment.

## **2. Membership**

Membership of the F&E Committee shall consist of:

- The Rector or the Benefice Ministry delegate (ex officio)
- The Headteacher or delegated Deputy Headteacher
- Foundation Governors
- Governor(s) representing community interests and/or parent governor(s)

The F&E Committee has the power to co-opt associate and non-voting members as required.

One of the above members will also be responsible for safeguarding.

## **3. Quorum**

The quorum for a meeting of the F&E Committee to take place and make recommendations is three members of the governing body.

## **4. Meetings**

Meetings shall take place once a term (six times a year). A minimum of 7 days' notice shall be given. Minutes will be taken by one of the F&E committee members and will be signed by the chair of the F&E Committee before being placed on the Academy's electronic file manager system for reporting to the governing body.

## **5. Role and Responsibilities**

The F&E Committee has delegated power to make its own decisions without referral to the full governing body, in line with F&E Committee Action Plan and its terms of reference.

The F&E Committee's roles and responsibilities are as follows:-

- To prepare an annual F&E Committee Action Plan at the start of every school year.
- To ensure that all members of the school community feel valued, respected and special, regardless of their cultural or religious background.
- To promote equality and diversity in all aspects of the school's life.

## By Brook Valley Academy

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- To ensure that the school's Christian foundation is made clear in all its public communications.
- To ensure that the school's Christian value system is taught and lived within the school on a daily basis. It is the responsibility of the Curriculum, Teaching and Learning committee to monitor RE as a curriculum subject.
- To ensure that there are signs and symbols of Christianity displayed at key locations throughout the school.
- To ensure that staff training needs for the leadership of collective worship and the teaching of RE are met.
- To encourage mutual awareness of the life of the churches of the Bybrook Team Ministry and of the school.
- To ensure that members of the F&E Committee are up to date and have accessed training in the current SIAMS (Statutory Inspection of Anglican and Methodist Schools) framework in order to lead in managing this aspect of the school's effectiveness.
- To ensure recommendations from the SIAMS report are addressed and upheld.
- To foster open lines of communication between all members of the school and the wider community, based on mutual respect and tolerance.
- To oversee and monitor the welcoming of new pupils and families to the School community.
- To promote and embed British values and to ensure pupils are prepared for life in modern Britain by the active promotion of and respect of British values.
- To review, monitor and update as necessary for approval by the full governing body all relevant appropriate Policies (see Appendix A) and ensure that these are consistently implemented.

### **6. Revision**

These terms of reference will be reviewed by the F&E Committee annually at the first meeting of the academic year, for formal agreement and endorsement by the full governing body.

By Brook Valley Academy

Appendix A: Schedule Planner

Organisation of Governing Body and Annual Cycle of Business (in line with Academies Financial Handbook)

	COMMITTEE				FULL GOVERNORS MEETING
	Foundation / Ethos	Teaching and Learning	Finance / Premises	Staffing / HR (part of Finance and Premises group)	
<b>Autumn Term 1</b>	Approve relevant sections of SIAP Review / evaluate evidence of Core Values and distinctiveness of Church school *Behaviour / Rewards Policy Safeguarding/Child Protection Policy*	Approve relevant sections of SIAP *SEN policy Review • EYFS policy review • Medical Conditions policy review • Gifted & Talented policy review • Homework policy review Initial data report / analysis *Target setting in English and Maths	Approve relevant sections of SIAP Health and Safety Policy * First Term health and safety inspection/review. Premises Management Policy * Data Protection Policy* Accessibility Policy*	Approve relevant sections of SIAP *Review Performance management Policy Staffing update *Absence management policy Report on new staff induction *Pay policy Staff Wellbeing Policy	Election of Governors/Officers SIAP Accepted Reports from Committees Reports from SIA / other advisors Review code of conduct for Governors Report from HT
<b>Autumn Term 2</b>	*RE Policy (after initial review by T&L) RE self-evaluation Review Safeguarding Audit and agree Action Plan Evaluate RE Community links British values statement	Data Report Raise on Line and Tracking Data- Achievement and attainment Report on quality of teaching and learning Assessment policy review RE policy review	* Charging Policy Review code of conduct for contractors on school site Review monthly budget spend.	*Review CPD Policy and needs for coming year Performance management in place for all staff Evidence of Impact of work of TAs Succession Planning Links with other schools	Reports from Committees Reports from SIA / other advisors Report from Parent Forum Report from HT DBS Register Check*



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	Review code of conduct for helpers and visitors			Code of conduct for staff Staff / Headteacher well being	
<b>Spring Term 1</b>	Review Appropriate SIAP sections Review complaints procedure / complaints log Review Exclusions / exclusions policy *Review Equality Objective *Review Internet safety Policy Review Anti-Bullying Policy Committee Self Evaluation	Review Appropriate SIAP sections SEN update Teaching and Learning Policy Curriculum Policy  Committee Self Evaluation	Review Appropriate SIAP sections Prepare and agree indicative budget (deadline February). 2 <sup>nd</sup> Term Health and Safety inspection/review. Review premises plan.  Committee Self Evaluation	Review Appropriate SIAP sections Staffing update including CPD Review Communication with Parents Report on new staff induction Staff well being  Committee Self Evaluation	SIAP Review Draft Budget Annual Report to Parents Reports from SIA / other advisors Report from HT  Mid-year review of work of all committees
<b>Spring Term 2</b>	PSHE Policy including Sex and Drugs education Review Collective Worship Policy and self-evaluate Community Links	Tracking Data-Achievement and attainment Review Homework Policy SEN update Report on quality of teaching and learning	On-going financial monitoring. Freedom of Information Policy	Evidence of Impact of work of TAs Links with other schools Staff wellbeing	Reports from Committees Reports from SIA / other advisors Report from Parent Forum Report from HT
<b>Summer term 1</b>	Review progress against Safeguarding audit *Admissions Policy *Attendance Policy including Absence for Holidays in term time.	Review Assessment Policy Review Literacy and Numeracy Policies	Agree final budget for submission to DFE (deadline June). 3 <sup>rd</sup> term health and safety inspection review. Review premises plan.	Staffing update Review and set/ approve staffing structure for following year *Review Pay Policy	Reports from SIA / other advisors Report from HT Report from Parent Forum

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	Review attendance for year Review Home School Agreement			Report on new staff induction Staff wellbeing	
<b>Summer Term 2</b>	Review Appropriate SIAP sections *review racial incidents and bullying log * Impact of citizenship Award Review Leadership and management (SIAS)	Review Appropriate SIAP sections SEN Update End of key stage Data Tracking Data- Achievement and attainment Report on quality of teaching and learning	Review Appropriate SIAP sections Agree any works planned to school building. Review premises plan (statutory inspections, i.e. PAT testing, Legionella etc.) Agree any works planned to school building. Review premises plan (statutory inspections, i.e. PAT testing, Legionella etc.)	Review Appropriate SIAP sections Staffing update Review CPD implementation and impact Performance management review statement Review Staff Absence Staff wellbeing	End of Key stage Data Reports Review SIAP Reports from Committees Final Budget Reports from SIA / other advisors Report from HT

By Brook Valley Academy

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