



## **The Burgess Hill Academy Local Governing Body**

### **Terms of reference, constitution and membership 2016/17**

<b>Committee of:</b>	Board of Directors
<b>Senior Committee to:</b>	The Burgess Hill Academy Pay and Performance Sub-Committee The Burgess Hill Academy Admissions Sub-Committee The Burgess Hill Academy Exclusion Panel

### **The three core responsibilities of the Local Governing Body are:**

#### **Ensuring clarity of vision, ethos and strategic direction**

1. To endorse the trust's vision statement, and to develop the vision and strategic direction of the academy, ensuring that this is consistent with that of the trust
2. To ensure that the academy promotes British values and also acts in accordance with the public sector general duty of the Equality Act (2010)
3. To ensure that all actions taken by the local governing body are consistent with the trust's policies and procedures and its overarching vision
4. To develop and monitor links with parents/carers and the academy community

#### **Overseeing the educational performance of the academy and its pupils, and the performance management of staff**

5. To consider and make recommendations for approval of academy's self-evaluation document, annual targets, and improvement plan, and monitor & evaluate their implementation
6. To monitor the quality of teaching and learning and the progress & attainment of all pupils, with particular attention to those on with Special Educational Needs and Disabilities or in receipt of Pupil premium funding, and to ask the Principal challenging questions about how all pupils are being supported in achieving their very best, so that the academy achieves and maintains Outstanding provision
7. To monitor specific aspects of educational provision, such as the staffing structure, professional development of staff, safeguarding, the curriculum and exclusions and make recommendations for their review

#### **Overseeing the financial performance of the academy and making sure its money is well spent**

8. To support the development of the academy's annual budget, taking into account the academy's improvement priorities, and monitor progress reports throughout the year
9. To adhere to the responsibilities listed in the trust's Financial Scheme of Delegation
10. To oversee the implementation of Estates and ICT strategies in the academy, in conjunction with the Trust's Resources Committee

#### **The Local Governing Body is also responsible for the following areas of general accountability:**

11. To submit a report to the Board of Directors for every Board meeting, reporting on any issues to note or that require the attention of the Board
12. To contribute to a positive working relationship between the local governing body and the trust, and liaising with central trust staff when necessary
13. To endorse the trust's governance structure and provide feedback to the Board on how it could be improved; to nominate and / or arrange elections for the appointment of new local governors, and to develop academy governance improvement plans and targets
14. To ensure that any specific responsibilities for local governing bodies that are detailed in the trust's policies are fulfilled, such as oversight of Health and Safety matters and the academy's risk register.
15. To undertake any other specific duties and advise on such matters requested by the Board of Directors or Chief Executive

Constitution	Membership	Means of Appointment	Term of Office	Link Role
Five co-opted members, nominated by the Local Governing Body	Caroline Hill (vice chair)	Nominated	1/9/16-31/8/19 (1 <sup>st</sup> term)	
	Ian Hughes	Nominated	1/9/16-31/8/19 (1 <sup>st</sup> term)	
	Riika Jokelainen (chair)	Nominated	1/9/16-31/8/19 (1 <sup>st</sup> term)	
	Peter Talarico	Nominated	1/9/16-31/8/19 (1 <sup>st</sup> term)	
	Susan Thorpe	Nominated	1/9/16-31/8/19 (1 <sup>st</sup> term)	
Two parent members elected by the parents	Paul Anthony	Elected	1/9/16-31/8/19 (1 <sup>st</sup> term)	
	Richard Bowles	Elected	1/9/16-31/8/19 (1 <sup>st</sup> term)	
One staff member (teacher/support staff/nursery staff/senior leader), elected by the staff of the Academy	Linda Dorgan	Elected	1/9/16-31/8/19 (1 <sup>st</sup> term)	
Principal or Executive Principal	Jon Francies	Ex-officio	n/a	n/a
One co-opted representative of the Board of Directors (if required), nominated by the Chair of the Board of Directors <sup>1</sup>		Nominated	n/a	

Nominated representatives are subject to the approval of the Board of Directors.

### Chair

The Chair of the Local Governing Body will be elected by its members at the first meeting, and is subject to the approval of the Board of Directors. Chairs will normally be elected for a period of three years and are eligible to be reappointed once.

### Officers

- <sup>35</sup><sub>17</sub> Academy Business Manager / Bursar
- <sup>35</sup><sub>17</sub> A member of the Trust's governance team
- <sup>35</sup><sub>17</sub> A member of the Trust's finance team

**Clerk** – David Pamment

### Term of appointment

The normal term of appointment is three years. Members are eligible to be reappointed twice.

### Quorum

Quorum: One third of the members of the Local Governing Body

### Meetings

At least three meetings per school year

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<sup>1</sup>This nominated member can be, but is not necessarily, a Director