

**TERMS OF REFERENCE FOR THE Members
2021-22**

General terms

- To act on matters delegated by the local governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the school improvement priorities.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure
Clerk	in the absence of the clerk the committee will choose a clerk for that meeting from among their number (not the Headteacher).
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors. The chair (or in his/her absence another member of the committee) to give a <u>brief</u> summary and highlight actions at the next FGB meeting.

Governance - Accountable		
1	Agree scheme of delegation	
2	Election of chair of trustees	
3	Appointment of LGB Governors	
4	Appointment of chair of LGB Governors	
5	Removal of chair of LGB Governors	
6	Managing conflicts of interest	
7	Strategic vision, values and objectives of the Trust	
8	To agree internal audit procedures	
9	Change of age range or PAN	
10	Change to admissions arrangements	
11	Appoint external auditors	
12	Agree internal audit procedures	
13	Approve trust annual accounts	
14	Approve trust strategic budget plan	

15	Approve spending in line with agreed strategic budget plan	
16	Approve staff pay and conditions	
17	Appointment of headteacher (including accounting officer)	
18	Dismissal or suspension or redundancy of headteacher	
19	Long term lease or disposal of assets	
20	Major capital project over-sight	
21	Risk register – trust	
22	Ensure compliance with all statutory and regulatory requirements	
23	Statutory policies	

Adopted by the Members at its meeting on 16/12/2020