



Members

Mrs J Crow
Mr R Burrell
Mr G Arnold

Full Governing Board List

Mr Matthew Turton – Chair (*Wellbeing and Mental Health Lead*)
Dr Sue Cordell – Chair (*SEND and LAC Lead*)
Mrs Dawson - Headteacher
Mr Stuart Fraser-Cattanach – Governor (Health and Safety Lead)
Mr A Wilson – Governor (*Behaviour lead*)
Mrs Lucy Shury – Staff Governor
Mrs Rosie Rowe, School Business Manager
Mrs Laura Johnson - Governor

Clerk: Mrs Sarah Tan

FULL GOVERNING BOARD

Quorum 3

Mr M Turton – Governor
Mr A Wilson – Vice Chair
Mrs Dawson - Headteacher
Mr S Fraser-Cattanach – Governor
Mrs L Shury – Staff Governor
Mrs L Johnson – Governor
Dr S Cordell – Governor

In attendance: Mrs Rosie Rowe, School Business Manager

Reserve: any other eligible governor
Clerk: Mrs Sarah Tan

TERMS OF REFERENCE:

1. Discuss and decide on the dismissal of any staff including headteacher
2. Discuss and confirm ending the suspension of the headteacher
3. Approve budget plan for financial year
4. To agree to any proposed contracts as referred to in the Financial Scheme of Delegation
5. Approve and submit annual accounts
6. Review annually and appoint the External Auditors
7. Review annually and appoint the Responsible Officer
8. Review annually and appoint the Internal Auditors
9. Agree to the appointment of Headteacher and Deputy Headteacher
10. Review statutory policies
11. Appoint (and remove) the chair and vice chair
12. Appoint (and dismiss) the clerk to the governors
13. Hold a full Governing Body meeting at least 3 times in the academy year
14. Appoint (and remove) governors/trustees
15. Set up register of Governor/Trustees business interests
16. Approve and set up governor expenses scheme
17. Discharge duties in respect of students with special needs by appointing a 'responsible person'
18. Consider whether or not to delegate functions to individuals or committees
19. To delegate 'Chair's Action' to the Chair of Governors/Trustees
20. Regulate the Governing Body procedures
21. To consider forming a MAT or joining an existing MAT
22. To consider requests from other schools to join the MAT

23. To leave a MAT
24. To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years
25. To designate a 'responsible person' for Safeguarding
26. To designate a 'responsible person' for looked after children
27. Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
28. Receive Head teacher reports
29. Appointment and salary of Head Teacher

FINANCE AND GENERAL PURPOSES COMMITTEE

Delegated Powers Y Quorum 3

Mr A Wilson: Chair
Mr S Fraser-Cattanach
Mrs L Johnson

Mrs Ang Dawson Headteacher by virtue of office

In attendance: Mrs Rowe School Business Manager

Reserve: any other eligible governor

Clerk: Mrs S Tan

TERMS OF REFERENCE:

1. To recommend to the full Governing Board approval of the annual budget plan.
2. Approve forecasts for the forthcoming financial year in accordance with the current ESFA Academies Financial Handbook.
3. To determine the school's financial priorities through the School Development Plan (SDP).
4. To receive regular financial management reports, to facilitate the monitoring of the school's actual financial performance compared with budgeted priorities, and to take remedial action as necessary. Such action will be reported to the full Governing Board. In all cases liaison must be maintained with other appropriate Committees.
5. To be aware of decisions from other Committees that will have an impact on the school's financial position.
6. To make decisions on expenditure within the Committee's delegated powers.

7. To approve virements within agreed budgets as laid down in the financial manual.
8. The Governing Board will review annually the school's Financial Regulations and Scheme of Delegation at the Term 2 full governing board meeting.
9. The Governing Board will review annually the Terms of Reference of the Finance Committee.
10. To ensure the Register of Business Interests is kept up to date.
11. To annually review all on-going contracts.
12. To review the various hiring agreement schemes and options available to the school.
13. To award contracts by tender up to a specific limit.
14. To monitor **all** spending and income received into the school, including delegated budgets.
15. To ensure that funding from the ESFA and other sources is used only in accordance with any conditions attached.
16. To receive and comment on the content of any audit report relating to ESFA funding and to monitor the implementation of the agreed action plan.
17. To agree and determine appropriate charges for lettings of the premises, in line with the school's lettings policy.
18. To ensure the school adheres to the policies and procedures as specified by the Department for Education.
19. To review and monitor budget projections/medium term financial plans to ensure the school's budget is realistic and any financial decisions are sustainable.
20. Meetings are to be held a minimum of once per half term.

The Headteacher

Within the framework of the Acorn Free School development plan as approved by The Board of Trustees the Headteacher has overall executive responsibility for the Acorn Free School's activities including financial activities. Much of the financial responsibility has been delegated to the Business Manager but the Headteacher still retains responsibility for:

- approving new staff appointments and minor changes (agreed within first set up year) within the authorised establishment, except for any senior staff posts which The Board of Trustees have agreed should be approved by them;
- authorising expenditure up to £5,000 including VAT in conjunction with the Business Manager.
- signing cheques in conjunction with the Business Manager (or other authorised signatories if the Headteacher were not to be available).

Audit and Risk Committee

Delegated Powers Y Quorum 3

Membership

Mrs L Johnson: Chair

Mr A Wilson

Mr S Fraser-Cattanach

In attendance: Mrs A Dawson, Accounting Officer
Mrs R Rowe, Business Manager

Reserve: any other eligible governor

Clerk: Mrs S Tan

TERMS OF REFERENCE:

The Chair of the Governing Board/Executive Board should not chair the committee and the Headteacher/Principal must be recorded in the minutes as in attendance as the Accounting Officer.

- To review:
 - The external and internal auditors plan each year
 - The annual report and accounts
 - The auditor's findings and actions taken by the trust's managers in response to those findings.
- To assess the effectiveness and resources of the external auditor. The committee may consider:
 - The auditor's sector expertise
 - The auditor's understanding of the trust and its activities
 - Whether the audit process allows issues to be raised in an appropriate and timely way
 - The quality of the auditor's comments and recommendations
 - The personal authority, knowledge and integrity of the audit partners to effectively interact with, and robustly challenge, the trust's managers
 - The auditor's use of technology.
- To produce an annual report of the committee's conclusions and advise the governing board and members which could include recommendations on the reappointment, dismissal or re-tendering of the external auditor, and their remuneration.
- Meetings are to be held 3 times per academic year.

- To ensure the school has appropriate internal financial controls in place.
- To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets.
- Review of risk management arrangements
- Termly review of risk registers

BUDGET MONITORING MEETING

Delegated Powers: N

Mrs A Dawson

Mr M Turton

Mrs R Rowe

TERMS OF REFERENCE:

- For the purposes of reviewing the monthly budget monitoring accounts at times when the Finance and General Purposes Committee meetings are set further than 1 month apart.
- No decisive action will be taken during this meeting
- An overview of the meetings proceedings will be presented at the next Finance and General Purposes Committee meeting.
- Any matters requiring further discussion will be presented, and action taken, at the next Finance and General Purposes Committee meeting.

STANDARDS COMMITTEE

Delegated Powers Y Quorum 3

Mr M Turton: Chair

Mrs L Shury

Dr S Cordell

Mrs A Dawson, Headteacher by virtue of office

Reserve: any other eligible governor

Clerk: Mrs S Tan

TERMS OF REFERENCE:

- Contribute to the development of school improvement priorities / plans.
- Review and monitor progress against the school development plan.
- Contribute to the development of vocational improvement priorities / plans.

- Contribute to school self-evaluation through an understanding of strengths and weaknesses including:
 - Use of data to understand and challenge the performance of the school and of particular groups of learners.
 - Holding the Headteacher and senior leaders to account for improving the quality of teaching, pupils' achievement and behaviour and safety.
 - Ensure the effective use of pupil premium and other targeted funding to overcome barriers to learning and 'closing the gap' in reading, writing and mathematics.
- To approve the curriculum ensuring it focuses on identified priorities and meets the needs and aptitudes of the learners.
- To approve curriculum and other relevant policies.
- Meetings are to be held 3 times per academic year.

PAY COMMITTEE

Delegated Powers: Yes Quorum: 3

Mr S Fraser-Cattanach: Chair

Mrs L Sephton

Mr A Wilson

Mrs A Dawson, Headteacher by virtue of office

In attendance: Mrs R Rowe School Business Manager

Reserve: any other eligible governor

Clerk: Mrs S Tan

TERMS OF REFERENCE:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school
- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way
- Determine the pay range for a vacancy before advertising it

- Ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.