

ABINGDON LEARNING TRUST

SECONDARY BOARD TERMS OF REFERENCE

1. POWERS OF THE TRUST BOARD OF TRUSTEES

- 1.1 The Trustees shall establish a committee known as the Secondary Board –as a committee of the Trust as set out in the Trust’s Articles of Association (*Article 100*).
- 1.2 The Trustees shall determine and approve the Secondary Board Terms of Reference and shall review the Terms at the start of each academic year (*Article 104*).
- 1.3 The Trustees have a responsibility
 - 1.3.1 to set out the Trust’s vision, values, principles and goals, which shall recognise that the education, personal development and well-being of all pupils and students shall be a collective responsibility of all Trustees, local governors and staff
 - 1.3.2 to support, monitor and challenge the quality of education provided by the Trust’s schools and the progress and attainment of all pupils and students
 - 1.3.3 to govern the Trust on the principle of balanced autonomy that recognises the accountabilities and responsibilities of Trustees, CEO and Executive Head, Headteachers and Heads of School versus Governors’ understanding of their school, pupils, students, staff and wider community
 - 1.3.4 to ensure that the Trust and its schools operates effectively, efficiently and compliantly, making best use of public funds
- 1.4 The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Secondary Board and shall review this Scheme of Delegation at the start of each academic year (*Article 105*).
- 1.5 The Trustees shall have the right to intervene in the governance of an Academy where it has serious cause for concern, including:
 - 1.5.1 Standards of performance of pupils at the Academy are unacceptably low
 - 1.5.2 Serious breakdown in the way the Academy is governed or managed
 - 1.5.3 Safety of pupils or staff is threatened
 - 1.5.4 Financial mismanagement or failure to operate within budget.
- 1.6 The Trustees shall set out a list of statutory, mandatory or required policies including the determination of those that are Trust policies and those that are School policies.

2. POWERS OF THE SECONDARY BOARD

- 2.1 The Associate Trustees and Governors shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1.3 to implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Trustees
- 2.1.4 to hold to account the executive leader for the academic performance, the quality of provision and the quality of care across both schools
- 2.1.6 to monitor progress towards the approved targets of JMF6 and the schools
- 2.1.7 to devise and recommend Secondary alignment plan to the Trust Board annually and monitor its impact regularly
- 2.1.10 to oversee and support the performance reviews and associated pay award in line with the Trust policy for the Executive Head
- 2.1.15 to oversee and monitor the financial governance and operation of the Schools to comply with the Trust's financial regulations, policies and procedures
- 2.1.17 to review and propose to the Trust Board any changes to the Schools age ranges, PAN or type and range of provision

3. COMPOSITION AND APPOINTMENT OF THE SECONDARY BOARD

3.1 The composition of the Secondary Board shall be as follows;

- 3.1.1 up to twelve (12) Secondary Governors who will form the core of the Board together with up to six (6) additional Secondary Governors who will serve on one or more of the Board's committees
- 3.1.2 Secondary Governors will be appointed on the basis of skills and experience, but should also include in the overall total four parent governors (two from each school). Parent governors will be elected by the parent body, or, if the number of parents standing for election is fewer than the number of vacancies, appointed.
- 3.1.3 Additionally there should be two staff governors from each school elected by ballot of the staff, or appointed by default in the event of there being fewer candidates than vacancies.

4. TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS

- 4.1 The Term of Office for all Secondary Governors is 4 years, subject to remaining eligible to be appointed, any Governor may be re-appointed or re-elected.
- 4.2 On appointment Secondary Governors are each required to familiarise themselves and to agree to comply with;
 - 4.2.1 Trust Articles of Association,
 - 4.2.2 Supplemental Funding Agreement,
 - 4.2.3 Academies Finance Handbook
 - 4.2.4 Trust Financial Regulations,
 - 4.2.5 these Terms,
 - 4.2.6 The Local Governance Handbook
 - 4.2.7 current relevant legislation and guidance for Academy Governance, and
 - 4.2.8 Trust Code of Conduct for Trustees and Governors.

5. MEETINGS OF THE SECONDARY BOARD

- 5.1** The Secondary Board shall meet at least four times per year and at least once per term and in particular:
- 5.1.1 The Secondary Board shall meet during the date periods as per the Trust Governance Planning Calendar
 - 5.1.2 The Governors will receive notice of each meeting seven (7) clear days before the date of the meeting
 - 5.1.3 The agenda, papers and minutes of Secondary Board meetings will be sent to the Clerk to the Trustees when they are issued to Governors,
 - 5.1.4 Minutes will be signed by the Secondary Board Chair at the next meeting to verify that the minutes are a true record,
 - 5.1.5 Any Secondary Governor may attend, speak and vote at the first Secondary Board meeting of the year.
- 5.2** Quorum for a meeting of the Secondary Board will be four (4) non-Staff Governors. Committees of the Secondary Board have a quorum of three (3) non-Staff Governors.
- 5.3** Each question to be decided at a meeting of the Secondary Board shall be determined by a majority of votes of members present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.

6. APPOINTMENT OF THE SECONDARY BOARD CHAIR AND VICE CHAIR

- 6.2** The Trust Board shall have the right to remove the Chair, specifically in circumstances outlined in item 1.5 of these Terms of Reference.
- 6.3** The term of office for Chair and Vice-Chair will be 1 year and they shall be elected at the first meeting of each school year, and, in particular;
- 6.3.1** The Chair and Vice Chair will be elected by a ballot, conducted by the Clerk to the Secondary Board.
 - 6.3.2** Secondary Governors will be able to submit written nominations prior to the meeting and verbal nominations at the meeting. A member can nominate him/herself for office and does not need to be present.
 - 6.3.3** Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining members will take a vote by secret ballot and the Clerk will tally the vote.
 - 6.3.4** If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the members shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

7. SECONDARY BOARD COMMITTEES

- 7.1** The Secondary Board shall establish a committee structure to fulfill its powers, responsibilities and duties.
- 7.2** The Secondary Board will set out (based on the structure agreed by the Trust Board)

committee Terms of Reference and membership to be agreed and reviewed at the first meeting of the Secondary Board each school year.

7.3 The practice for Secondary Board committee management shall be;

7.3.1 Agendas will be circulated to all committee members at least seven days in advance of the meeting.

7.3.2 Committee papers and minutes will be available to all Secondary Governors.

8. APPOINTMENT OF A CLERK

8.1 The Trust Board shall appoint and remove a Clerk to the Secondary Board.

9. TRUSTEE and GOVERNORS' EXPENSES

9.1 The Trust Board shall set out a policy for payment of exceptional expenses incurred by Trustees and Governors, subject to prior application to and approval by the Chair of the Secondary Board.

DECLARATION

The Trust Board of, at its meeting on DD/MM/YYYY

resolved to adopt these Terms of Reference. A copy has been forwarded to the Clerk for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.

Signature (Chair of Trust Board):

Date of Signature: