



CASTLEMAN ACADEMY TRUST
SCHOOL STANDARDS BOARD
TERMS OF REFERENCE

Local governing bodies within the CAT are called School Standards Boards. They “champion”, oversee and make recommendations to the Trust Board about the school experience for the pupil, their families and the staff.

They are responsible for monitoring standards, data and pupil progress as well as financial oversight of the school and HR matters. Members of the School Standards Boards are called governors, for ease of understanding amongst the wider community.

1. POWERS OF THE TRUST BOARD OF TRUSTEES

- 1.1. The Trustees of the Trust Board shall establish the School Standards 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 School Standards Board Terms of Reference and shall review the Terms at the end of each academic year (Article 104).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the School Standards Board and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Trustees shall have the right to intervene in the governance of a school where it has serious cause for concern, including;
 - 1.4.1. Standards of performance of pupils at the school are unacceptably low,
 - 1.4.2. Serious breakdown in the way the school is governed or managed,
 - 1.4.3. Safety of pupils or staff is threatened,
 - 1.4.4. Financial mismanagement or failure to operate within budget.
- 1.5. The Trust Scheme of Delegation is available on the Trust website.

2. POWERS OF THE SCHOOL STANDARDS BOARD

- 2.1. The 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, in particular as listed below.
- 2.2. To carry forward the Trust’s vision in ways that are appropriate to the school’s status, pupils, staff and community.
- 2.3. To implement policies, plans and actions to comply with statutory regulations, the Trust’s policies and procedures and the decisions of the Trustees.
- 2.4. To hold to account the school leadership for the academic performance, the quality of provision and the quality of care.
- 2.5. To propose and monitor the School Performance Targets and Performance Review, monitoring achievement and attainment on a regular basis.
- 2.6. To monitor, and submit to the Trust Board, the School Improvement Plan to achieve the approved School Performance Targets.
- 2.7. To monitor the financial governance and operation of the school to comply with the Trust’s financial regulations, policies and procedures.

- 2.8. To propose and monitor the school's annual budget and three year budget plan.
- 2.9. To establish a School Standards Board working group structure, if appropriate, and to regulate their proceedings.
- 2.10. To consider suggestions for improvements to the premises.
- 2.11. To monitor the School's Health & Safety Policy and arrangements through termly walkabouts.
- 2.12. To work with the Headteacher and staff in monitoring the School Curriculum Policy Statement.
- 2.13. To recognise any constraints or lack of resources which might prevent the school following national and Trust guidelines.
- 2.14. To monitor the delivery of the school curriculum in the context of the National Curriculum and the Trust's curriculum policy statement. Also, to monitor the National Curriculum assessment.
- 2.15. To be aware of parental opinion on curricular issues and to explain school policy on these matters where appropriate.
- 2.16. To discuss staffing levels (teaching and non-teaching) with due regard to the School Improvement Plan.
- 2.17. To oversee the strategic management of staff to comply with statutory regulation, the Trust's HR regulations, policies and procedures.
- 2.18. To monitor the general welfare of all staff with particular consideration for new staff including Early Career Teachers.
- 2.19. To ensure that contributions to school life by individual members of staff are acknowledged.
- 2.20. To consider the job specifications of all staff, both teaching and non-teaching.
- 2.21. To oversee with the CEO the Headteacher's Performance Management and Review, making recommendations to the Trust Board, which shall be presented by the CE).
- 2.22. To work with the (Executive) Head Teacher in ensuring that the Performance Management Policy is followed and to receive an annual review on the appraisal and development of personnel.

3. COMPOSITION AND APPOINTMENT OF THE SCHOOL STANDARDS BOARD

- 3.1. The composition of the School Standards Board shall be as follows;
 - 3.1.1. at least two (2) but no more than three (3) Parent Governors elected by the parents or carers of registered pupils at the school, (Articles 53-56 and 101A),
 - 3.1.2. at least three (3) but no more than five (5) Community Governors appointed by the Board of Trustees, usually on the SSB's recommendation,
 - 3.1.3. the school (Executive) Headteacher or their representative,
 - 3.1.4. School Standards Boards may appoint Co-opted governors for a period of one year at a time. Such governors will have the same powers, rights and be subject to the same expectations as other governors, and
 - 3.1.5. School Standards Boards may appoint a Staff Governor elected by the staff, noting that a Staff Governor would be required to step out of the meeting for agenda items where there is a conflict of interest e.g. when the SSB is holding the Headteacher to account for the school's performance or discussing staff-related matters such as performance.
- 3.2. Community Governors will be appointed by a formal appointment process of application and interview. Interviews will be carried out by representatives from the School Standards

Board. Appointments will be agreed by the School Standards Board and notified to the Board of Trustees.

- 3.3. The SSB can invite staff members to attend meetings to brief, update or report back on specific items as it determines.

4. TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS

- 4.1. The Term of Office for all Governors is 4 years except co-opted governors who have a one-year term of office.
- 4.2. On appointment Governors are each required to familiarise themselves and to agree to comply with;
 - 4.2.1. Trust Articles of Association,
 - 4.2.2. Trust Financial Regulations,
 - 4.2.3. these Terms of Reference,
 - 4.2.4. Trust Scheme of Delegation (on which these terms are based),
 - 4.2.5. Trust Policy Matrix and relevant policies,
 - 4.2.6. current relevant legislation and guidance for Governors.
- 4.3. Governors are expected to attend all SSB meetings and tender their formal apologies if they find themselves unable to do so. An annual attendance of at least 66% is expected in an academic year.

5. MEETINGS OF THE SCHOOL STANDARDS BOARD

- 5.1. The School Standards Board shall meet at least once per term and in particular;
 - 5.1.1. The School Standards Board shall meet at the appropriate times set out in the Trust Business Calendar,
 - 5.1.2. The Governors will receive notice of each meeting 7 clear days before the date of the meeting,
 - 5.1.3. The agenda, papers and minutes of School Standards Board meetings will be sent to the Director of Governance Operations when they are issued to Governors,
 - 5.1.4. Minutes will be signed by the School Standards Board Chair at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the School Standards Board will be one half ($\frac{1}{2}$) of the number of Governors in post and entitled to vote, rounded up where necessary.
- 5.3. Each question to be decided at a meeting of the School Standards Board shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that the votes for and against a question are equal, the Chair shall have an additional casting vote.

6. APPOINTMENT OF THE SCHOOL STANDARDS BOARD CHAIR AND VICE CHAIR

- 6.1. The School Standards Board shall elect the Chair and Vice Chair. This needs to be ratified by the Trust Board.
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances outlined in item 1.4 of these Terms of Reference
- 6.3. The term of office for Chair and Vice-Chair will be 1 year. The election shall be held at the last meeting of each school year and the term of office shall commence at the start of the school year.
- 6.4. The Chair and Vice Chair will be elected by a secret ballot, conducted by the Clerk. Postal votes shall be accepted as long as received by the Clerk prior to the meeting.
- 6.5. Nominations should be sent in writing to the Clerk 14 days before the School Standards Board meeting. A Governor can nominate him/herself for office and does not need to be present.
- 6.6. Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining Governors will take a vote by secret ballot and the Clerk will tally the vote.
- 6.7. 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 Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

7. SCHOOL STANDARD BOARD WORKING GROUPS

- 7.1. The School Standards Board shall establish Working Groups as it sees fit to fulfil its powers, responsibilities and duties under Article 105A.
- 7.2. The School Standards Board will be able to invite up to two non-Governors to serve in Working Groups, subject to the approval of the Trust Board.
- 7.3. The School Standards Board will set out the ways working of any Working Group as it determines, noting the requirement for any delegation of powers to the Working Group under Article 105A is to be reported to the Board of Trustees via the SSB.

8. APPOINTMENT OF SCHOOL HEADTEACHER

- 8.1. The CEO will be responsible for managing the process to appoint the Headteacher and will ensure that governors are fully involved in the process with representation on the appointment panel.
- 8.2. The CEO, in consultation with the appointment panel, shall make a recommendation for the appointment of a candidate to the Trust Board giving the views of the governors reasonable weight in this process.
- 8.3. The Trust Board shall not unreasonably withhold their approval for the appointment of a recommended candidate as the Headteacher.
- 8.4. In the event the Trust Board does not approve the appointment of a recommended candidate as Headteacher, they shall provide a clear explanation to the School Standards Board.

Where an Executive Head Teacher is appointed across more than one school:

- 8.5. The Chief Executive Officer will lead the process to appoint an Executive Head Teacher and the panel will include representation from the School Standards Boards of the schools involved.
- 8.6. The Executive Head Teacher will lead the process to appoint the Heads of School and the panel will include the Chief Executive Officer and representation from the School Standards Board.

9. APPOINTMENT OF A GOVERNANCE OFFICER (Clerk)

- 9.1. A Governance Officer will be appointed by the Headteacher and Chair of Governors or his/her representative.

10. GOVERNORS' EXPENSES

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

DECLARATION

*The School Standards Board of **INSERT SCHOOL**, at its meeting on **INSERT DATE** resolved to adopt these Terms of Reference. A copy has been forwarded to the Governance Operations Director for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.*

Signature
(Chair of School Standards Board)

Date of signature