

Terms of Reference – Local Governing Body

Staff Policies and Pay

- To support the aims and ethos of the academy, focussing on the needs of all staff employed by ACET.
- To receive and monitor reports regarding;
 - Staff attendance
 - Staff resignations and appointments
 - Appraisal
 - Continuing Professional Development
 - Progress of School Direct and NQTs towards meeting National Standards
 - ITT Programme.
- To contribute to ACET working groups and committees as requested by the Board of Directors to review matters relating to staffing and pay.
- To receive and make decisions in accordance with ACET Policy on requests from individual staff regarding variations to their contracts.
- To establish a Grievance/Discipline Panel which will consider issues relating to staff grievance and disciplinary matters.
- To participate on interview panels, as requested by the CEO.

Property and Finance

- To support the aims and ethos of the academy, focussing on property and finance.
- To receive reports regarding;
 - Annual Academy Budget
 - Academy Voluntary Funds
 - Academy Capitals Maintenance Fund (applications and projects)
 - Routine maintenance
 - ICT provision
- To receive and monitor half termly health and safety reports
- To contribute to ACET working groups and committees as requested by the Board of Directors to review matters relating to property and finance

Curriculum and Student/Pupil Welfare

- To support the aims and ethos of the academy, focussing on curriculum
- To receive reports regarding;
 - Audit and Evaluation
 - Academy Improvement Plan
 - Annual statutory target setting
- To receive and monitor reports regarding student/pupil:
 - Admissions and Departures
 - Attendance
 - Behaviour (including exclusion)
 - Academic Progress
 - Pupil Premium Plan and Progress
 - Voice/feedback
 - Reward and Celebration.
- To contribute to ACET working groups and committees as requested by the Board of Directors to review matters relating to curriculum and student/pupil welfare.
- To establish a Student/Pupil Disciplinary Panel which will consider issues relating to student/pupil disciplinary matters.

Community Engagement

- To support the aims and ethos of the academy, focussing on strengthening the academy's engagement with its community.
- To receive and monitor reports regarding:
 - Parent voice
 - Parental enquiries/complaints
 - Fundraising
- To consider parental complaints in accordance with the agreed complaints procedure
- To contribute to ACET working groups and committees as requested by the Board of Directors to review matters relating to community engagement.