

**Knotty Ash Primary
Academy Governance
Committee (AGC)
Terms of Reference**

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Academy Governance Committee (AGC)

Terms of Reference

The AGC is a committee of the Trust Board and is accountable to them for all decisions. The committee will include two Parent Governors and one Staff Governor.

The Trust Board will set out the MAT's vision, ethos, values and principles, and a list of statutory, mandatory or required policies, including a determination of those that are MAT policies and those that are School policies.

The MAT Scheme of Delegation will set out decision-making responsibilities and accountabilities. This will be reviewed annually.

Meetings

The committee will meet twice per term, as a minimum. Any additional meetings would be by exception and agreed by the Chair of the committee and the Senior Governance Professional (SGP).

The agenda and all paperwork relating to the meeting will be circulated 7 days prior to each meeting, usually via Governor Hub.

All committee meetings will be minuted by the Academy Governance Professional (AGP) or, in their absence, someone appointed by the SGP or Chair. The minutes will be available to all Governors on Governor Hub.

The AGP will lead the preparation of any requested reports on matters relating to the work of the Committee, for the Trust Board.

The Deputy Heads and the School Business Manager will attend the meetings but not be voting members of the committee.

Quorum

The Committee will be quorate when at least 50% of the members, including the Head Teacher, are present. The membership of the AGC is reflected in the Governor Terms of Office document, published on the academy website.

Committee Chair

The Chair is appointed/re-appointed each September, by the Trust Board. If the Chair is absent from a meeting, the Vice Chair will lead the meeting.

The Vice-Chair is elected by the AGC.

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Key Responsibilities

The AGC monitors and evaluates progress against academy priorities each academic year through the Academy Improvement Plan. In doing this, the AGC will promote the Vision and Values of Lydiate Learning Trust and the academy. Priorities will fall under the following key areas:

- i) Quality of Education
- ii) Personal Development
- iii) Behaviour & Attitudes
- iv) Leadership & Management
- v) Safeguarding

Purpose

The AGC will uphold the Trust vision including assisting the Headteacher in cementing the vision with all stakeholders and maintaining momentum on Academy improvement.

Quality of Education

The AGC will work with the Headteacher and Leadership team to:

- Evaluate the progress and performance of students in EYFS, primary and Deaf Resource Base.
- Ensure that there are processes in place to monitor teaching and learning, the curriculum and its' impact communicating any concerns to the Trust Board, via the Chair.
- Oversee the curriculum offer in the academy including the Deaf Resource Base.
- Monitor performance of groups of students i.e., Disadvantaged, Boys/Girls, SEND, EAL.
- Oversee the pupil premium strategy, plans and associated funding.
- Monitor initiatives in reading, phonics and writing.

Personal Development

The AGC will work with the Headteacher and leadership team to:

- Promote equality of opportunity.
- Promote an inclusive environment that meets the needs of all students.
- Monitor how the academy develops responsible, respectful and active citizens, including upholding British Values.
- Monitor how the academy is developing students' understanding of a healthy and active lifestyle e.g., overseeing the extra-curricular offer.

Attitudes & Behaviour

The AGC will work with the Headteacher and leadership team to:

- Create an environment that promotes positive attitudes to learning
- Promote a positive and inclusive culture

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- Provide an environment where everyone feels safe
- Monitor behaviour patterns and intervention strategies
- Analyse attendance and punctuality data, patterns, trends and associated interventions
- Monitor permanent and fixed term exclusions – patterns, trends and associated strategies
- Hear exclusions when required.
- Analyse the views of stakeholders on Behaviour & Attitudes.

Leadership & Management

The AGC will work with the Headteacher and leadership team to:

- Fully understand the role of the AGC and that of the Trust Board and Leaders
- Ensure compliance with the Trust Scheme of Delegation
- Oversee the Vision and Values of LLT and ensure they are fully implemented within the Academy.
- To review and track progress of the school development plan.
- Monitor the CPD offer for staff including safeguarding training.
- Engage parents and the local communities in a way that supports the academy and the student's education.
- Ensure that processes are developed and managed for distributed leadership, succession planning and talent management, across the academy.
- Evaluate the impact of new initiatives and external support.
- Monitor Complaints from Parents and staff grievances.
- Hear and consider matters relating to the Discipline and Grievance procedures, as required.
- Oversee the appraisal and performance management of all staff, including the Headteacher.
- Have awareness of the workload and well-being of all staff.

Safeguarding

The AGC will work with the Headteacher and leadership team to ensure the academy

- Safeguarding and child protection policy are in line with statutory and non-statutory guidance including requirements of the local child services.
- Ensure that annual safeguarding audit is completed, and action plan is implemented to address any recommendations.
- To review the child protection and safeguarding data, ensuring the academy is identifying any risks and taking action to address potential risks.
- Ensure that the single central record is maintained in line with statutory requirements
- To monitor the safer recruitment policy and procedures are implemented.

Other

The AGC will work with the Headteacher and leadership team to:

- Promote staff well-being and support the well-being of the Headteacher
- Provide a visible presence in the academy

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- Fully embrace Governor training opportunities
- Monitor the admissions arrangements as agreed by the Trust Board
- Ensure the Academy is acting as a responsible institution in its duty to conserve energy, materials and regarding the local community
- Monitor the Academy's compliance with the Health & Safety policy.

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