



# HAILEY HALL SCHOOL

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## Hailey Hall: BOT Terms of Reference 2023-24

### Purpose:

The Board of Trustees (BOT) is the main governance group for Hailey Hall Academy Trust. The purpose of this document is to summarise the BOT's composition, main responsibilities and modus operandi. These matters are described fully in the Articles of Association dated 17/07/2015.

### Composition:

- 7 Trustees, comprising:
  - 2 Parent Trustees
  - 4 Trustees (0 vacancy)
  - 1 Principal as Trustee
- **Governance sub-committees:**

The following sub-committees are in place, each of which meet at least once each term:

1. Finance and Premises Committee (financial oversight, premises management, including health & safety)
2. Human Resources Committee (school staff personnel policies, management, well-being, grievances, etc.)
3. Standards and Achievement Committee (achievement, progress, attendance, etc.)

Detailed Terms of Reference for each sub-committee are available via the Hailey Hall website. These ToRs are reviewed annually to ensure all aspects have been properly covered in the preceding academic year and enable any necessary ToR modifications going forward.

- The following table provides names, committee memberships and other relevant information about all Trustees and Members as at 13.09.2023.

Name	Member	Trustee / Director	Type of Trustee	BOT	F&P	HR	A&S	Term of Office
Rosemary Bolton	Y							Member 25/09/19 – 24/09/23
Jacqueline Clarke		Y	Co-opted	Y	Y		Y*	Parent Trustee 07/09/2017 – 07/09/2021 Co-opted Trustee 08/09/2021 – 07/09/2025
Richard Parperis	Y	Y	Co-opted	Y*	Y		Y	Chair of Trustees 07/09/2017 – 06/09/2025 Member 10/05/2018 - Current
John Hammond		Y	Co-opted	Y**	Y*	Y	Y	Trustee 06/02/2019 – 01/12/2021 Vice Chair 02/12/2021 – 02/12/2025
Paul Delamaine ***		Y	Head	Y	Y	Y	Y	Staff Trustee 07/09/2017 – 07/09/2019 Headteacher Trustee 08/09/2019 - current
Robert Dutton		Y	Co-opted	Y		Y*	Y	Trustee 07/06/2021 – 07/06/2025
Roger Abraham	Y							Trustee 14/07/2022 – 13/09/2023 Member 13/09/2023 – 12/09/2027
Leah Matcham		Y	Parent Trustee	Y		Y	Y	Trustee 07/12/2022 – 06/12/2026
Michaela Hall		Y	Parent Trustee	Y	Y			Trustee 07/12/2022 – 06/12/2026

\*: Chair. \*\*: Vice Chair. \*\*\*: School employee.

- Business Manager (Lyn Gregory), Deputy Head (Barnaby Aldiss) and a Finance Representative will be also be in attendance at committee meetings and the Board of Trustees.

- **Clerk:** Tara Mangan
- **Quorum:** Three (3) Trustees (BOT, F&P, A&S), Two (2) Trustees (HR), at least one of which is not a school employee, shall make up a quorum, or where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting, who are in each case present at the meeting and entitled to vote on the matters to be resolved.

- **Link Trustees:**

Leah Matcham –	Safeguarding / Wellbeing
John Hammond –	Pupil Premium, CLA & Website
Jacqueline Clark –	Careers & Health & Safety
Robert Dutton –	Trustee Training & RSHE
Richard Parperis –	English Link
Michaela Hall –	Maths Link

- All Trustees were appointed by the Board of Trustees. Terms of Office are 4 years.
- Members Terms of Office are 4 years.

### **Main Responsibilities:**

In addition to their responsibilities as Trustees / Directors, the BOT will:

1. Agree school priorities and development areas for the short to medium term (1-5 years), and monitor progress on these topics.
2. Review updates to the various sections (Achievement, Teaching & Learning, Behaviour & Safety, Leadership & Management) of the school's 'Self Evaluation Form'.
3. To ensure that the School Development/Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
4. Review the Headteacher's report each term on key topics not covered in the SEF.
5. Review all relevant safeguarding related reports and submissions.
6. Review and endorse the school's annual budget and remain apprised of the financial status during the course of the year, with particular emphasis on full year projections.
7. Review and endorse the academy's annual accounts and report of the trustees.
8. Put an approach in place to provide independent oversight of the academy's financial affairs and consider report(s) from the relevant individual or body.
9. Establish the responsibilities and memberships of any necessary governance sub-committees
10. Remain apprised of activities and decisions of each of the governance committees.
11. Appoint and receive report from the "Headteacher's Performance Appraisal and Pay" sub-group.
12. Ensure the school has a sound set of policies in place and that they are being properly applied and updated as necessary. This includes:
  - Determining which policies should be the responsibility of which governance committee, and
  - Reviewing / endorsing policy amendment proposals arising from those governance committees.
13. Establish 'link Trustee' roles as may be necessary and receive reports at least once each year from each link Trustee.
14. Carry out an annual assessment of Trustees' skills and training, to ensure that:
  - the BOT has required skills/knowledge;
  - Trustees are undertaking all recommended training.
15. Carry out an annual self-assessment of the BOT's effectiveness.

**Modus Operandi:**

1. The BOT shall meet at least once each term.
2. Trustees will, each school year, elect a chairman and vice-chairman. In absence of both, the Trustees present will elect another Trustee to act as chairman for that meeting.
3. Non-Trustees may be invited to attend BOT meetings.
4. The agenda for each meeting shall be sent no less than 5 days prior to the meeting.
5. Where practical, pre-read material will be circulated 5 days prior to the meeting.
6. Matters requiring a decision by Trustees will be determined by a majority of the votes of Trustees present and voting on the question. Every Trustee shall have one vote. Where there is an equal division of votes, the chairman of the meeting shall have a casting vote in addition to any other vote he may have.
7. Trustees who have an actual or potential conflict of interest regarding any matter to be discussed will declare this and must absent themselves from the relevant discussion.
8. Minutes of each meeting will be taken by the Clerk and will be signed by the chairman at the next BOT meeting.

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of Trustees' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how Trustees have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, if they do not adequately record a sense of the Trustees' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of Trustees' input to the management of the school.