

WYVERN ACADEMY
THE TRUSTEE BOARD
TERMS OF REFERENCE 2023.24

The Trustee Board needs to take a strategic role, act as a critical friend to the Academy and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Responsibility

The Trustee Board is responsible for ensuring that high standards of corporate governance are maintained. It shall exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the Academy.

The three core functions of the full governing board as set by the DfE are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing financial performance of the organisation and making sure its money is well spent.

The Trustee Board responsibilities fall into three main groups:

- Strategic direction
- Accountability
- Management

Strategic Direction

- Policy development and strategic planning, including target setting;
- Agreeing policies for sound management and administration of the Academy;
- Allocation of the Academy's financial, human and other resources;
- Setting performance targets;
- To review and update an agreed form of Self Evaluation
- Agreeing the School Development Plan;
- Producing a scheme of delegation for the management of the Academy.

Accountability

- Ensuring compliance with the Trust's duties under Company Law and Charity law and agreements made with the ESFA, including the Funding Agreement and Academy Financial Handbook.
- Ensuring sound management of the Academy's finances and resources.
- Ensuring the solvency of the Academy Company and Charity, safeguarding its' assets and delivering its' charitable outcomes.
- Setting the Academy's moral purpose, ethos and values.
- Having overall oversight of safeguarding within the Academy.
- Holding the Headteacher to account for the performance of the Academy; using the Head Teacher Reports and the SDP to monitor this.
- Establishing and maintaining a transparent system of prudent and effective internal controls.
- Accounting to parents/carers and other stakeholders for the performance of the Academy.

Management

- Making senior appointments, in particular the Head Teacher, who will be responsible for the implementation of all policies approved by the Trustee Body and for the direction of teaching and the curriculum.
- Delegating such powers and functions as they consider are necessary to the Head Teacher for the internal organisation, management and control of the Academy.

The Trustees shall manage the business of the School, exercising all the powers of the Academy Trust as provided for by the Articles of Association in pursuance of the object of the Special Academy Trust.

(Articles 5 – 15)

Membership

The membership of the Trustee Board shall be as set out in the Articles of Association of Wyvern Academy (company number 8123602)

(Article 58)

Trustees shall hold at least 3 Trustee Board meetings in each Academic year. Meetings of the Trustees shall be convened by the Secretary or Clerk as set out in the Articles of Association.

(Articles 118 – 136)

Terms of Reference

The Full Trustee Board will:

- Agree constitutional matters and its own procedures for management of its business
(Article 4)
- Appoint new trustees / make arrangements for election of trustees as appropriate and as provided for in the Articles of Association; (Articles 62 – 69)
- Appoint or remove the Chair and Vice Chair in accordance with the Articles of Association, which provide for the elections of the Chair and Vice-Chair at the first meeting of the trustees in the academic year.
(Articles 96 – 106)
- Appoint a Secretary to the trustees as provided for in the Articles of Association.
(Article 95)
- Establish such committees as it shall deem necessary under the provisions of the Articles of Association, determining, and reviewing annually, terms of reference, constitution and membership.
(Article 114)
- Appoint the Chairs of committees.
- Decide which functions of the Trustee Board will be delegated to committees, groups and individuals and review the scheme of delegation annually.
(Articles 115, 116)
- Receive minutes of committee meetings and verbal reports from committees at each meeting of the Full Trustee Board;
- Approve the annual budget as required by the ESFA.
- Receive an annual report on the performance of the Head Teacher.
- Monitor performance and the achievement of objectives, and ensure that plans for improvement are acted upon.
- Receive reports from the Responsible Officer on the effectiveness of the financial procedures and controls.

Constitution	
1 Principal	
Community x 6 (minimum)	
2 parents	
1 Schools Co-op Society – (to be phased out)	
1 Forum – (to be phased out)	
9 in Total (minimum)	

These terms of reference agreed by the Trustee Board	07.07.23
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Name of Trustee	Type	End of Term of Office
Katherine Seymour	Principal	N/A
Christine Robertson	Community	07.04.2024
Kevin Floyd	Community	07.04.2024
Helen Hunt	Community	01.07.2027
Steve Offord	Community	10.05.2026
Lisa White	Community	21.09.2026
Chris Adams	Parent	21.02.2027
Vacancy	Parent	

Chair of the Trustee Board: Helen Hunt	Vice-Chair: Christine Robertson
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Clerk to the Trustee Board	Kathryn Schofield
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Quorum	5 Trustees
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Date Committee Established	07.07.23
Date of next review:	AGM July 2024