



DEYES HIGH
SCHOOL

Deyes High School Academy Governance Committee (AGC) Terms of Reference

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Academy Governance Committee (AGC)

Terms of Reference

Meetings

The committee is a sub-committee of the Trust Board and as such, is accountable to the Trust Board for all decisions. The committee will include two Parent Governors.

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

Quorum

The Committee will be quorate when at least 50% of the members including the Head Teacher are present.

Committee Chair

For the academic year 2023/24 the Chair will be **Adrian Jackson**.

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.

Key Responsibilities

The AGC is responsible for ensuring the Academy delivers its priorities each academic year through oversight of progress against 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

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Overall 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:

- Oversee and approve the curriculum offer in the academy.
- Monitor the delivery of the curriculum.
- Ensure the academy is equipping students with the knowledge & cultural capital they need to succeed in life.
- Evaluate the implementation of the curriculum through:
 - Monitoring teaching & learning,
 - Ensuring teachers use assessment effectively
 - Monitoring tracking data, analysing interventions and student progress
- Oversee the academy examination performance at all levels
- Listen carefully to Student Voice on all aspects of learning and academy life
- Analyse work scrutiny conducted by the academy
- Monitor performance of groups of students i.e. Disadvantaged, Boys/Girls, SEND, High Ability etc.
- Analyse & monitor patterns/trends of destination data
- Monitor reading and writing initiatives
- Analyse national data on performance for your academy e.g. performance tables, ASP, IDSR etc.

Personal Development

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

- Ensure the academy develops responsible, respectful and active citizens
- Uphold British Values
- Promote equality of opportunity
- Promote an inclusive environment that meets the needs of all students.
- Ensure the academy is developing students' character, giving students the qualities to flourish in society
- Ensure the academy is developing students' understanding of a healthy and active lifestyle e.g. overseeing the extra-curricular offer
- Oversee the ICAG offer, supporting students in the next stage of their education, training or employment
- Oversee provision and development of students in relation to SMSC

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Attitudes & Behaviour

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

- Monitor behaviour patterns and intervention strategies employed
- Analyse attendance and punctuality data, patterns, trends and associated interventions
- Create an environment that promotes positive attitudes to learning
- Promote a positive culture
- Provide an environment that is safe and where everyone feels safe
- Oversee permanent and fixed term exclusions – patterns, trends and associated strategies
- Gather and analyse the views of stakeholders on Behaviour & Attitudes
- Ensure through the effective application of policy, the safety of students working off-site e.g. at places of alternative education provision

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
- Agree the Academy Improvement Plan
- Oversee the CPD offer for staff
- Engage parents and the local communities in a way that supports the academy and the student's education
- Take into account the workload and well-being of staff
- 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
- Oversee the pupil premium strategy, plans and associated funding
- Oversee the appraisal and performance management of all staff, including the Headteacher

Safeguarding

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

- Has relevant, statutorily compliant safeguarding policy and practices
- Is enabling students to recognise online and offline risks to their well-being
- Is enabling students to recognise the dangers of inappropriate use of mobile technology and social media
- Develops age-appropriate understanding of RSE and healthy relationships
- Undertake risk assessments that are comprehensive, as appropriate
- Safeguards the community

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Other

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

- Ensure staff well-being
- Support the well-being of the Headteacher
- Provide a visible presence in the academy (as per the Director and Governor Visits Policy)
- Fully embrace Governor training opportunities
- Monitor the admissions arrangements as agreed by the Trust Board
- Determine the use of the Academy session with regards to the lettings and charging policy and ensure compliance
- Oversee the preparation of a planned, costed statement of premises maintenance related priorities and ensure agreed implementation.
- Ensure the responsibilities of the Academy Governor Committee under the Environmental Protection Act are met
- Ensure the Academy is acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community
- Ensure the Academy is a “good neighbour”
- Monitor the Academy’s compliance with the Health & Safety policy
- Ensure the Academy complies with all necessary legal requirements e.g. NQT induction
- Hear and consider matters relating to the discipline and grievance procedures
- Hear Exclusions

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