



## St George's Academy Terms of Reference Academy Members

### Membership

Mr G Arnold  
Mrs B Hitchcock  
Mr R Hogg  
Mr S Johnson  
Vacancy

According to the Department of Education document *Academy Trust Governance – Structures and Role Descriptors* (published October 2020):

*Academy Trusts are founded by members who have a general duty to exercise their powers, to further the academy trust's charitable purpose* Key Documents: Trust's Articles of Association, Governance Handbook and Academies Financial Handbook.

*The trust board, led by a Chair, is the decision-making body of the academy trust and is accountable and responsible for all the academies in the academy trust.* Key Documents: Academy Trust's Articles of Association, Governance Handbook and Academies Financial Handbook. (For the purposes of SGA, the Trust Board is known as the Board of Governors)

Furthermore, the guidance states that:

“Members play a limited but crucial role in safeguarding academy trust governance” (see pages 7-9 of the referenced document). The Members should be a minimum of 3 and ideally 5, with the majority **not** members of the board.

### St George's Academy Operating Principles:

Members will undertake the following areas of scrutiny:

- I. Review the schedule of governor meetings and audit attendance at boards and committees (Sept)
- II. Ensure committees have been appropriately recorded. Consider the actions arising from minutes and be assured that matters arising have been addressed (Sept)
- III. Review Health and Safety audits (Sept)
- IV. Review the records of Governor Visits and ensure that Governors are appropriately questioning members of the Senior Leadership Team (Sept)
- V. Receive and review the Academy's Budget Plan for the current academic year (Sept)
- VI. Monitor the internal (Forrester Boyd – Sept) and external (Streets – Dec) auditing

**Members will meet twice per academic year – September and December**

Meeting 1: Members Meeting, in September, with the Clerk to the Governors and Co-chair of Governors, to review all documents from the previous academic year and to sign off confirmation of all relevant governance procedures, if satisfied, or to call for further documentation before signing.

Meeting 2: Attendance at the Full Governing Board Annual General Meeting (AGM) in December.

If at any point in the year members are concerned about any aspect of governance by the Governing Board or have identified deficiencies in the operation of the Governing Board, such matters will be raised with the Co-chair of Governors and the Principal in a timely and urgent manner.