



King's Cross Academy Governing Body

Terms of Reference of all Committees and the Governing Body 2025–2026

Committee Structure

The Governing Body has determined to establish the following committees:

- Quality of Education (termly)
- Human Resources (termly)
- Pay (Twice annually)
- Headteacher's Pay Panel (annual)
- Finance (termly)
- Audit & Risk (termly following Finance)
- Health & Safety (termly jointly with Frank Barnes School for Deaf Children)

Working groups will be established for short-term projects.

Procedures for Meetings

- The main Governing Body will meet termly after committee meetings.
- Committees normally meet termly, with additional meetings as required.
- Quorum for Committee meetings: not less than three non-staff governor members.
- In the absence of the chair, the vice chair will chair the meeting.
- In the absence of the minute taker, the committee shall appoint a governor (who is not the Headteacher).
- Draft minutes will be circulated to committee members and presented at the next Governing Body meeting.
- Decisions must be by majority of non-staff governors present.
- Committee meetings may be virtual or in-person; FGB meetings will be held in person with hybrid attendance possible.

General Terms for All Committees

- Act on matters delegated by the Governing Body.
- Scrutinise and approve policies delegated in accordance with the Policies Schedule approved by the Governing Body.
- Liaise and consult with other committees where necessary.
- Contribute to the SEF and SDP.
- Consider safeguarding and EDI implications in all decisions.
- Review risks with reference to the Risk Register.
- Regularly review governance arrangements to ensure resilience.
- Reflect the diversity of the community in decision-making.
- Be mindful of Ofsted expectations of governance.

Safeguarding (applies across all committees)



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The Governing Body has a duty to:

- Safeguard and promote the welfare of children.
- Seek assurance that the school is compliant with statutory guidance including *Keeping Children Safe in Education* (2025).
- Seek assurance that safeguarding policy and procedures are updated and implemented effectively.
- Appoint a safeguarding governor and SEND governor, normally members of the Quality of Education Committee.
- Review an annual safeguarding report.
- Seek assurance that the Prevent duty is met.
- Seek assurance that all governors are trained and kept up to date in their safeguarding responsibilities.

Quality of Education Committee

Membership: Up to 8 governors plus Headteacher.

Responsibilities:

- Monitor the SEF.
- Review and recommend SDP priorities.
- Monitor pupil progress and attainment.
- Monitor quality of teaching and its impact.
- Oversee the curriculum, ensuring it remains current and appropriate to deliver on the Academy vision and all statutory requirements
- Oversee the completion of the Curriculum Project, recovery curriculum, and interventions.
- Scrutinise curriculum policies as delegated in the Policies Schedule.
- Receive safeguarding updates from HT and safeguarding governor.
- Seek assurance that provision for vulnerable groups (SEND, looked-after children) is effective.
- Monitor the use and impact of Pupil Premium funding.
- Monitor behaviour, including anti-bullying, harassment, and harmful sexual behaviour, and seek assurance these are addressed effectively.
- Review parental and community engagement.
- Monitor attendance and interventions to improve it.
- Oversee enrichment opportunities, extra-curricular activities, and visits.
- Monitor wellbeing, including nutritional meals, extended services, and post-pandemic support.
- Advise the Governing Body on admissions policies and appeals.
- Receive reports on exclusions and monitor outcomes.
- Autumn: report on impact of staffing changes on quality of education.
- Summer: report on anticipated staffing changes and potential impact.



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Delegated Authority: The Committee has delegated authority to scrutinise and approve policies identified in the Policies Schedule, and to monitor progress against the SEF and SDP. Approval of the SEF and SDP rests with the Governing Body.

Human Resources Committee

Membership: Up to 6 governors plus Headteacher.

Responsibilities:

- Determine staffing structures aligned with the SDP.
- Oversee staffing budgets (excluding individual pay decisions).
- Seek assurance that recruitment and safer recruitment policies are implemented effectively and that processes for the integrity of the Single Central Record are robust.
- Oversee staff wellbeing and health initiatives.
- Seek assurance that effective induction is in place, including for Early Career Teachers.
- Oversee staff training and professional development.
- Evaluate leadership and management effectiveness.
- Seek assurance that GDPR compliance is maintained in respect of staff data.
- Oversee staff discipline and grievance procedures.
- Seek assurance that HR policies are maintained and communicated effectively through a Staff Handbook.

Delegated Authority: The Committee has delegated authority to scrutinise and approve HR policies identified in the Policies Schedule, to oversee staffing structures and budgets, and to make recommendations to the Governing Body on staffing matters.



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Pay Committee

Membership: All governors except Headteacher. CFO in attendance.

Responsibilities:

- Implement and review Pay Policy.
- Conduct annual pay reviews for staff.
- Set and review leadership pay scales (excluding HT).
- Consider discretionary pay issues (e.g. retention incentives).
- Recommend pay-related budget adjustments to Finance Committee.
- Seek assurance that Teacher Appraisal Regulations are complied with.
- Oversee implementation of the Appraisal Policy.
- Manage Pay Appeals as required.
- Maintain confidentiality.

Delegated Authority: The Committee has delegated authority to determine staff pay decisions in line with the Pay Policy (excluding the Headteacher) and to manage appeals as set out in the Pay Policy.

Headteacher's Pay Committee

Membership: Chair of Governors, one additional governor, and external advisor (in attendance).

Responsibilities:

- Recommend the HT's Indicative Pay Range.
- Recommend HT salary and performance pay progression.
- Seek assurance of compliance with statutory guidance.
- Oversee HT annual appraisal with advisor.
- Report confidentially to Governing Body.

Delegated Authority: The Committee has delegated authority to recommend the Headteacher's pay in line with the Pay Policy and statutory guidance, for approval by the FGB

Finance Committee

Membership: Up to 6 governors plus Headteacher. CFO in attendance.

Responsibilities:

- Provide financial oversight and seek assurance that the Academy is maintained as a going concern.
- Review financial skills of governors.
- Oversee Finance Policy and approve purchases and contracts above £10,000 on receipt of a report detailing the Value for Money exercise or tender processes, as set out in the Finance Policy,
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- Oversee Charging & Remissions, Overtime, Reserves policies.
- Review three-year financial plan aligned with SDP and pupil roll.
- Monitor curriculum-linked financial planning.
- Recommend balanced budget for approval.
- Receive monthly budget monitoring reports from the Headteacher.
- Respond to the DfE's School Resource Management Self-Assessment Tool and report to FGB.
- Monitor income/expenditure against plan and report monthly.
- Consider economic context and funding changes.
- Review fundraising and revenue streams.
- Oversee SLAs and procurement.

Delegated Authority: The Committee has delegated authority to approve virements and expenditure within the Finance Policy, to scrutinise and approve financial policies listed in the Policies Schedule, and to recommend the annual budget to the Governing Body.

Audit & Risk Committee

Membership: Up to 6 governors plus Headteacher. CFO in attendance. Staff governors excluded.

Responsibilities:

- Advise on adequacy of controls and risk management.
- Oversee and approve internal scrutiny programme and ensure independence of the audit functions to comply with the ATH.
- Review Risk Register and risk assessments.
- Seek assurance that the school is audit ready.
- Receive and act on audit reports.
- Approve SRMSAC for ratification by FGB.
- Review annual accounts before FGB approval.
- Assess effectiveness of auditors.
- Produce annual report to Governing Body on risk and controls.
- Meet external auditors annually to review findings and recommend approval of the Audited Accounts to the FGB/

Delegated Authority:

The Committee has delegated authority to oversee internal scrutiny, risk management, and audit arrangements, to approve the SRMSAC, to scrutinise and approve audit & risk policies listed in the policies schedule, and to provide assurance to the Governing Body on the adequacy of internal control, governance, and risk.



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Health & Safety Committee

Membership:

- Up to 3 governors from King's Cross Academy and 3 governors from Frank Barnes School for Deaf Children.
- Headteachers of both schools, plus the Facilities Manager, in attendance.
- Deputy Health & Safety governor, School Business Manager, and staff representatives may also attend.
- The Chair alternates between the two Health & Safety governors.

Responsibilities:

- Ensure compliance with statutory requirements and good practice in relation to health, safety, well-being, and environmental matters.
- Receive reports from the Senior Leadership Teams, Facilities Manager, link governor visits, and staff representatives.
- Review reports on building maintenance, accidents, and incidents.
- Ensure that risk assessments are carried out, regularly reviewed, and that protective measures are in place.
- Monitor arrangements for pupil safety and well-being (reporting to the Quality of Education/Conditions for Learning Committee) and staff safety and well-being (reporting to the HR Committee).
- Provide assurance to the Governing Body through a Health & Safety reports.

Delegated Authority:

The Committee has delegated authority to monitor compliance with health and safety duties, oversee risk management in relation to staff and pupils, and provide assurance to the Governing Body that statutory responsibilities are met.