



**Governance Arrangements for  
Harmonize Academy 2024-2025**

**1. Remit and Structure of Members**

**2. Individual Governance Roles**

- Chair of Governing Body
- Committee Chair
- Governance Professional
- Clerk to a Committee

**3. Terms of Reference:**

- **Governing Body**
- **Standard Committees**
  - Finance and Resources
  - Audit
  - Quality of Education
  - Arts and Community
- **Annual Committees/Panels**
  - Pay (Annual)
  - Principal's Performance Review Group (Annual)
- **Ad-hoc Committees**
  - Hearings
  - Appeals
  - Steering or Chairs
- **Delegation of responsibility to individuals**

**Agreed by the Governing Body**

23<sup>rd</sup> September 2024

**Signed**

**Dr Modupe Omideyi, LHET Chair**

## **Remit and Structure of the Members**

### **Remit**

Academy trusts are founded by Members, who may then appoint additional Members to join them. The first Members are the signatories to the memorandum of association which is drawn up when the academy trust is first established. These first Members agree the academy trust's first articles of association, which include the academy trust's charitable purpose.

In line with the DFE's requirements, Members are responsible for assuring themselves that:

- the governance of the trust is effective;
- the Governing Body is acting in accordance with the trust's charitable object(s)

The powers of Members are laid out in the Trust's Articles of Association. These include the power to i) appoint and remove Academy Trustees; ii) appoint and remove Members; iii) appoint and remove Auditors; iv) amend the academy trust's Articles of Association.

Members are responsible for using their powers to step in if governance is failing, including powers to appoint and remove the board and direct the Academy Trustees to act in certain circumstances.

### **Structure**

The DFE requires academy trusts to have at least three Members, but preferably a minimum of five. Members can be individual people or corporate bodies.

Lighthouse Harmonize Education Trust (LHET)'s membership structure currently consists of two corporate bodies and three individuals. The corporate bodies are LHET's founding organisations, Love and Joy Ministries Ltd and Liverpool Lighthouse Ltd. Each of these has selected an individual to represent them at meetings and in other matters. The other three members are individual members in their own right.

## **Individual Governance Roles**

### **Chair of the Governing Body**

- To ensure the business of the Governing Body is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Principal and provides strategic direction.
- Ensure that the Governing Body stays on track with the ethos and vision of the founding organisations of the school, and to work with the Principal to ensure that the link with these organisations is maintained.
- To ensure that arrangements for the induction, support and training for governors, and performance management of the Principal, are in place.

**Disqualification for this role: the Principal, Staff Governors, Pupils, Staff Members.**

### **Governance Professional**

- To work effectively with the Chair of Governors, the other Governors and the Principal to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time.

**Disqualification for this role: Governors, Associate Members, the Principal.**

### **Chair of a Committee**

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**Disqualification – none**

### **Clerk to Committees**

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

**Disqualification: The Principal**

## Terms of Reference

### The Governing Body

*As set out in the Governance Handbook, all trust boards have three core functions:*

- 1. Ensuring clarity of the vision, ethos and strategic direction.*
- 2. Holding the Principal to account for the educational performance of the school and its pupils and the effective and efficient performance management of staff.*
- 3. Overseeing the financial performance of the school and making sure that its money is well spent.*

*In addition, the Governing Body is responsible for monitoring all matters pertaining to the safety, welfare and wellbeing of pupils, staff and senior leaders, including the Principal.*

#### **Terms of reference:**

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion.
- **To establish the committees of the Governing Body and their terms of reference\***.
- To appoint the Chair of any committee (*if not delegated to the committee itself*).
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***.
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- To approve the first formal budget plan of the financial year and any subsequent amendments.
- To monitor the progress of work being undertaken by committees and individuals.
- To ensure that all policies and procedures are reviewed in accordance with the agreed review schedule.
- To receive reports and in particular key policy documents from the Principal and committees for consideration and approval.
- To ensure that key arrangements, for example health and safety, safeguarding, SEND, cybersecurity, GDPR are in place, and are being effectively implemented.
- To consider recommendations made by committees with regard to the working of the Governing Body.
- To agree and regularly review the Governing Body Code of Conduct and arrangements for Governors' visits to school.
- To ensure that Governing Body information is recorded and kept up-to-date on the DFE national database (GIAS) and on the school website.
- To make or establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Principal.
- **To hold at least three Governing Body meetings a year\***
- **To ratify the appointment or removal of the Chair and Vice Chair\***
- **To appoint or remove a Governance Professional\***
- **To appoint or remove a Clerk to each committee\***
- **To suspend a governor\***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*.**

- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually\***

**\*these matters cannot be delegated to either a committee or an individual**

**Membership** – As per the Instrument of Government

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

| <b>Name of Governor</b>    | <b>End of Term of Office</b> |
|----------------------------|------------------------------|
| Stephen Allen HARPER       | 12/06/2024                   |
| Rebecca LATUS              | 17/02/2026                   |
| Anthony LAWSON             | 05/12/2024                   |
| Marie McCONVILLE           | 01/09/2026                   |
| Modupe Victoria OMIDEYI    | n/a                          |
| Robert OSEMEKE             | 20/03/2027                   |
| Osoba OTAIGBE              | 22/09/2024                   |
| Rebecca Jane ROSS-WILLIAMS | 23/05/2024                   |
|                            |                              |
|                            |                              |
|                            |                              |
|                            |                              |

**Chair of the Governing Body:** Modupe Victoria OMIDEYI

**Vice Chair of the Governing Body:**

**Governance Professional:** Helena Mulhearn

**Quorum:** One half of the number of Governors in post

Terms of reference first established: 30/04/2013

Agreed by Governing Body: 23<sup>rd</sup> September 2024

## Standard Committees

### Finance and Resources Committee

*The function of the Finance and Resources Committee is*

- 1. To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.*
- 2. To make appropriate comments and recommendations on such matters to the governing body on a regular basis.*

*Major issues will be referred to the full governing body for ratification.*

### **Terms of reference:**

#### Finance

- To consider the academy's indicative funding, notified annually by the DFE, and to assess its implications for the academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the academy.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To liaise with and receive reports from the QoE and A&C committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DFE, drawing any matters of concern to the attention of the governing body.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To consider the financial statement which is to form part of the annual report of the governing body to parents and to be filed in accordance with Companies Act and Charity Commission requirements.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To review all financial policies within its remit as required.

### HR

- In consultation with the Principal, to consider/review the staffing structure as required.
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff.
- To ensure that appropriate performance management policies are in place and are regularly reviewed.
- To oversee the process leading to staff reductions.
- To ensure that all employment policies are regularly reviewed and fit for purpose.
- To review all staffing-related policies.

### Assets

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To consider arrangements for repairs and maintenance
- To make recommendations to the Governing Body on premises-related expenditure
- In consultation with the Principal, to oversee premises-related funding bids
- To consider and review arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.

**Disqualification** –any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school.

| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|-----------------------------------|------|---------------------------------|
| Modupe OMIDEYI                    |      | 30/04/2013                      |
| Stephen HARPER                    |      | 30/04/2013                      |
| Rebecca LATUS                     |      | 07/11/2022                      |
| Marie MCCONVILLE                  |      | 06/11/2017                      |
| Nobert OSEMEKE                    |      | 20/03/2023                      |

**Chair of the Committee:** Stephen HARPER

**Clerk to the Committee:** Helena Mulhearn

**Quorum:** A minimum of 3 governors

Committee first established: 30/04/2013

Terms of reference agreed by Governing Body: 23<sup>rd</sup> September 2024

## Audit Committee

### **Terms of Reference**

The terms quoted are those to which the Committee will operate to comply with the Academies Financial Handbook and to include the Regularity audit.

- To advise the Governors on the adequacy and effectiveness of the School's whole system of internal control and its arrangements for risk management, control and governance processes and securing economy, efficiency and effectiveness (value for money).
- To advise the Governors on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor or the internal audit service (if applicable).
- To advise the Governors on the scope and objectives of the Responsible Officer work and the financial statements auditor.
- To consider and advise the Governors on the audit strategy and annual audit plans for the Responsible Officer work.
- To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
- To advise the Governors on Responsible Officer work reports on control issues including the management letters of the financial statements auditor and management's responses to these.
- To consider and advise the Governors on relevant reports by the NAO and the Education Funding Agency and other funding bodies, and where appropriate, management responses to these.
- To monitor, within an agreed timescale, the implementation of agreed recommendations relating to Responsible Officer work reports and the financial statements auditor's management letter.
- To establish in conjunction with the School's management, relevant annual performance measures and indicators, and to monitor the effectiveness of the financial statements' auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate.
- To produce an annual report for the Governing Body and Accounting officer, this should include the Committee's advice on the effectiveness of the school's risk management, control and governance processes and any significant matters arising from the Responsible Officer work and the financial statements auditor.
- To ensure that all allegations of fraud and irregularity are properly followed up.
- To be informed of all additional services undertaken by the financial statements' auditor.

### **Disqualification -**

| <b>Name of Governor/Associate Member</b> | <b>G/AM</b> | <b>Date Appointed to the Committee</b> |
|--|-------------|--|
| Modupe OMIDEYI                           |             | 30 /04/ 2013                           |
| Stephen HARPER                           |             | 30 /04/ 2013                           |
| Rebecca LATUS                            |             | 07/11/2022                             |
| Marie MCCONVILLE                         |             | 06/11/2017                             |
| Nobert OSEMEKE                           |             | 20/03/2023                             |

**Chair of the Committee:** Nobert OSEMEKE

**Clerk to the Committee:** Helena MULHEARN

**Quorum:** A minimum of 3 governors

Committee first established: 30/04/2013

Terms of reference agreed by the Governing Body: 23<sup>rd</sup> September 2024



## Quality of Education Committee

### **Terms of reference:**

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and HR decisions and to make recommendations to the relevant committee or the Governing Body
- to consider and monitor progress against the School Development Plan;
- To make arrangements for the Governing Body to be represented at School Improvement discussions and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To keep informed of the current statutory requirements relevant to the school's curriculum offer;
- To approve and monitor the school's systems for assessment and tracking of pupils;
- To receive and discuss the results of all examinations and key assessments in school, including academic, vocational, social and emotional development;
- To receive and discuss Governor visit reports and SIP reports written by SLT;
- To receive and discuss reports on the provision of Special and Additional Educational Needs;
- To maintain an overview of all education-related school policies and review these on a regular basis
- To be kept informed of the staffing situation, to support Principal and Finance and Resources Committee in reviewing staffing structure and assist with appointments where appropriate.

### **Disqualification – none**

| <b>Name of Governor</b> | <b>Date Appointed to the Committee</b> |
|-------------------------|--|
| Modupe OMIDEYI          | 30/04/2013                             |
| Marie MCCONVILLE        | 29/05/2014                             |
| Anthony LAWSON          | 05/12/2017                             |
| Osoba OTAIGBE           | 22/09/2020                             |
| Rebecca ROSS WILLIAMS   | 23/05/2012                             |
|                         |  |

### **Chair of the Committee:**

**Clerk to the Committee:** Helena Mulhearn

**Quorum:** a minimum of 3 members

Committee first established: 30/04/2013

Terms of reference agreed by the Governing Body: 23<sup>rd</sup> September 2024

## Arts and Community Committee

### **Terms of reference:**

- To consider and advise the Governing Body on standards, practice and other matters relating to creative and performing arts at Harmonize.
- To consider and monitor the progress of the Arts Strategy and report to the Governing Body.
- To consider and advise the Governing body on Harmonize arts practice.
- To receive and discuss the arts programme for the academic year.
- To make recommendations on the arts programme including curriculum subjects, arts supporting subjects across the curriculum, enrichment activity and new initiatives to the relevant committee or Governing Body.
- To review results of arts examinations, qualifications and assessments in school.
- To consider the communication of arts internally and externally including representation within Harmonize brand.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. Arts programme curriculum/enrichment, Arts in the Community, Progression Routes.
- To consider and monitor training and CPD for staff and Governors in arts and Creative Learning.
- To oversee an arts and community relationships plan and assist with appointments where appropriate.
- To maintain an overview of arts representation in school and review on a regular basis.

### **Disqualification – none**

| <b>Name of Governor</b> | <b>Date Appointed to the Committee</b> |
|-------------------------|--|
| Modupe Victoria OMIDEYI | 30/04/2018                             |
| Marie MCCONVILLE        | 30/04/2018                             |
| Osoba OTAIGBE           | 22/09/2020                             |
| Rebecca ROSS-WILLIAMS   | 30/04/2018                             |
|                         |  |
|                         |  |

**Chair of the Committee:** Rebecca ROSS WILLIAMS

**Clerk to the Committee:** Helena Mulhearn

**Quorum:** a minimum of 3 members

Committee first established: 30/04/2018

Terms of reference agreed by the Governing Body: [Date]

The business of the Arts and Community Committee is currently being conducted as an item of the Quality of Education Committee agenda. This is an ongoing arrangement.

## Annual Committees/Panels

### Pay Committee

*The Finance and Resources Committee convenes annually as the Pay Committee. The Chair of Audit does not participate in decisions regarding pay so as to be available to chair pay appeals.*

#### **Terms of reference**

- To review the Pay Policy.
- To ensure that the pay review process has been correctly followed and the policy fairly implemented.
- To consider recommendations for pay increments as recommended by the Principal or the Principal's Performance Review Group.
- To determine whether sufficient funds are available for pay increments as recommended by the Principal or the Principal's Performance Review Group.
- To make recommendations on personnel related expenditure to the Governing Body

| Name of Governor | Date Appointed to the Committee |
|------------------|---------------------------------|
| Modupe OMIDEYI   | 30/04/2013                      |
| Stephen HARPER   | 30/04/2013                      |
| Rebecca LATUS    | 07/11/2022                      |
| Marie MCCONVILLE | 06/11/2017                      |
| Robert OSEMEKE   | 20/03/2023                      |

**Chair of the Committee:** Modupe OMIDEYI

**Clerk to the Committee:** Marie MCCONVILLE

**Quorum:** a minimum of 3 governors

Committee first established: 30 /04 /2013

Terms of Reference agreed by Governing Body: 23<sup>rd</sup> September 2024

### Principal's Performance Review Group

#### **Terms of reference:**

- To arrange to meet with the External Adviser to discuss the Principal's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Principal against the targets.
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.

**Membership – 2 or 3** to vary in order to give a variety of governors the opportunity to input.

**Disqualification** – the Principal, Staff Governors and staff.

**Chair of the Group:** Modupe OMIDEYI

Standing Member: Stephen HARPER

Terms of reference first established: 30/04/2013

Agreed by the Governing Body: 23<sup>rd</sup> September 2024

## **Ad-hoc Committees**

### Hearings Committee

#### **Terms of reference:**

- To make any determination to dismiss any member of staff (unless delegated to the Principal)
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Principal is the subject of the action\*
- To make any decisions relating to any member of staff other than the Principal, under the Governing Body's personnel procedures (unless delegated to the Principal)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- Additional items which individual Governing Bodies may wish to include

\*cannot be delegated to an individual

**Membership** – not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Principal

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.)

Agreed by the Governing Body: 23<sup>rd</sup> September 2024

### Appeals Committee

#### **Terms of reference**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- To consider admissions appeals
- To consider pay appeals.

**Membership** – no fewer members than the Hearings Committee (where applicable).

**Disqualification** – The Principal

Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

Agreed by the Governing Body: 23<sup>rd</sup> September 2024

## Steering Group

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Principal and the Chairman of each of the Committees. These key governors would have a more strategic role in the longer-term development of the Trust. The composition of the group would also include external stakeholders. The terms of reference will vary according to the nature of the business.*

**Disqualification** – none.

|  |               |
|--|---------------|
| <b>These terms of reference agreed by the Governing Body</b> | 30 /04 / 2013 |
|--|---------------|

| <b>Name of Governor</b> | <b>Date Appointed to the Committee</b> |
|-------------------------|--|
| Stephen Allen HARPER    | 29/06/2015                             |
| Marie McCONVILLE        | 29/06/2015                             |
| Modupe Victoria OMIDEYI | 29/06/2015                             |
| Rebecca ROSS-WILLIAMS   | 30/04/2018                             |
| Nobert OSEMEKE          | 20/03/2023                             |

Chair of the Committee: Modupe Victoria OMIDEYI

Clerk to the Committee: Marie McCONVILLE

**Quorum: tbc**

Committee first established: 29/06/2015

Terms of reference agreed by the Governing Body: 23<sup>rd</sup> September 2024

## Delegation of Responsibility to Individuals

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.*

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Quality of Education Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Suspensions and exclusions of pupils (*except in an emergency when the chair has the power to exercise these functions*)
- Admissions

| Area Of Responsibility | Name of Governor          | Liaising with                  | Reporting to         |
|------------------------|---------------------------|--------------------------------|----------------------|
| Safeguarding           | Mrs Rebecca ROSS-WILLIAMS | Child Protection Co-ordinator  | Q O E/Governing Body |
| SEN                    | Mrs Rebecca LATUS         | SENDCo/Principal               | Q O E/Gov.Body       |
| Gifted & Talented      | Mrs Rebecca LATUS         | Gifted & Talented Co-ordinator | Q O E/Gov.Body       |
| Literacy               | Mrs Marie MCCONVILLE      | Literacy Co-ordinator          | Q O E/Gov.Body       |
| Numeracy               | Dr Nobert OSEMEKE         | Numeracy Co-ordinator          | Q O E/Gov.Body       |
| Target Setting         | Mrs Marie MCCONVILLE      | Principal/Link Adviser         | Q O E/Gov.Body       |
| Careers                | Mr Tony LAWSON            | Careers Link                   | Q O E/Gov.Body       |
| Drugs                  | Mrs Rebecca ROSS-WILLIAMS | Child Protection Co-ordinator  | Q O E/Gov.Body       |
| Mental Health          |                           |                                | Q O E/Gov.Body       |
| LAC/PLAC               | Mrs Marie MCCONVILLE      | Principal/Link Adviser         | Q O E/Gov.Body       |
| Christian Ethos        | Rev Osoba OTAIGBE         | Principal                      | Gov Body             |
| Gifted & Talented      | Mrs Rebecca LATUS         | Gifted & Talented Co-ordinator | Q O E/Gov.Body       |
| Pupil Premium          | Mrs Rebecca LATUS         | Principal                      | F&R/Gov Body         |

\*For example, a curriculum subject, a key stage, a year group.

Agreed by the Governing Body: 23<sup>rd</sup> September 2024