

Alcester Grammar School

Terms of Reference Board of Trustees

- The terms of reference must be reviewed by the board of trustees annually
 - The board of trustees must meet at least three times a year
 - The board of trustees shall elect a trustee to act as chair at the first meeting of the academic year
1. Ensure that safeguarding policies, procedures and training are effective and comply with the law at all times, having regard to statutory guidance, Keeping Children Safe in Education
 2. Approve the school strategic development plan
 3. Approve the annual budget, ensuring resources are allocated in line with the school strategic development plan
 4. Approve the annual report and financial statements
 5. Approve expenditure of sums over £50,000, sums below this amount are delegated to the Principal
 6. Approve the School Resource Management Self Assessment checklist (SRMSAC)
 7. Approve the school's Finance Policy and Procedures Manual
 8. Approve the Risk Management Policy and Risk Register
 9. Approve educational visits, taking account of health and safety and appropriate risk assessments

Admissions

- The board of trustees is the admission authority and as such has formal responsibility for determining admission arrangements. The board participates in the Warwickshire County Council (WCC) co-ordinated admissions scheme for maintained secondary schools. WCC's Admissions Service is contracted to administer on the school's behalf various aspects of the admissions policy and procedures, including the 11+ examination and entry into Year 7
10. Review the determined admissions arrangements annually and in accordance with legislation
 11. Review any issues arising from the school's participation in the WCC co-ordinated admissions arrangements
 12. Ensure that the school is represented at all Admissions Appeals and Committee of Reference meetings
 13. Ratify the admission of external students into Year 12
 14. Review relevant demographic data of new entrants in Year 7 and Year 12 annually to assess the contribution the school makes to social mobility and the effectiveness of its marketing strategy

Quorum:	A minimum of a third of the total number of trustees
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Terms of Reference reviewed by Board of Trustees		
Terms of Reference agreed by Board of Trustees		
Next Review Due	September 2025	