

Trustee Board Terms of Reference

Our Lady's Preparatory & Nursery School

Purpose

The Trustee Board is responsible for the strategic leadership, long-term sustainability and effective governance of the school and nursery.

The Board shall:

- Preserve and promote the school's vision, values and ethos.
- Ensure the highest standards of education, safeguarding and pupil welfare.
- Hold the Head accountable for educational and operational performance.
- Oversee financial sustainability and risk management.
- Ensure compliance with Independent School Standards, charity law and other regulatory requirements.
- Support the School's long-term development and reputation.

This reflects the established governance principle that boards provide strategic leadership, hold leaders to account and oversee financial performance.

Core Responsibilities

Educational Quality

The Board shall:

- Monitor educational standards and outcomes.
- Review inspection findings and progress against recommendations.
- Monitor implementation of the School Development Plan.
- Review admissions, retention and pupil numbers.
- Ensure curriculum provision reflects the school's aims and values.

Safeguarding and Welfare

The Board shall:

- Receive safeguarding reports at every meeting.
- Monitor safeguarding compliance.
- Ensure annual review of safeguarding arrangements.
- Promote a culture of wellbeing and pupil safety.

Finance and Resources

The Board shall:

- Approve annual budgets.
- Monitor financial performance.
- Review major expenditure proposals.
- Monitor reserves and cashflow.
- Oversee estate development and premises strategy.

Risk and Compliance

The Board shall:

- Maintain oversight of strategic risks.
- Monitor regulatory compliance.
- Review key policies.
- Ensure appropriate insurance arrangements are maintained.

Leadership and People

The Board shall:

- Appoint and support the Head.
- Conduct annual Head appraisal.
- Review organisational structure.
- Monitor staffing strategy and succession planning.

Membership

The Trustee Board shall normally comprise:

- Chair
- Head (ex-officio)
- Between 4 and 8 independent Trustees

Trustees shall normally serve a three-year term, renewable by agreement.

Meetings

- The Board shall meet at least three times each academic year.
- Additional meetings may be called as required.
- Papers should normally be issued not less than seven days before meetings.
- Minutes shall be circulated within fourteen days where practicable.

These arrangements are commonly reflected in school governance terms of reference.

Quorum

The quorum shall be:

- Three Trustees; or
- One-third of serving Trustees

whichever is greater.

Reserved Matters

The following matters may only be determined by the Trustee Board:

- Approval of strategy.
- Appointment or dismissal of the Head.
- Approval of annual budget.
- Approval of annual accounts.
- Approval of major capital expenditure.
- Approval of changes to governance arrangements.
- Approval of key safeguarding policies.

Annual Review

The Board shall annually review:

- Governance effectiveness.
- Skills and succession needs.
- Board membership.
- Terms of Reference.
- Strategic priorities.

Signed: 8713104BF73C43A...

Role: Chair

Print name: Amy Empson

Approved date: 01/09/2026

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