



# Governing Body Terms of Reference

## **Membership**

The FGB shall comprise of more than three governors. There is no upper limit. The target number is 20 which may include four parent governors to be elected by the parents, guardians or carers of registered pupils; up to four employees of the Academy one of whom will be the Headteacher; the other three are to be elected by employees of the Academy. It is desirable that at least one staff member should be a non-teacher. Parent and staff governors shall be elected for a four year term of office and may complete this term if they become ineligible (pupil or staff leaving the Academy) at the discretion of the Chair and FGB.

Further appointments to the FGB will be at the discretion of the members and trustees. With the exception of the Headteacher, members of the Governing Body will serve for a period of four years and will be eligible for re-election or co-option.

The Governing Body may appoint associate governors, who may attend meetings and may participate in any discussions that take place at these meetings. Associate governors will not have the right to vote at meetings of the Governing Body unless this is authorised by the FGB.

The FGB must appoint at least three from within the FGB to be members having overall responsibility for FGB matters. One of these will be the Chair. The members will hold a general meeting at the end of each academic year.

The Head Boy and Girl may attend FGB meetings where their input will be encouraged. They will not be present for confidential matters and matters naming individual staff and students.

**Chair** The Chair shall be appointed by the FGB in September from among the members of the FGB. The Chair may not be the Headteacher or a staff governor. The term of office is at the discretion of the FGB and currently stands at two years. The Clerk shall organise the election.

**Vice Chair** The Vice Chair shall be elected in September from amongst the members of the FGB. The term of office is at the discretion of the FGB and currently stands at two years. The Clerk shall organise the election.

**Quorum** The quorum for each FGB shall be one third of those eligible to vote.

**Meetings** The LGB shall meet as often as is necessary to carry out its responsibilities and not less than three times per term. Meetings will be chaired by the Chair or Vice-Chair. Minutes of meetings will be recorded and posted on the GovernorHub site in sufficient time for inclusion and review on the next agenda. Meetings will be held in the evening on a Tuesday. An Extra-ordinary meeting will be convened by the Chair in the event that urgent business arises which needs immediate attention.

**Agendas** The Clerk shall circulate an agenda for each meeting at least one week in advance of the meeting. Supporting papers will be placed on the GovernorHub site as soon as they become available.

**Decisions** Decisions may be taken only by members of the FGB.

## Documents

The FGB aims to be a paperless body. Documents for FGB meetings and other documents of interest will be placed on GovernorHub as soon as they are received by the Clerk. Documents will be placed on the site as soon as they become available to the Clerk and not later than the Friday preceding an FGB meeting on the following Tuesday.

## Chair's Authority

In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the FGB, the FGB Chair shall have delegated authority to make any such decisions. It is expected that, wherever possible, the Chair will seek FGB opinion through email or telephone consultation with FGB members. The decisions taken and reasons for the urgency shall be explained and ratified at the next meeting of the FGB. In exceptional circumstances the Chair may convene a Special Meeting of the FGB.

The Chair has the right to question any FGB member if their conduct in public is considered to be detrimental to the reputation of the Academy. In addition, the Chair has the right, subject to FGB approval, to remove from the FGB list, any governor whose attendance does not reach 50% of scheduled meetings or who has failed to attend for a period of six months.

In consultation with the FGB, the Chair of Governors may appoint:

A lead Child Protection and Safeguarding Governor: Steve Head

***A lead Finance Governor \****

A lead Pupil Discipline Governor: Sue Young

A lead Site Health and Safety Governor: Chris Scott

A lead Training Governor: Glenn Taylor

***A lead Data Governor \****

***A lead Compliance Governor \****

***(\* unfilled)***

## FGB Responsibilities

The FGB is responsible for pursuing the vision and aims of the Academy and for ensuring compliance with legal requirements emanating from the Department for Education. These are to be found in the Academies Financial Handbook and in the Governance Handbook which are on the FGB Google site.

**Curriculum** The FGB will:

1. Consider the appropriateness of the Academy's curriculum, including statutory requirements and curriculum policy.
2. Consider curricular issues which have implications for Finance and Personnel decisions.
3. Request presentations at FGB meetings from specific areas of the curriculum.
4. Appoint a governor in charge of departmental links; the governor will arrange visits, receive reports and post these on the Governorhub.
5. Oversee the Academy's annual performance targets.
6. Monitor and review the Academy's policies relating to curriculum and assessment.
7. Oversee the annual Academy Development Plan.
8. Receive and monitor assessment data at least once per term and paying particular interest in the progress of PP and underprivileged pupils.

## **Safeguarding**

The FGB will ensure that the wellbeing of students is maintained by ensuring that the Academy has in place:

1. Pupil attendance and behaviour policies including anti bullying procedures.
2. Effective and obvious duty of care for pupils.
3. Effective arrangements for Child Protection and Safeguarding.
4. Effective home/school liaison and communication.

**The FGB will receive safeguarding training once per year.**

**Admissions** The FGB will ensure that admission arrangements conform to policies and current regulations.

**Finance** The FGB will:

1. Ensure budgets are correctly managed, reviewing progress each term.
2. Ratify levels of internal authorization.
3. In consultation with the Finance Officer and Headteacher, agree a formal budget plan for the financial year ahead.
4. Ensure procurement guidance and legislation is implemented.
5. Ensure that annual accounts and reports are produced in accordance with the Companies Act and current regulatory requirements.
6. Consider and act upon the reports of the external audit.
7. Consider and act upon recommendations from the Responsible Officer.
8. Take responsibility for the completion of DPI forms.

## **Audit Committee**

The FGB will have an Audit Committee which will meet three times per year and consist of three governors. Employees of the trust should not be audit and risk committee members, but the accounting officer and chief financial officer should attend to provide information and participate in discussions.

The chair of trustees should not be chair of the audit and risk committee.

Where the audit and risk committee is combined with another committee, employees should not participate as members when audit matters are discussed.

**Health and Safety** The FGB will:

1. Review Health and Safety policies and monitor the effective implementation of health and safety matters.
2. Monitor risk assessments and evaluate and review the Academy's risk registers.
3. Ensure compliance with Health and Safety legislation and regulations.

4. Ensure that Health and Safety training needs are met wherever practicable.
5. Ensure regular inspection of the Academy site.

**Staffing** The FGB will:

1. Delegate responsibility relating to staffing, recruitment, pay, discipline, performance management and professional development to the Headteacher whilst maintaining an overview.
2. Undertake selection, interview and appointment of the Headteacher.
3. Oversee the process of staff reduction where necessary.
4. Keep under review staff work/life balance, working conditions and well-being, including procedures for absence monitoring.
5. Make recommendations to the Headteacher regarding staffing levels.
6. Review the salary and pay levels of all staff annually on the basis of advice from the Headteacher and be responsible for completing this task taking into account performance reviews.
7. Follow the Manual of Personnel Practice guidelines in the event of a complaint<sup>1</sup>. Delegate responsibility relating to staffing, recruitment, pay, discipline, performance management and professional development to the Headteacher whilst maintaining an overview.

**Monitoring and Evaluation** The FGB will:

1. Support the Headteacher and Senior Leadership Team in maintaining and improving standards and performance, thus improving outcomes for learners.
2. Closely monitor the progress made by disadvantaged pupils.
3. Support the Senior Leadership Team in addressing any areas of challenge or weakness.
4. Ensure effective processes are in place for monitoring teaching and learning, delivery of the curriculum, inclusion, and the sharing of good practice across the Academy.
5. Monitor student behaviour and consider appeals against any decision to exclude students following the regulations issued by the DfE.

**Policies** The FGB will:

Support the Headteacher and Senior Leadership Team in ensuring that all statutory policies are comprehensive, in place, up to date and distributed and that other policies which may be appropriate to the Academy are produced.

**Contact with Parents/Carers** The FGB will:

Support the Headteacher and Senior Leadership Team by attending Academy events.

**Academy Website** The FGB will:

Ensure that the Academy website contains all statutory information.

**Clerk**

The Governing Body will appoint a Clerk who will attend all meetings of the FGB and will:

- Convene meetings of the Governing Body;
- Circulate the agenda at least a week in advance of the relevant meeting;
- Post relevant documents on Governorhub in advance of the relevant meeting;
- Record attendance by governors at all meetings;
- Ensure that accurate minutes of meetings are taken and maintained;
- Maintain a register of Governing Body members and report forthcoming elections/ re elections and existing vacancies to the Governing Body;
- Ensure that members of the Governing Body complete the Register of Members' Interests form on an annual basis;
- Ensure as far as possible that the work of the Governing Body is conducted within the law.

If for any reason the Clerk is absent, the Headteacher and Chair of Governors will ensure that another suitably qualified and experienced person provides clerking support for meetings.