Governing Body Terms of Reference

Status
The governing bodies of academies are corporate bodies with exempt charitable status. Individual governors have no power or right to act on behalf of the governing body, except where the whole Governing Body has delegated a specific function to that individual or where Regulations specify that a function is to be exercised in a particular way. The Governing Body is legally liable for all actions taken in its name by individuals or committees to which it has delegated functions. The Governing Body should therefore ensure that decisions to delegate specific responsibilities are properly minuted and recorded.

Membership
Membership of the Governing Body is based on the following constitutional model and currently comprises the following Full Governors:

- Up to 10 Nominated Governors
- Up to 4 Parent Governors
- The Headteacher

The Governing Body can choose to appoint additional Associate Members as required for their specific expertise; they do not hold voting rights at Governing Body or sub-committee meetings. There is currently one Associate Member.

Also in attendance:
- The Deputy Headteachers,
- The Business Manager, and
- The Clerk to the Governing Body

The Chair and Vice-Chair of the Governing Body Committee shall be appointed by nomination and electronic voting at the end of the summer term prior to the start of the next academic year, or at the next full Committee meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings
Meetings will be held three times per academic year, at least termly, in accordance with the published calendar of Governing Body meetings.

Terms of Reference
The terms of reference will be reviewed at the first meeting of each academic year.

Roles & Responsibilities

The Governing Body should take a largely strategic role in the running of the School and be accountable for its decisions. This includes setting up a strategic framework for the school, setting its aims and objectives, setting policies and targets for achieving the objectives, reviewing progress and reviewing the strategic framework in the light of progress.

The Governing Body should act as a "critical friend" to the Headteacher by monitoring and evaluating what is happening in school including progress and plans. However, this is balanced with supporting and maintaining good relationships with the Headteacher and staff and providing advice and support.

The Governing Body is accountable to key stakeholders, including parents, for the School's performance.

Duties

It is the duty of the Governing Body to:

1. Agree constitutional matters including procedures where the Governing Body has discretion.

2. Appoint or remove a Clerk to the Governing Body.

3. Establish the committees of the Governing Body and their terms of reference and appoint or remove a Clerk to each committee.

4. Recommend new governors to Members of the Academy Trust.

5. Recommend suspension of a governor to Members of the Academy Trust.

6. Decide which functions of the Governing Body will be delegated to committees, groups and individuals.

7. 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.

8. Keep the Health & Safety Policy and its practice under review and to make revisions where appropriate.

9. Review the delegation arrangements annually.

10. Ensure all statutory policies are in place and review all School policies on a regular basis as agreed by the Governing Body.

11. Decide the overall procedures for appointing and suspending staff taking account of legal requirements.

12. Ensure that the curriculum is balanced.

13. Set the School Admissions Policy.

14. Discuss achievements of KS3 and KS4 students against School targets.

15. Approve the first formal budget plan of the financial year and agree a budget strategy. Receive reports on the budget and to agree action as required.

16. Ensure that the Grant received is used in accordance with the ESFA's Financial Memoranda and for purposes prescribed by the Secretary of State /ESFA.

17. Take such steps as are necessary to ensure that the financial systems within the School are secure and efficient.

18. Provide the ESFA with any information necessary to assure it that the Academies Financial Handbook and Regulations are being applied and that grant income is being used as it has prescribed.

19. Receive proposals for and adopt a School Development Plan.

20. Agree arrangements for the maintenance of the School's bank accounts.

21. Ensure the School complies with all the requirements of GDPR.

Accountability
The Governing Body is accountable to the ESFA for the way the school is run.

Approved by the Full Governing Body on 20th October 2022