

Board of Governors 2017-18

Terms of Reference

Meetings

The Board will meet to start the academic year in September and then once per term. Additional meetings will be convened if required, by exception and with the agreement of the Clerk and Chair.

The agenda and all paperwork relating to the meeting will be circulated 7 days prior to each meeting.

All Board meetings will be formally minuted by the Clerk to LLT or in their absence, a nominated Governor. The minutes will be circulated to all Governors with the Agenda for the next Board of Governors meeting.

The Chair of the Board of Governors will lead the preparation of any requested report on matters relating to the work of the Board or its Sub-Committees, for the Trust Board.

Quorum

The Board will be quorate when 50% of the members including the Head Teacher are present.

Committee Chair

The Chair is elected each year at the first meeting of the year, in September.

For the academic year 2017/18 the Board will be chaired by **Helen Heap**.

If the Chair is absent from a meeting, **Marie Tormey** the Vice Chair, will run the meeting.

Board Aims

The Board of Governors is a sub-committee of the Trust Board and is accountable to the Trust Board for its decisions.

The role of the local Board of Governors is to set strategic aims and objectives and agree, monitor and review performance targets, priorities and policies.

They are responsible for the operational management and governance of the school/academy, supporting and challenging the Head teacher and senior leadership team on their management of the school.

They are responsible for making day to day decisions on the operation of their schools, by way of the powers delegated to them by the Trust Directors and in accordance with their Terms of Reference. In turn, the majority of the leadership and management responsibilities are delegated to the Head teacher.

The Board of Governors are supported by two sub committees;

- **Resources**
- **Teaching & Learning**

The Terms of Reference for the committees can be found on the school website.

Key Responsibilities

- To agree constitutional matters*, including procedures where the Governing Body has discretion.
- To recruit new members as vacancies arise and to appoint new governors* where appropriate.
- To appoint or remove the Chair and Vice Chair in agreement with the Trust Board
- To appoint or remove a Senior Clerk to the Governing Body*
- To suspend a governor.*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To establish the committees of the Governing Body and their terms of reference.*
- To appoint the Chair of any committee (*can be delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- 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 ensure that the Public Sector Equality Duty is met*
- Monitoring the school staffing structure (for teaching staff, support staff and the Senior Leadership Team) in relation to the School Development Plan and Budget. Agree any proposals for the action required to address issues.
- Overseeing the negotiations with professional associations and trade unions and communications with staff and stakeholders, regarding re-structuring and any potential redundancies.
- 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.

Standard Items for each meeting;

- **Head Teachers Report** – including updates on progress & predicted outcomes at Key Stages including specifically for Pupil Premium (PP), Looked After Children (LAC) and students with Special Educational Needs (SEN), a Student Attendance update and Exclusions update. Update on progress against key school improvement priorities.
- **Safeguarding Report**
- **Finance Update**
- Key points from the **Resources Committee.**
- Key points from the **Teaching & Learning Committee.**