

TERMS OF REFERENCE FOR GOVERNING BODIES OF ALL ACADEMIES WITHIN THE FOUNDATION

1. **Purpose:** The Foundation Board has approved a scheme of delegation within which the Governing Body of each academy operates. The overall aim of the Governing Body is to agree policies and strategies and to ensure that it is able to monitor progress in implementing agreed policies and strategies. It will ensure that it has objective and effective means of knowing whether the academy is being properly managed to fulfil its mission and is in good financial health.
2. **Responsibilities:** The Governing Body shall be responsible for-
 - 2.1 holding the Principal/Headteacher to account for standards at the academy and reporting annually to the Trustees.
 - 2.2 providing support and challenge as appropriate to the Principal/Headteacher and other senior leaders.
 - 2.3 setting and reviewing the vision and direction of the academy with a focus on the shared cultural principles of the Foundation.
 - 2.4 evaluating the standards of teaching and learning, pastoral care and Safeguarding and monitoring levels of educational attainment to ensure high standards of professional performance are maintained.
 - 2.5 recommending to the Foundation and overseeing and monitoring the academy's self-assessment/evaluation process and ensuring a rigorous academy improvement plan with an understanding of the obligation the academy has to the success of the Foundation as a whole.
 - 2.6 developing the academy's budget to be recommended to the CFO.
 - 2.7 working in conjunction with the CEO and the Foundation Board on the process for the appointment of the Principal/Headteacher. The ratification of the appointment of Principal/Headteacher is the responsibility of the Foundation Board.
 - 2.8 the performance management of the Principal/Headteacher in conjunction with the CEO.
 - 2.9 approving and supporting the recommendations of the Principal/Headteacher for additional expenditure including staffing, if within the overall budget and sustainable over time and aligned with the Foundation's personnel processes and procedures.
 - 2.10 presenting and promoting the academy to external stakeholders in the best interest of the academy.
 - 2.11 meeting all statutory and Foundation requirements for transparency, probity and robust financial management as set out in the Financial Regulations and Academy Trust Handbook.

- 2.12 the provision of opportunities for parents/carers, students, colleagues and the community to be able to engage with and feedback to the Academy and the Foundation.
- 2.13 completing self-evaluation activities relevant to the performance of the Governing Body, including skills audits.
- 2.14 supporting the Principal/Headteacher in the management of the academy's Admissions policy in line with the Foundation guidelines.
- 2.15 the management of the Academy's Risk Register and ensuring value for money.
- 2.16 determining and approving academy level policies which reflect the academy's ethos and values.
- 2.17 appointing Link Governors to the statutory required roles of Safeguarding, SEND and Careers.

3. Meetings

- 3.1 The Governing Body will meet at least once per term.
- 3.2 Governing Body meetings will be planned on an annual basis in the summer term of the preceding academic year.
- 3.3 Additional meetings may be called, as appropriate.
- 3.4 A quorum is 3 or, where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting, at least 3 of whom must be external to the Academy.
- 3.5 The Clerk will be responsible for monitoring attendance at the Committee's meetings and will inform the Chair if any member's attendance falls below the level expected in the Governors' attendance policy.

4. Membership

- 4.1 The Governing Body shall comprise a minimum of 5 members (or 6 if the Principal/Headteacher elects to be a Governor), as follows:-
 - A minimum of one Governor appointed from the local community by the Governing Body
 - A minimum of 2 Parent Governors
 - Two Staff Governors
 - The Principal/Headteacher (if he/she so elects)
- 4.2 Governors shall hold office for four years with the exception of Parent Governors at Sir John Deane's Sixth Form College whose term of office will be two years. The Principal/Headteacher shall hold office for as long as he/she is employed as Principal/Headteacher. Staff Governors will be elected for a period of four years providing they continue to have a contract of employment with the academy.

4.3 Members of the Senior Management Team shall attend as advisers, and other members of staff may be invited by the Chair to attend, as deemed appropriate.

4.4 No other persons may be present at a meeting unless they have received prior permission from the Chair.

5. Decision Making

5.1 Decisions will be made by a simple majority of those governors present and when voting, by a show of hands unless any one or more governors require a secret ballot.

5.2 If there is a tied vote at the end of a discussion, the chair of the Governing Body may vote a second time to determine the issue.

5.3 A decision of the Governing Body is binding on all its appointed governors.

6. Urgent Action

6.1 The chair of the Governing Body or in his or her absence the vice-chair, has the authority to take urgent action between meetings where:

- A delay in dealing with the matter would be seriously detrimental.
- A meeting could not be called in sufficient time to deal with the matter.

6.2 If any urgent action is taken by the chair of the Governing Body between meetings, the facts will be reported to the next meeting of the Governing Body.

7. Chair and Vice Chair:

7.1 At the first meeting in each academic year (or when the term of office is due) the Governing Body will elect from its number a chair and vice-chair. Serving members may stand for re-election. The term of office for each post will be one year.

Eligible governors will indicate to the Clerk their intention to stand as chair or vice-chair before the meeting. If no nominations are received for either post, governors may put their names forward at the meeting.

The clerk will chair the meeting during this item, but may not vote. If the election is contested, the candidates must withdraw from the meeting during the vote and may not vote themselves.

7.2 The chair will conduct all meetings of the Governing Body except that in his/her absence, the chair will be taken by the vice chair.

7.3 If both the chair and vice-chair are absent from a meeting, the Governing Body will elect a chair for that meeting.

7.4 If the chair resigns, or has to relinquish the office for any reason, the vice-chair will act as chair until a successor is appointed at the next meeting of the Governing Body.

7.5 If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting.

8. Clerk

8.1 In conjunction with the CEO, the Governing Body will appoint a clerk to the Governing Body and each of its committees.

8.2 If the clerk does not attend a meeting, the governors present at the meeting can appoint a member of the Governing Body to act as clerk for that meeting.

9. Agenda

9.1 The Agenda for each meeting will be prepared by the Clerk to the Governors on advice and direction received from the Chair of Governors and the Principal/Headteacher, and will include reports from all committees. Members of the Governing Body may submit items for the agenda in writing to the Clerk, not less than two weeks prior to the meeting.

9.2 Wherever possible, the agenda and supporting papers should be sent to governors to arrive no later than five clear days before the meeting.

9.3 Notices of meetings and the accompanying agenda/minutes will be made available at the academy, at all reasonable times, for inspection by anyone wishing to see them (apart from agendas and minutes for confidential Part 2 of the meetings).

10. Minutes

10.1 The minutes of Governing Body meetings shall be drawn up by the Clerk to the Governing Body and shall be signed (subject to the approval of the governors) at the next Governing Body meeting by the person acting as Chair of that meeting.

10.2 Those matters which the Governing Body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

10.3 Draft minutes shall be circulated to all Governors and SLT.

11. Attendance

11.1 A record will be kept in the minutes of all persons attending a meeting of the Governing Body or any of its committees. If a governor is unable to meet the expected attendance standard this will be addressed in line with the Foundation's statement regarding governors' and trustees' attendance at meetings.

11.2 The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.

11.3 Apologies for absence will be recorded (when submitted). The decision to accept or not to accept the apology is taken by the Governing Body and will be recorded.

12. Conduct of Business

12.1 The business of the Governing Body is governed by the Code of Conduct adopted by the Foundation in March 2021.

12.2 All members of the Governing Body shall complete annually the register of members' interests in respect of themselves and their partners and also the statement of eligibility to serve as a Governor.