

## Terms of Reference

### Full Governing Board 2016/2017

#### **Composition of Membership from the Articles of Association:**

17 Governors including up to 5 staff governors including the Director of Finance if he/she wishes to be a governor.

and

1 x LA appointed Governor

1 x Principal (ex-officio)

2 x Parent Governors (minimum)

and in addition up to 3 co-opted Governors

Total 24 (21 Governors and 3 co-opted)

#### **Composition of Associate Membership:**

Deputy Principals

Director of Finance and Resources / Company Secretary

#### **Current Membership:**

All current membership are members, directors, trustees and Governors of the Academy

Tony Alexander (Principal)	Governor (ex-officio)
Jill Elson (Chair)	LA Appointed Governor
Lesley Miszewska (Vice Chair)	Community Governor
Clare Babbage	Parent Governor
Samantha Collett	Parent Governor
Ray Davison	Community Governor
Vivien Duval-Steer	Community Governor
Lyn Edwardson	Teacher Governor
Andrew Gelling	Teacher Governor
Kim Johnson	Community Governor
Ruth Jones	Community Governor
Roger Lawrence	Community Governor
Ian Macqueen	Community Governor
Clair McColl	Parent Governor
Robert Mitchell	Support Staff Governor
Marianne Skinner	Teacher Governor
Anna Stimson	Parent Governor
Margaret Turgoose	Parent Governor
Philip Wales	Parent Governor
	Parent Governor Vacancy

#### **Vacancies**

1 x Director of Finance and Resources

3 x Co-opted Governors (optional)

#### **Current Associate Membership:**

Graham Allen

– Deputy Principal

David Turner

– Deputy Principal

Kim Dearsly

– Director of Finance and Resources / Company Secretary

**Attendance**

The committee may invite to particular meetings, individuals from within the College. The Secretary of State also has a right to attend following an inspection by OFSTED where there has been a drop or if a "Special Measures Termination Event" occurs in respect of the Academy.

**Quorum:** 1/3 of the full Governing Board to include Chair or Vice Chair of Governors

**PA to Governing Board:** Michaela Savage

**Period of Office:** 4 years or for as long as a member remains eligible whichever is the shorter.

<b>Meeting dates</b>	13.09.16 (AGM)	07.02.17	11.07.17
<b>2016/17:</b>	18.10.16	21.03.17	
	06.12.16	23.05.17	

**Date agreed:** 13 September 2016

**Date of review:** September 2017

Signed (Chair of Governors) .....

## GOVERNING BOARD DELEGATION PLANNER

### Terms of Reference Full Governing Board

#### Key

Level 1: Decision to be taken by full Governing Board

Level 2: Decision to be delegated to a Committee of the Governing Board

Level 3: Decision to be delegated to the Principal

x in column = Function cannot be legally carried out at this level

✓ in column = Recommended level of delegation by Devon Governor Services

Key Function	Tasks	Decision Level			
		1	2	3	GB to determine
<b>Academy Budgets</b>	To approve the first formal budget plan each financial year	✓		x	1
	To monitor expenditure		✓		2
	As a GB to work within the Academies Financial Handbook	✓			1
	To review and agree Finance Policy	✓	✓		1/2
	Miscellaneous financial decisions (e.g. write-offs)		✓	✓	2/3
	To enter into contracts (above set financial limit)	✓	✓		1/2
	To enter into contracts (below set financial limit)		✓	✓	2/3
	To make payments		✓	✓	2/3
<b>Staffing</b>	Principal appointments (selection panel)	✓	x	x	1
	Deputy appointments (selection panel)	✓	x	x	1
	Appoint other teachers		✓	✓	2/3
	Appoint non teaching staff			✓	3
	Pay discretions		✓	x	2
	To review and agree Pay Policy and the Redundancy Policy	✓	✓	x	1/2
	Establishing disciplinary/capability procedures	✓	✓		1/2
	Dismissal of Principal (GB must act through Dismissal Committee)		✓	x	2
	Dismissal of other staff		✓		2
	Suspending Principal		✓	x	2
	Suspending staff (except head)		✓	✓	2/3
	Ending suspension (head)		✓	x	2
	Ending suspension (except head)		✓	x	2
	Determining staff complement		✓		2
	Determining dismissal payments/ early retirement		✓	x	2
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		✓	✓	2/3
	To draft curriculum policy	x	x	✓	3
		1	2	3	GB to

Key Function	Tasks	Decision Level			
					determine
	To implement curriculum policy			✓	3
	To agree or reject and monitor curriculum policy		✓	x	2
	Responsible for standards of teaching			✓	3
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside College day)		✓	✓	2/3
	Responsibility for individual child's education			✓	3
	Provision of sex education – make and keep up to date a written policy		✓	x	2
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓		✓	1/3
	To draw up a charging and remissions policy for activities (non NC based)		✓		2
<b>Appraisal</b>	To establish an appraisal policy		✓	x	2
	To implement the appraisal policy		✓	✓	2/3
	To review annually the appraisal policy		✓	x	2
<b>Target Setting</b>	To set and publish targets for pupil achievement		✓	x	2
<b>Exclusions</b>	To decide a discipline policy		✓	x	2
	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	x	x	✓	3
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. NB the GB must act through their pupil discipline committee		✓	x	2
	To direct reinstatement of excluded pupils		✓	x	2
<b>Admissions</b>	To set an admissions policy (special schools where pupils do not have a statement) acting with LA		✓	x	2
	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)		✓	x	2
<b>Religious Education</b>	Responsibility for ensuring provision of RE in line with College's basic curriculum (all schools)		✓	✓	2/3
<b>Collective Worship</b>	Arrangements for collective worship (schools without religious character (after consulting GB))	x	x	✓	3
<b>Premises</b>	Buildings insurance – GB to take appropriate advice		✓		2
	Strategy (including budgeting for repairs etc.) and Asset Management Plans and Risk Management Register.		✓		2
	To ensure health and safety issues are met		✓	✓	2/3
	To set a charging and remissions policy		✓	x	2
		1	2	3	GB to

Key Function	Tasks	Decision Level			
					determine
<b>Academy Organisation</b>	To draw up articles of association and any amendments thereafter	✓	x	x	1
	To publish proposals to change category of College	✓		x	1
	To set the dates of College terms and holidays.	✓	✓	x	1/2
	To set the times of College sessions	✓		x	1
<b>Information for parents</b>	To provide information to be published by governing boards (eg approval of the College prospectus)	✓	✓	x	1/2
	To ensure provision of free school meals to those pupils meeting the criteria	✓		x	Removed from curriculum
	To adopt and review the College Triangle of Partnership.	✓		x	Removed from curriculum
<b>GB procedures</b>	To appoint (and remove) the chair and vice-chair	✓	x	x	1
	To appoint and dismiss PA to the Governors	✓	x	x	1
	To hold a Governing Board meeting at least three times in a College year	✓	x	x	1
	To appoint and remove co-opted governors.	✓	x	x	1
	To set up a register of governors' business Interests and eligibility to be a Governor.	✓	x	x	1
	To approve and set up an expenses policy		✓	x	2
	To discharge duties in respect of pupils with special needs by appointing a "responsible person".	✓		x	1
	To review and agree a Special Educational Needs Policy	✓	✓	x	1/2
	To consider whether or not to exercise delegation of functions to individuals or committees	✓	x	x	1
	To regulate the GB procedures (where not set out in law)	✓	x	x	1
	To review the Risk Register and report to the GB on a regular basis	✓	✓		1 / 2
	To write and approve the Trustee Annual Report	✓	✓		1 / 2
	To hold an AGM for the Members of the GB	✓			1
<b>Academy</b>	To consider vision and strategy	✓			1
	To oversee the process of College self evaluation.	✓	✓		1/2
	To review and evaluate the work of committees and their terms of reference.	✓			1
	To review the yearly cycle of decision making.	✓			1
	To establish and review a code of practice for the Governing Board including the "Code of Practice for Board Members on Public Bodies" (June 2011)	✓			1
	To offer additional support to the Principal on difficult and sensitive issues.	✓			1
	To be responsible for the review & monitoring of the risk register and to input recommendations from		✓	✓	2/3

Key Function	Tasks	Decision Level			
	other committees.				
	To review and agree the Medical Conditions Policy	✓	✓		1/2