

KINGSDALE FOUNDATION SCHOOL (ACADEMY) FULL GOVERNING BODY

TERMS OF REFERENCE

1. Constitution

The Academy will be governed by a governing body (“the Governing Body”) who are the Directors of the company constituted under the Memorandum and Articles of the Academy Trust.

The conduct of the governing body will be regulated by the governing body code of conduct.

The governing body shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of academies that the Secretary of State may publish.

The governing body must appoint a clerk with a view to ensuring its efficient functioning and must have regard to advice from the clerk as to the nature of the governing body’s functions. The clerk to the governing body can be anyone other than a governor or headteacher.

Members of staff may be invited to attend meetings at the discretion of the governing body. The list of governors/directors is available from the clerk on request and/or via a secure governors’ online portal and school website.

2 Quorum

The quorum for meetings of the governing body shall be 50% of the prevailing membership rounded down to the nearest whole number.

3 Frequency of Meetings

The Full Governing Body shall meet at least six times per year.

4 Objects and General Function

- The primary purpose of the governing body is, in the role of ‘critical friend’ to the school, to support the headteacher in determining strategy and direction of the school, the proper implementation of statutory requirements including GDPR and the monitoring and evaluation of the school development/improvement plan, including through active participation in the school improvement programme;

- to facilitate this, the governing body will determine and implement the necessary & appropriate committee structure and approve the format of committees.
- The governing body must determine the constitution, membership and approve the terms of reference of any committee they decide to establish and review them annually.
- The governing body shall exercise its functions with a view to fulfilling a largely strategic role in the running of the school. This means the governors in collaboration with the headteacher(s) decide what they want the school to achieve, set the strategic framework for getting there and monitor progress towards these aims. This is normally done by:
 - Setting suitable aims and objectives, agreeing policies, targets and priorities and monitoring and reviewing these to determine whether ambitions, plans and intentions are being achieved or fulfilled.
 - Subject to the provisions of the Articles of Association, the School Development/Improvement Plan, along with agreed policies, will generally provide the strategic framework.
- The chair of governors and the headteacher (executive) will be ex-officio members of all standard committees. In the absence or otherwise of the headteacher (executive), at her/his sole discretion, s/he may nominate the headteacher (operational) to deputise as a governor on her/his behalf for a specific meeting or item on the agenda for both full governing body meetings and governing body committee meetings.
- Liaison is to take place between committees on any matters which might affect the work of those committees.
- Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.
- The governing body may remove the chair of any committee from office at any time.
- Notice of meetings and an agenda are to be provided to committee members, as is reasonable, in advance of meetings electronically and/or by hard copy on request.
- In its role as employer, the governing body will be ultimately responsible for the appointment of staff through the agreed recruitment procedures implemented by the headteacher on its behalf.
- The governing body will ensure that it receives enough information and evidence to allow it to monitor the school's achievements and progress. In addition to information supplied by the headteacher, other sources of information will include/be obtained through:
 - I. Governor involvement as link governors for particular subject and statutory compliance areas.

- II. Involvement in school events.
 - III. Presentations by staff, advisors, external consultants and others to the full governing body and to sub-committees.
 - IV. Involvement in interview panels and staff recruitment processes.
 - V. Critical consideration of data from sources such as ASP/DfE performance tables (usually at sub-committee level).
 - VI. Annual governing body training days.
- The governing body will not disclose adverse, sensitive or confidential material relating to:
 - A named teacher or other person employed or engaged; or proposed to be employed or engaged, at the school;
 - a named pupil at, or candidate for admission to, the school; or
 - any matter which by reason of its nature, the governing body or a committee of the governing body are satisfied should remain confidential.

5 Governing Body Sub - Committees

The details of a committee's purpose, functions and membership are set out in that committee's terms of reference document, rather than the terms of reference for the full governing body. Each committee is responsible for ensuring the strategic development and monitoring of the areas of school activity and life which fall within its delegated remit (as outlined in its terms of reference).

A chair must be elected annually by each respective committee.

Committee chairs are to convene meetings each term in accordance with the schedule of meetings agreed by the Governing Body after consultation with the headteacher (executive) regarding the agenda contents. Formal minutes are to be taken and made available to all governors via a governors' confidential online portal and/or on request.

The governing body will delegate powers as appropriate to the following sub-committees:

Curriculum & Performance Committee

Employment & Recruitment Committee

Finance & Premises Committee

Audit Committee