

Terms of Reference for the Governing Body

1. To agree constitutional matters*, including procedures where the Governing Body has discretion.
2. To ensure the Academy meets all statutory obligations and complies with general legislative requirements.
3. To recruit new members as vacancies arise and to appoint new governors* where appropriate, subject to ratification by the board. Staff and parent governors are to be appointed pursuant to a process of election by the relevant constituency.
4. To hold at least three Governing Body meetings a year*.
5. To elect or remove the Chair and Vice Chair*.
6. To appoint or remove a Clerk to the Governing Body*.
7. To establish the committees of the Governing Body and their terms of reference*.
8. To delegate the appointment of the Chair of any Committee, to the Committee itself.
9. To appoint or remove a Clerk to each committee*.
10. To suspend a governor*.
11. To decide which functions of the Governing Body will be delegated to committees, groups and individuals*. (scheme of delegation)
12. 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*.
13. To approve the Academy Development Plan which includes actions to mitigate risks
14. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
15. To review the delegation arrangements annually*.
16. Appoint annually the external Auditor*
17. Maintain a Register of Business /Pecuniary Interests for all Governors and those Academy staff with financial responsibilities. Ensure that the Register is kept up to date
18. Appoint the Responsible Officer/Internal Auditor for the Academy

** should not be delegated*

Terms of Reference for Committees (general)

1. The terms of reference of each committee of the Governing Body must be approved by the full Governing Body and reviewed each year. They provide the sole, agreed framework within which each committee operates.
2. The Headteacher is an ex-officio member of each committee and may be represented by a member of the Leadership Team, who will not have voting rights. At least three other governors shall be a member of each committee.
3. The membership of each committee will be agreed on an annual basis at the first meeting of the whole Governing Body the autumn term.
4. No governor employed at the Academy will act as Chair to a committee. In the absence of the Chair the committee will elect a temporary replacement from among the governors present at the committee meeting.
5. The Clerk to the Governing Body and of each committee is to be appointed by the Governing Body.
6. In the absence of the Chair or Clerk the committee will elect a replacement for the meeting.
7. The quorum for each committee is fixed at three governors who are eligible to be members of the committee.
8. Each committee will meet as often as is necessary to fulfil its responsibilities.
9. The Clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
10. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the Clerk to the committee to the Clerk to the Governing Body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole Governing Body.
11. The Chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.
12. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not governors.
13. Any governor may attend meetings of committees.
14. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headteacher, and Chair of the Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.