

**TERMS OF REFERENCE FOR THE FULL GOVERNING BODY, CHAIR AND SECRETARY**

**FULL GOVERNING BODY**

1. The governing body shall fulfill a largely strategic role in the running of the school, deciding what governors want the school to achieve and then setting the strategic framework for getting there. This involves:
  - setting suitable aims and objectives;
  - agreeing statutory policies and viewing and commenting upon school policies;
  - agreeing targets and priorities; and
  - monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.

The headteachers and the leadership team are responsible for formulating and implementing policies, and for leading the school towards the targets and priorities set, in the context of the strategic aims and objectives identified by the governing body. The governing body will act as a critical friend, providing support to and also challenging the headteachers and the leadership team in the performance of their role.

In exercising its functions the governing body will consider any advice given by the headteachers before making its own decision.

The governing body will ensure that it has the information necessary to fulfil its strategic and monitoring functions.

2. In exercising its functions the governing body shall—

- a) comply with the Articles of Association of the trust; and
- b) comply with its statutory duties under the Companies Act 2006 and the rules regulating the conduct of charitable trustees.

The governing body will regularly review its own activities and those of the Academy Trust to ensure compliance.

3. The governing body shall exercise the powers given to the governors by the Articles of Association. These include:
  - ⤴ The general range of powers associated with running of the Academy under Article 5;
  - ⤴ the power to reimburse a governor for reasonable expenses in certain circumstances under Articles 11, 13 and 14;
  - ⤴ the power to call General Meeting of the Academy Trust under Article 29;
  - ⤴ the power to appoint co-opted governors under Article 70;
  - ⤴ the power to remove a governor under Articles 79 and 84
  - ⤴ the power to appoint and remove the clerk to the governors under Article 95;
  - ⤴ the power to elect a chairman and vice-chairman under Articles 96 and 99;
  - ⤴ the power to remove a chairman or vice-chairman under Article 104;
  - ⤴ the general power to exercise the powers of the Academy Trust in managing its business, under Article 107;
  - ⤴ specific powers to spend the funds of the Academy Trust in support of the objects of the trust and to enter into contracts on behalf of the Academy Trust, under Article 108;

- ⤴ the power to operate any Academy Trust bank account under Article 110;
- ⤴ the power to establish any committee under Article 114;
- ⤴ the power to delegate powers or functions to any governor, committee, the headteachers or any other holder of an executive office under Article 115;
- ⤴ the power to appoint the headteachers under Article 117;
- ⤴ the power to appoint a patron or another honorary officer of the Academy Trust under Article 137;
- ⤴ the power to make rules or byelaws for the proper conduct and management of the Academy Trust under Article 147.

4. The governing body shall fulfil the duties given to the governors by the Articles of Association. These include:

- ⤴ the duty to monitor and review any delegation of the management of investments under Article 5.14;
- ⤴ the duty to hold an Annual General Meeting under Articles 28 and 29
- ⤴ the duty to receive a report from any individual or committee exercising a delegated function;
- ⤴ the duty to hold at least three meetings in every school year under Article 119;
- ⤴ the duty to make agendas and minutes of governor meetings available at the Academy under Article 134;
- ⤴ the duty to prepare an annual report and an annual return under Articles 140, 141;
- ⤴ the duty to bring any rules or byelaws regulating the Academy Trust to the notice of the members

5. The governing body shall agree constitutional matters, including procedures as necessary, where the Articles of Association give the governors a discretion in such matters. (For example Articles 23, 25, 26, 29, 35, 36, 50, 51, 52, 55, 57, 58, 61, 62, 67, 68, 70, 79, 84, 95, 101, 104, 114, 118, 119, 120, 121, 124, 126, 133, 135, 136, 137, 138, 147, and 148.)

6. In addition the governing body shall:

- ⤴ monitor membership of the governing body, ensure that elections are held promptly and vacancies promptly filled, review its own strengths and development, and plan its training and recruiting accordingly.
- ⤴ Agree, by early in the autumn term the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communication with parents;
- ⤴ monitor the progress of work being undertaken by committees, individuals and governors of the governing body;
- ⤴ establish and keep under review arrangements for governors' visits to school;
- ⤴ oversee arrangements for governor involvement in formulating and monitoring the School Development Plan;
- ⤴ keep itself apprised of Ofsted inspection requirements, both in respect of the school and of the governing body.
- ⤴ Communicate regularly and well with the members of the Academy Trust and with anyone else with whom it comes into contact.