

## GOVERNING BODY STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE

The role of our governing body is to provide strategic guidance and statutory compliance through its support, and challenge, to the school's headteacher and senior leadership team in their task of providing the best achievable education, with the resources available, for the young people of Uttoxeter and the surrounding areas.

The governing board will follow the values and visions and the agreed scheme of delegation of the Uttoxeter Learning Trust.

The governing body meets at least four times a year and is supported by two main committees that meet at least once each term. They are:

- Learning and Standards Committee
- Managing and Resourcing Committee

The role of the committees is to make decisions on behalf of the governing board and act as a clear channel of communication to inform the wider work of the governing board.

The constitution of the governing board is up to 12 members, as follows:

- 2 parent governors
- Up to 8 co-opted governors
- 1 staff governor
- Headteacher

Governors are appointed/elected by:

**Parent governor** – an elected parent must have a child on roll at Thomas Alleyne's High School at the time of appointment but may continue as a parent governor for the rest of their term of appointment after their child has left the school. They are elected by other parents, or anyone with parental responsibility, for a child on roll at the school. Any election that is contested must be held by ballot.

**Co-opted governor** – appointed by the governing board to represent community interests as the needs and interests of the school. Co-opted governors can be people who live or work in the community served by the school, or people who do not work or live near to the school but are committed to the good governance and success of the school.

**Staff governor** – both teaching and support staff employed by the school are eligible to be a staff governor. They are elected by other paid staff who are also employed by the school. Any election that is contested must be held by ballot.

**Headteacher** – will be deemed to be a governor unless stating otherwise.

The term of office, with the exception of the headteacher, will be for a period of four years from the date of election/appointment. Any governor may, at any time, resign from the governing board.

The Uttoxeter Learning Trust reserves the right to advise on the appointment of any governor, excluding those who are elected.

### **Membership of Committees:**

#### **a) Learning and Standards / Managing and Resourcing**

All governors will be appointed to serve on either of the above committees and, as far as possible, there will be an equal number of governors on both committees. The headteacher and chair of governors will be ex-officio members of both committees.

Governors will be able to attend any committee meeting but will only be able to vote on matters relating to the committee on which they are appointed.

#### **b) Other Committees**

Other committees, with delegated powers, will be established as necessary to deal with other matters, including staff pay, headteacher performance management, student exclusions, staff disciplinary hearings, staff grievances, parental complaints. All members of the governing board will be asked to serve on these committees as required.

### **Meeting Procedures:**

The full governing board and committees will meet as shown in the following diagram:

#### **a) Election of chair and vice chairs**

A chair, and up to two vice chairs, for the full governing board will be **elected every two years** at the first meeting held at the start of the new academic year. (The ULT reserves the right to advise on the election of the chair of the full governing board).

A chair, and up to two vice chairs, for each committee will be **elected annually** at the first meeting held at the start of the new academic year. (The chair of the governing board is not able to be elected as a committee chair)

#### **b) Quorum**

Quorum is one half (rounded up to a whole number) of the complete membership of the governing board, or committee, excluding vacancies.

#### **c) Voting:**

Any matter requiring a formal resolution must be determined by a majority of votes of those governors present at the meeting, and eligible to vote. If there are an equal number of votes the chair will have a second, or casting vote.

#### **d) Minutes of Meetings**

Draft minutes of any meeting held are circulated to the appropriate chair as soon as possible after the meeting. They will then be included on the next meeting agenda

for formal approval. The minutes of meetings will also be made available in Office 365 so that governors are able to view them.

**e) Attendance**

Governors are encouraged to attend all meetings. However, where this is not possible, an apology should be given to the clerk of the governing body who will then report this at the meeting and ensure that the apology is recorded in the minutes. A record of governor attendance is kept and reviewed annually by the governing board. Failure to attend any meeting for a long period of time may result in that governor being removed from the governing board. Should this be necessary then the chair will inform the individual concerned.

**f) Training**

A short training session on an appropriate topic will be held before the start of each meeting of the full governing board and a record of governor participation in training courses will be kept. All governors will be advised of other training courses that may be available from time to time and should take steps to maintain and develop their knowledge and skills through attending an appropriate course.

## **Governors Terms of Reference:**

The full governing board and each of the committees have delegated powers to make decisions within its specific remit and in accordance with the ULT's approved scheme of delegation (available on the ULT website). Decisions requiring the approval of the full governing board, or the Uttoxeter Learning Trust, may be considered by the relevant committee which may then make recommended actions.

The full terms of reference for the full governing board and its committees are set out below.

### **Review:**

Committee membership, including the allocation of governors to the various committees will be an agenda item for the last governing board meeting of the academic year. Prior to the meeting, the clerk will ask you to indicate your wish/interest in serving on a particular committee and will advise the chair of governors as appropriate. Taking individual preferences and skills into account, the chair will then allocate governors to a committee for discussion, and subsequent approval, at the meeting of the governing board.

Committees will review their terms of reference at the first meeting of the autumn term.

### **Terms of Reference - Full Governing Board**

The full governing board will meet at least at least four times each school year and at least once each term. The board, with the support of the committees, is responsible for the following strategic functions:

- Setting and ensuring clarity of vision, values and objectives for the school whilst reflecting the ULT's vision, ethos and strategic direction.
- Ensuring all statutory safeguarding and prevent duties are met.
- Ensuring all statutory health and safety duties are met.
- Ensuring the school is compliant in all key aspects.
- Agreeing the school improvement strategy with priorities and targets.
- Supporting the chief executive officer in the appointment of the headteacher.
- Monitoring the quality of the educational performance of the school and progress towards agreed targets.
- Monitoring the impact of the curriculum.
- Supporting the chief executive officer in performance managing the headteacher.
- Monitor and evaluate the effective implementation of appraisal procedures and management of the Pay committee.
- Engaging with stakeholders.

- Contributing to school self-evaluation.
- Setting the allocated budget, within any guidance set by the ULT trust board.
- Monitoring spending against the budget.
- Ensuring money is well spent and value for money is obtained.
- Supporting and monitoring the appropriate CPD for staff across the school.
- Ensuring risks to the school are managed.
- Managing staff workload and well-being.
- Supporting the headteacher with any admission appeals.

The chair of governors will review the performance of the governing board against the agreed key performance indicators annually.

The chair of governors will also represent the governing board at meetings of the School Representation Board of the ULT.

### **Terms of Reference - Learning and Standards Committee**

The Learning and Standards committee will meet at least four times each school year including at least once each term. The purpose of the committee is to improve, monitor, challenge and evaluate the quality of provision and teaching, and the resulting achievement and attainment standards. It will also deal with all aspects of staff and student welfare. In particular the committee will:

- Review rates of progress and standards of achievement by students, including any underachieving groups.
- Examine the effectiveness of whole-school raising achievement and strategies and receive reports from lead staff.
- Evaluate and agree policies concerning staff performance management, staff training and development and to receive reports measuring the impact of this on teaching and learning.
- Monitor and review the curriculum to ensure that it is balanced, broadly based, maximises achievement and meets the needs of all students whilst complying with statutory requirements.
- Promote Spiritual, Moral, Social and Cultural education preparing students for life in modern Britain and with inclusive practice relating to race, gender and disability equality.
- Oversight of the single central record.
- Monitor and evaluate the following:
  - all statutory safeguarding responsibilities including Prevent
  - relationships and sex education (RSE)
  - effectiveness of careers education information, advice and guidance
  - student inclusion and exclusion
  - progress towards the achievement of attendance targets
  - impact of the school's punctuality, attendance and behaviour policies

- quality of the school's provision for personal development and well-being
- effectiveness of care, guidance and support for learners
- school's guidance and inclusion systems
- extent to which students feel safe
- effectiveness with which the school promotes equal opportunity and tackles discrimination
- effectiveness of safeguarding policies
- links with the school community, including other schools within and beyond the ULT
- views of stakeholders in order that outcomes are effectively used to inform planning
- effectiveness and impact of curricular and extra-curricular activities
- extent to which students develop workplace and other skills that will contribute to their future economic well-being
- quality of the school's assessment provision
- effectiveness of the curriculum areas
- effectiveness of provision for students with special educational needs and disadvantaged students

### **Terms of Reference - Managing and Resourcing Committee**

The Managing and Resourcing committee will meet at least five times each school year including at least once each term. The purpose of the committee is to improve, monitor, challenge and evaluate the efficiency and effectiveness of systems, procedures and structures of the school and the deployment of resources required to ensure them. In particular the committee will:

- Address all matters relating to budgeting, finance, school premises and grounds, security and health and safety.
- Recommend the annual budget to the governing board and to monitor that board.
- Review the staffing structure, monitor staff recruitment and costing for proposed staffing levels.
- Review the school's Pay policy, including criteria relating to the use of discretionary element for pay provisions.
- Achieve value for money.
- Monitor spending against the set budget upon receipt of the budget monitoring report and establish long term spending proposals.
- Monitor and evaluate the budget for disadvantaged, looked after children and all other funds held by the school.
- Receive an annual report on the condition of the school environment and agree the annual maintenance programme and its implementation. Determine an overall strategy for the maintenance and improvement of buildings.
- Ensure compliance with health and safety standards.
- Monitor and evaluate safer recruitment procedures.
- Monitor and evaluate the school's risk management strategy and strategic risk register.

- Review the policy and procedures for dealing with complaints.
- Determine and award the contracts for cleaning, grounds maintenance and catering.
- Prepare and monitor a Lettings and Charges policy and monitoring implementation.
- Review the employment policies and procedures of the school to ensure that they are relevant to the school's business and consistent with good employment practice.
- Review the policies and procedures covering admissions to the school and those applicable to admitting students.
- Promote and review marketing and external communications e.g. school prospectus and website.
- Deal with all aspects of community engagement and relationships, including all schools within and beyond the ULT, and consider the scale and scope of parental engagement.