

## **Terms of Reference Full Governing Board 2023/2024**

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

21 Governors including:

1 x Headteacher (ex-officio)

2 x Parent Governors (minimum)

1 x LA appointed Governor

Up to a maximum of 5 staff governors including the Director of Finance if he/she wishes to be a Governor.

and in addition up to 3 co-opted Governors if the Board deem this to be necessary

Total 24 (21 Governors and 3 co-opted)

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

Deputy Headteachers

Director of Finance and Resources / Company Secretary

### **Attendance**

The committee may invite individuals from within the College to particular meetings, 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:** Natalie Mann

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

**Meeting dates**            19.09.23, 17.10.23, 05.12.23, 06.02.24, 26.03.24, 14.05.24 & 09.07.24

**Date agreed:**            19 September 2023

**Date of review:**        September 2024

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 Headteacher

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 and set 5 year budget forecasts.	✓		x	1
	To monitor management accounts which must be shared with the CoG monthly and other trustees 6 times a year		✓		2
	As a GB to work within the Academy Trust 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>	Headteacher appointments (selection panel)	✓	x	x	1
	Deputy appointments (selection panel)		✓	x	2
	Appoint other teachers		✓	✓	2/3
	Appoint non teaching staff			✓	3
	To approve recommendations regarding pay awards for all staff		✓	x	2
	To review and agree Pay Policy and the Redundancy Policy	✓	✓	x	1/2
	Establishing disciplinary/capability procedures	✓	✓		1/2
	Dismissal of Headteacher (GB must act through Dismissal Committee)		✓	x	2
	Dismissal of other staff		✓		2
	Suspending staff (except Headteacher)	x	x	✓	3
	Ending suspension (except Headteacher)	x	x	✓	3
	Suspending Headteacher	x	✓	x	2
	Ending suspension (Headteacher)	x	✓	x	2
	Determining staff complement		✓		2
	Determining dismissal payments/ early retirement		✓	x	2
		1	2	3	GB to determine

Key Function	Tasks	Decision Level			
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		✓	✓	2/3
	To agree, monitor and review curriculum policy and implementation of the curriculum		✓		2
	To monitor standards of teaching		✓	✓	2/3
	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
	To agree, monitor and review all aspects of PSHE including provision of sex education including an up to date and Sex and Relationships Education policy		✓	x	2
	To agree, monitor and review the Equality policy for both staff and students.	✓	✓	✓	1/2/3
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓	✓	✓	1/2/3
<b>Appraisal</b>	To agree, monitor and review an Appraisal policy		✓	x	2
<b>Exclusions</b>	To agree, monitor and review a Rewards and Behaviour 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 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 and determine admission arrangements in conjunction with the LA	✓	✓	x	1/2
<b>Religious Education</b>	Responsibility for ensuring provision of RE in line with the College's curriculum		✓	✓	2/3
<b>Collective Worship</b>	Arrangements for collective worship (schools without religious character (after consulting GB))	x	x	✓	3
<b>Premises</b>	Strategy (including budgeting for repairs etc.), Asset Management Plans and Risk Management Register.		✓		2
	To agree, monitor and review the Health and Safety Policy and ensure all health and safety requirements are met		✓	✓	2/3
	To agree, monitor and review a Charging and Remissions policy		✓	✓	2/3
<b>Academy Organisation</b>	To recommend amendments to the articles of association to Members	✓	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
		1	2	3	GB to determine

Key Function	Tasks	Decision Level			
<b>Information for parents</b>	To provide all statutory information to be published by the Governing Board on ECC's website	✓	✓	x	1/2
	To ensure provision of free school meals to those pupils meeting the criteria			✓	3
	To review the College Triangle of Partnership.		✓	x	1
<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 a Governors Expenses policy		✓	x	2
	To discharge duties in respect of pupils with special educational needs and pupil premium students 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 write and approve the Trustee Annual Report	✓	✓		1 / 2
	To hold an AGM for the Members of the GB	✓			1
<b>Academy</b>	To agree, monitor and review vision, values and strategy for the College	✓			
	To agree, monitor and review the College self-evaluation and Academy Improvement Plan.	✓	✓		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 Headteacher on difficult and sensitive issues.	✓			1
	To be responsible for the review & monitoring of the risk register and to input recommendations from other committees.		✓	✓	2/3
	To agree, monitor and review the Medical Conditions Policy, Safeguarding Policy and Public Sector Equality Policy.	✓	✓		1/2
	To monitor and review GDPR breaches as reported to the Governing Board by the DPO.	✓			1