



## Cliffdale Primary Academy

# Cliffdale Primary Academy Governing Body Terms of Reference

### 1. Membership of the Academy Governing Body

1.1. The AGB will have a membership of ten, comprising:

- The Executive Headteacher.
- A teaching staff governor, elected by and from the teaching staff at Cliffdale Primary Academy.
- Another staff governor who may be a second teaching staff governor or a support staff governor, elected by and from the support staff at Cliffdale Primary Academy.
- Three parent governors, elected by and from the parents and carers of pupils at Cliffdale Primary Academy.
- Four co-opted governors.

1.2. With the exception of the Executive Headteacher, members of the AGB will serve for a period of three years and will be eligible for re-election.

1.3. The Head of School will be an associate governor. The AGB may appoint additional associate governors, who may attend meetings of the AGB and may participate in any discussions that take place at these meetings. However, associate governors will not have the right to vote at meetings of the AGB.

### 2. Meetings of the Governing Body

2.1. The AGB will normally meet five times during the school year. The dates/times of these meetings will be agreed before the end of the previous school year. Other meetings may be held for specific purposes such as training, as agreed from time to time by the AGB.

2.2. In exceptional circumstances, the Executive Headteacher and Chair of Governors may call an extra-ordinary meeting of the AGB and will ensure that at least two weeks' notice is given of any such meeting. An extra-ordinary AGB meeting will also be held if a minimum of four governors request such a meeting.

2.3. The Board of Solent Academies Trust will appoint a Chair and a Vice-Chair of the AGB, who will serve for a period of two years and may stand for re-appointment. Neither the Executive Headteacher nor the staff governors will be eligible for appointment as Chair or Vice Chair.

2.4. Meetings of the AGB will be chaired by the Chair of Governors or, in her/his absence, by the Vice-Chair. If both the Chair and the Vice-Chair are absent, the Clerk to the Governors will take the chair to oversee the election of an alternate Chair. Neither the Executive Headteacher nor the staff governors will be eligible for election as an alternate chair.

- 2.5. All decisions of any quorate meeting of the AGB will be made on the basis of a majority of the votes of those governors present and voting. In the case of a tied vote, the Chair (or the governor who is acting as Chair) will have a (second) casting vote.
- 2.6. The quorum for meetings of the AGB will be 50% (rounded up to the nearest whole number) of the current membership, excluding any vacancies that may exist.
- 2.7. The Governing Body will appoint a Clerk who will attend all meetings of the AGB and will:
  - Convene meetings of the AGB.
  - Circulate agenda papers at least a week in advance of the relevant meeting.
  - Record attendance by governors at all meetings.
  - Ensure that accurate minutes of meetings are taken and maintained.
  - Maintain a register of AGB members and report forthcoming elections/re-elections and existing vacancies to the AGB.
  - Ensure that members of the AGB complete the register of interests form on an annual basis.
  - Ensure as far as possible that the work of the AGB is conducted within the law.
- 2.8. If for any reason the Clerk is absent, the Executive Headteacher and Chair of Governors will ensure that another suitably qualified and experienced person provides clerking support for meetings.
- 2.9. The Chair or Vice-Chair have the power to carry out the functions of the AGB in circumstances where a delay in exercising a function is likely to be seriously detrimental to:
  - The interests of the Academy.
  - A pupil at the school or the parent/s or carer/s of a pupil.
  - A member of the school staff.
- 2.10. In cases where the Chair or Vice-Chair has made use of this power, a full report must be made to the AGB in respect of any actions taken or decisions made.

### 3. **Duties**

- 3.1. The AGB of Cliffdale Primary Academy operates under the remit of the Solent Academies Trust (the Trust) and is accountable to the Trust for the efficient and effective use of the academy's resources and the maintenance of high standards.
- 3.2. The AGB will monitor, support and challenge the Head of School and other members of the senior leadership team to ensure that Cliffdale Primary Academy strives for continuous improvement in the quality of the learning and teaching it offers and for the highest levels of attainment and progress to ensure that its pupils achieve their individual potential.
- 3.3. The AGB will:
- 3.4. Hold the Head of School to account for the educational performance of the Academy and its pupils.
- 3.5. Hold the Head of School to account for the appraisal of the academy staff.

- 3.6. Monitor progress towards the Academy's targets for learning and teaching.
- 3.7. Review the effectiveness of the Academy's improvement plan and monitor the achievement of its objectives.
- 3.8. Implement actions required to comply with statutory regulations and funding agreements.
- 3.9. Ensure that agreed policies and procedures designed to safeguard the Academy's pupils are fully implemented.
- 3.10. Implement policies agreed by the Trust Board with regard to the educational vision of the Academy, including, but without limitation, the Academy's improvement plan.
- 3.11. Overseeing the Academy's day-to-day activities.
- 3.12. Consider the Academy's required funding and support the Trust Board in securing the DfE's agreement to the Academy's budget.
- 3.13. Engaging with stakeholders, especially the Academy's staff, pupils and their parents/carers.
- 3.14. Overseeing Health and Safety in the Academy, including receiving the annual report from the Educational Visits Co-ordinator.

#### **4. Responsibilities of Governors**

- 4.1. Members of the AGB are expected to play an active role in supporting the Academy and to take on a specific role in relation to an aspect of its work, for example by agreeing to oversee a particular curriculum area or key stage. Governors will at all times act with integrity, objectivity and honesty and in the best interest of the Academy.
- 4.2. Although the AGB will be open and transparent about the decisions it makes and any actions taken on its behalf, governors will not disclose any material or information related to:
  - A named teacher or other person employed or engaged, or proposed to be employed or engaged, at the Academy.
  - A named pupil at, or a candidate for admission to, the Academy.
  - A matter which, for good reason, the AGB, has decided should remain confidential.

#### **5. Disqualification of Governors**

- 5.1. The minutes of all meetings should record the AGB's consent or otherwise to the absence of any member. Any governor failing to attend AGB meetings for a continuous period of six months without the consent of the AGB will be disqualified as a governor at the Academy. This provision does not apply to the Executive Headteacher.
- 5.2. Other reasons for disqualification as a governor are:
  - Having a mental disorder and having been detained under the Mental Health Act 1983.
  - Being declared bankrupt.
  - Being subject to a disqualification under the Company Directors Disqualification Act 1986 or to an order made under Section 429 (2) of the Insolvency Act 1986.

- Having been removed from the office of a charity trustee or trustee of any charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement. or under Section 7 of the Law Reform (Miscellaneous Provisions)(Scotland) Act 1990 from being concerned in the management or control of any body.
- Inclusion in the list of teachers or workers prohibited or restricted from working with children or young people.
- Disqualification from working with children.
- Disqualification from being an independent school proprietor, teacher or employee by the Secretary of State.
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor.
- Having received a prison sentence of 2.5 years or more in the 20 years before becoming a governor.
- Having at any time received a prison sentence of 5 years or more.
- Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since becoming a governor.
- Having refused a DBS application for a criminal records certificate.
- Disqualification by association.