

## Governing Body of Cams Hill School

### Full Governing Body

#### Purpose:

The core aims of the Full Governing Body (FGB) are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent
- Ensuring that impact to the child and individual pupils education remain at the core of all decision making

In achieving this, the FGB will delegate responsibilities to 3 main committees namely Resources Committee, Pastoral Committee and Teaching, Learning and Assessment Committee. All committees remain delegated functions of the FGB and ultimate responsibility for any decisions made under delegation remain with the FGB. Specific make-up of these committees, including their responsibilities, can be found in individual Terms of Reference for each committee.

In addition to committees, the FGB, to ensure its core functions are fulfilled, will delegate monitoring responsibilities to 'Link Governors'. These include Department of Education (DfE) recommended roles of Safeguarding, SEND and Careers Link Governors as well as a Training and Development Link Governor and other roles focused on the priorities of the School Improvement Plan (which may change as appropriate).

#### Membership:

The Full Governing Body (FGB) as detailed in the Articles of Association (Articles 50 to 64), will include;

1. Appointments by members of Cams Hill Academy Trust (CHAT):
  - a) Up to 16 Governors, including 2 staff Governors
2. Appointments by parents / carers of pupils registered to attend Cams Hill School
  - a) A minimum of 2 parent governors
3. The Headteacher
4. Appointments by Governors
5. Up to 3 co-opted members
6. Non-voting attendees recommended by the Head Teacher or full Board of Governors
7. An independent professional clerk to the Committee

The FGB shall elect a Chairperson for a 1-year term at the first meeting of the academic year and subsequently if there is a vacancy. The Chair cannot be the Headteacher.

The FGB shall elect a Vice-Chair for a 1-year term at the first meeting of the academic year and subsequently if there is a vacancy. The Vice Chair cannot be the Headteacher.

All Full Governing Body members are required under Funding Agreement Article (13) to be 'Directors' of Cams Hill Academy Trust (CHAT) and registered as such with Companies House.

#### Quorum:

- A third of the FGB or a minimum of 3 (three) governors 2 (two) of whom shall not be employees. Members not physically present but attending a meeting via video-conference or telephone may be

included in any quorum.

- For any vote to remove a governor or remove a Chair of Governors, two thirds (rounded up to a whole number) of the FGB membership.

### **Meetings:**

The FGB will meet at least 3 (three) times a year and at least once per term.

Each FGB member shall be given by the clerk, at least 7 days before the date of the meeting, a copy of the agenda for the meeting, draft minutes of the previous meeting and papers relevant to the agenda items.

The minutes shall be recorded for each meeting by the Clerk. A copy of the draft minutes shall be distributed to the Chair within 7 days of the meeting and to all governors and attendees within 14 (fourteen) days of the meeting. Draft minutes shall be submitted for approval at the next meeting FGB meeting. Minutes of the committee's meetings will be shared with the FGB and (upon request) made available to the public.

In the event of the Chair not being in attendance, the Vice Chair will lead the meeting. In the event of neither the Chair or Vice Chair being in attendance, any Governor may take the Chair for an individual meeting.

Wherever possible, all business to be transacted by FGB should take part at a scheduled meeting. If FGB are required to make a decision outside of a scheduled meeting, a quorum (3 people including the Chair) may agree to make a decision via email. In this event, the Clerk will circulate a between meeting decision request and monitor responses. Decisions made between meetings will always be ratified at the next available formal meeting.

### **Policies and compliance:**

The FGB will review and ratify such polices as specified in the Scheme of Delegation and the School Policy schedule.

FGB will review these and all Committee Terms of Reference annually.

### **Monitoring:**

It is not necessary for full governing boards to have terms of reference, as their core responsibilities are already set out in the Governance Handbook and Academy Trust Handbook. The Governance Handbook can be found here; <https://www.gov.uk/government/publications/governance-handbook> and the Academy Trust Handbook can be found here: <https://www.gov.uk/guidance/academy-trust-handbook>

In general terms the FGB will endeavor to ensure the school;

- a) has effective safeguarding policies and procedures in place, fulfilling all requirements of the statutory legislation Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- b) Maintains and develops in collaboration with SLT a strategic vision that is supported and reviewed on a regular basis via the School Improvement Plan (SIP)
- c) offers a broad and balanced curriculum that best suits the needs, abilities and aspirations of all students, including those with Special Educational Needs, from years 7-11.
- d) offers a holistic education recognising the importance and impact of extra-curricular activities both within the academic curriculum and beyond.
- e) maintains and continues to develop the school through a strong pastoral system.
- f) works with the families of its students to foster positive home, school and community relationships.
- g) continues its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community
- h) ensures that teaching and learning is of the highest quality.
- i) maintains and supports a work force that is well motivated and committed to every child and staff member achieving their full potential. Priority will be given to ensuring that staff terms and conditions

of service are at least commensurate with national policy and in the best interests of the staff.

- j) appoints the most appropriate staff for each post and continues their professional development through training and sharing of good practice.
- k) operates from a financially secure basis; raising funds where appropriate and ensuring best value is applied to all spending.
- l) maintains and develops further the facilities of the school and its premises so that it can deliver education in a safe and secure environment which has regard to sustainability as a guiding principle in resource decisions.
- m) maintains good employment practices and seeks to maintain positive relationships with the professional associations.

The FGB will be specifically responsible for;

- a) Agreeing constitutional matter\*, including procedures where the Governing Body has discretion.
- b) The recruitment of new members (based on the required and appropriate skill set) as vacancies arise and the appointment of new governors\* where appropriate. Appointment will be determined by CHAT.
- c) Subsequent to (b) to appoint individuals to committees / Linked Governor Roles
- d) The forming of ad hoc committees to hear pupil discipline, staff appeals, pay review, pay appeals, complaints, including the Headteachers Performance Panel and Pay Committee.
- e) Annually reviewing each committee's Terms of Reference and the FGB Scheme of Delegation
- f) Approving the first formal budget plan for each financial year.
- g) Annually setting and termly reviewing progress against the School Improvement Plan (SIP)
- h) Receiving regular and specific feedback from committees in respect of their delegated responsibilities
- i) Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- j) Annually recommending formal audited accounts to the Academy Trust (CHAT) for approval
- k) Appointing Auditor's as per recommendation from the Resources Committee, with CHAT's approval
- l) Appointing and dismissing Clerk to the Governing Body
- m) Appointing and dismissing Headteacher
- n) Involvement and hearing of relevant complaints related to either the Governing Body or Headteacher
- o) Appointing and removing Chair and Vice Chair of the FGB

Specific monitoring duties have also been outlined in the Scheme of Delegation

**Approved by the governing board: Monday  
17 October 2022**

**Next review date: 17 October 2023**

**Adopted by the FGB: Monday 17 October**

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