



**Terms of Reference
Full Governing Body
2021-22**

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Chair	Nick Luckock – Chair of Governors
1. Constitution and Membership	<p>1.1 The trustees have appointed a committee known as the Full Governing Body (FGB).</p> <p>1.2 The constitution, membership and proceedings of the Full Governing Body (FGB) shall be determined by trustees.</p> <p>1.3 The same FGB may be appointed for more than one academy.</p> <p>1.4 The Full Governing body (FGB) assumes the role of a Local Governing Body for both academies.</p> <p>1.5 In line with the scheme of delegation, the trust board will appoint the chair, governance professional (clerk), ensure that parents are elected and will determine its structure and organisation.</p> <p>1.6 Trustees shall ensure that the minimum requirements of committee members (governors) for the academies FGB are:</p> <ul style="list-style-type: none"> • Chair • At least two parent governors • The Executive Headteacher (ex officio) • At least one staff governor • At least one local authority governor • Any number of co-opted governors <p>1.7 The functions duties and proceedings of the FGB shall be subject to regulations made by trustees from time to time.</p>
2. Meeting Frequency	<p>2.1 The FGB holds four meetings in every school year.</p> <p>2.2 A meeting early and late in Term 1, and one FGB meeting each term thereafter.</p>
3. Quorum	<p>3.1 Any three members of the committee (governors) shall constitute a quorum, provided always that staff governors (including the Head Teacher) do not form the majority of those present.</p>
4. Governance Professional (Clerk)	<p>4.1 Geoff Slide Appointed by Trust Board</p>
5. Roles and Responsibilities	<p>5.1 Building an understanding of how the academies are led and managed.</p> <p>5.2 Monitoring whether the academies are:</p>

	<ul style="list-style-type: none"> o Working within agreed policies o Is meeting the agreed targets o Managing its finances and resources well o Engaging with stakeholders o Reporting to the Board <p>5.3 Review, approve and monitor the Academy Development Plan (ADP)</p> <p>5.4 Review, monitor and challenge Executive Head/Directors/Head of School reports:</p> <ul style="list-style-type: none"> School performance & improvement Safeguarding, SEND, other vulnerable groups Behaviour, attendance & safety Student development <p>5.5 Providing assurance and reports to the Trust Board that the quality of education and academy improvement are consistent with the vision and values of the trust</p> <p>5.6 Maintain and update annually a file of pecuniary interest declarations</p> <p>5.7 Organise support and training for governors</p> <p>5.8 Annual report of works of FGB: submit to Trust and publish</p> <p>5.9 Determine school level policies which reflect the Trusts ethos and values</p> <p>5.10 Skills audit: complete and recruit to fill gaps</p> <p>5.11 Delegation can be removed if Trustees determine that the FGB is unable to meet key performance indicator</p>
<p>6. Governor Panels</p>	<p>6.1 All Governors may be called upon, subject to training, to serve on Trust Governor Panels relating to:</p> <ul style="list-style-type: none"> Staff Grievances Staff Appeals Exclusions Complaints <p>This list is not exclusive. Full training will be provided.</p>

7. Governor Training	7.1 Governor Training is essential if the FGB is to effectively fulfil it's remit. An Annual Programme of Governor Training, provided through the Governance Team and DoE
8. Decision Making	8.1 Any decisions taken to inform recommendations to the Trust Board, must be determined by a majority of votes of FGB members present and voting.