

TERMS OF REFERENCE FOR FULL GOVERNING BODY FERRARS ACADEMY

Code of Conduct for the Full Governing Body

The Governing Body is the regulatory authority of The Ferrars Academy.

For Full Governing Body meetings, the quorum is one third of the number of serving Governors and *non-staff governors exceeds staff governors*. If a meeting is not quorate, or if Governors leave during the meeting, and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later.

The Governing Body recognises that its role is strategic, not operational; it is, therefore, necessary to delegate a number of its functions to the Principal and Senior Leadership Team. These delegations are clearly outlined in the Terms of Reference or relevant Minutes. There is one Standing Committee, the Pay Review Committee

The Governing Body must review the delegation of functions annually, and remains accountable for any decisions taken, including those delegated to committees or individuals.

The Governors understand the corporate nature of the Governing Body.

The Governing Body will keep under review its financial management arrangements, and make amendments as necessary, in accordance with the requirements and needs of the School.

The Governing Body recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls such as are appropriate for Academies.

Where any Committee proposes a new Policy (or a variation to an existing one) that affects or may affect the School's finances, it will submit a report to the Full Governing Body at its next meeting.

Governors will respect the confidential nature of the School's business.

Governors may be disqualified if they fail to attend meetings for six months, following a resolution proposing disqualification made to the Full Governing Body. If Governors know that they will be absent from a Committee or Full Governing Body meeting, they must notify the Clerk to the Governors in advance, giving a valid reason. **Apologies for absence must be approved or not approved at every meeting.** If a Governor fails to attend three consecutive meetings within a year, they shall be contacted in writing and asked to consider their future availability.

The Governing Body will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised.

In seeking its goals, the Governing Body will conduct itself in a responsible and confidential manner towards the staff, pupils, parents/guardians and the community.

If a Governor wishes an item to go on the Agenda, it must be submitted in writing to the Clerk at least 10 days in advance of the meeting, or it may be brought up under Any Other Business.

Agendas must be with Governors at least seven clear days before meetings.

It is expected that Governors will have read paperwork distributed with the Agenda, and have any questions or comments ready.

Meetings should start on time.

Everyone is encouraged to participate and is listened to, and the views of others are respected.

If any Governors have to leave early, the date of the next meeting should be set before they go.

Governors are expected to attend relevant training.

FINANCIAL TERMS OF REFERENCE

- In consultation with the Principal, to approve the formal budget plan of the financial year, having taken account of the priorities set down in the Academy Improvement Plan
- To vire between headings during the financial year as need arises.
- To agree the level of financial authority to be delegated to the Principal for the day-to-day management of the Academy and review this annually. The Principal's current limit is £10000.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions termly.
- To receive and review regular monitoring reports from the Business Manager that show actual and committed spend with outturn forecasts. To recommend corrective/remedial action where significant variances from planned income/expenditure arise.
- To ensure that the Academy operates within guidelines of the Academy's Financial Handbook and guidelines set out by the EFA.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To review annually Charges and Remissions Policies and Expenses Policies.
- To make decisions in respect of service agreements.
- To enter into contracts – and to be informed of contracts entered into and consider process for award of contracts.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Principal.
- In the light of the Principal Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.

CURRICULUM AND PERSONNEL TERMS OF REFERENCE

- To consider matters relating to standards and the Academy's including statutory requirements and the Curriculum Policy.

- To develop and review curriculum policies (including where appropriate Sex Education, Drugs Education, RE, Collective Worship, Behaviour and Discipline, Special Educational Needs).
- To consider the Academy's achievements (including pupil attainment) on an annual basis and to receive reports from the Senior Leadership Team
- To develop and review Home-School agreements.
- To consider amendments to the School Prospectus and the Academy Profile.
- To consider curricular issues which have implications for financial decisions.
- To oversee arrangements for individual Governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them.
- To keep under review the Staffing Structure in consultation with the Senior Leadership team
- To establish and review disciplinary/capability procedures
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff.
- To monitor the School's selection and recruitment process and make recommendations for changes to the Senior Leadership team, as appropriate.
- To establish and review a Performance Management Policy for all staff
- To oversee any process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To consider any appeal against a decision on pay grading or pay awards.

PAY REVIEW COMMITTEE

Terms of Reference

1. Membership

1.1. The Pay Review Committee shall consider and decide upon all matters relating to staff pay, in accordance with the whole Academy salary policy agreed by the governing body, in respect of the following staff:

- Academy Teachers
- Employees covered by the NJC 'Green Book'

- Any other staff as determined by the Governing Body

1.2 The Committee shall be called the Review Sub-Committee.

1.3 The Committee shall consist of at least three members of the Governing Body (including the Principal).

2. Quorum

2.1 The Committee shall be quorate only when at least two Governors (excluding the Principal) nominated to serve on the Committee are in attendance.

3. Meetings

3.1 The Committee will meet at least once each financial year. Additional meetings may be arranged if deemed necessary by the Chairperson of the Committee or the Principal.

3.2 The Principal has the right to attend all meetings of the Committee but will withdraw when the Committee considers the pay of the principal. The Committee will seek the advice of the Principal in respect of the exercise of any discretionary payments and in particular:

For teaching staff, allowances awarded for qualifications, experience, management responsibilities, recruitment and retention and special needs and the pay scales of teachers on the leadership grade and ASTs.

For 'Green Book' staff the award of accelerated increments, honorarium payments and appropriate job evaluation.

3.3 In considering the pay of the Principal, the Committee may seek advice from the Council.

3.4 In reaching decisions in respect of pay, the Committee shall have regard to:

The advice of the Principal

The implications of the national pay decisions

3.5 The Committee shall have executive powers within the staffing budget determined by the Governing Body and will take decisions with due regard to the School Teachers' Pay and Conditions Document, the Conditions for Service for School Teachers in England and Wales, the NJC Conditions of Service for 'Green Book' employees and any other relevant employment legislation.

3.6 Members of the Pay Review Committee shall not serve on any committee appointed by the Governors to hear an appeal from a member of staff against a decision made by the Committee.

3.7 The Committee shall review these Terms of Reference and the whole Academy salary policy on an annual basis.