| board of trustees sharnbrook primary | |
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| **Board & Committee Structure 2024-2025** | |
| For the coming academic year (24-25) the Governing Board will utilise the following committees and schedule:  FGB: To meet termly / 3 times a year  Resources Committee: To meet termly / 3 times a year  Curriculum Committee: To meet termly / 3 times a year  Curriculum and Resources Committee meetings shall be run concurrently, with meeting time split between 2 agendas  Finance Committee: To meet half termly / 6 times a year  Finance Committee to report back at as part of the following FGB or Resources agenda | |
| **Terms of Reference for Full Governing Board (FGB)** | |
| **Purpose:**  The board has accountability and responsibility for the academy trust and assuring itself that there is compliance with regulatory, contractual and statutory requirements.  The board provides:  Strategic leadership of the academy trust, defining the vision for high quality and inclusive education in line with its charitable objectives. It establishes and fosters the trusts culture and sets and champions the trust strategy.  Accountability and assurance through robust effective oversite of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding, effective financial performance and keeping the estate safe and well maintained.  Strategic oversite of relationships with stakeholders, involving parents, schools and communities so that decision making is supported by meaningful engagement.  Further detail regarding academy governance can be found in the DfE’s Academy Trust Governance Guide - Guidance - GOV.UK ([www.gov.uk](http://www.gov.uk)) | |
| **Membership:** **Governors/Trustees.**  There will be a minimum of 3 Governors. There is no maximum number of Governors. There must be a minimum of 2 parent Governors. There can be a maximum of 3 co-opted Governors. The Headteacher must be a Governor. Staff Governors (including HT) must not exceed more than 1/3 of the governing body. The Secretary of State can appoint a Governor. A Governor cannot resign if it would leave less than 3 Governors. There must be 2/3 of Governors votes to appoint a new Governor.  All Governors will sit on FGB. No Governors/Trustees are ineligible. | |
| **Quorum: Governors/Trustees**  A meeting is quorate with 1/3 of the governing body present (or minimum of 3) | |
| **Meetings:**  The committee will meet 3 times a year. Additional FGB meetings will only be called in exceptional circumstances upon agreement of at least 3 governors.  Minutes of the committee’s meetings will be shared with the board, agreed at the next FGB meeting, and made available to the public.  A Clerk, Chair of Governors (CoG), and Vice Chair of Governors (VCoG) will be elected at the first FGB meeting of the academic year. The CoG will chair the FGB meetings. If the CoG is unavailable for the meeting, the VCoG will chair the meeting. If both are unavailable, a temporary chair be elected for the purposes of the meeting.  Agendas and supporting documents will be circulated at least 14 days in advance of a meeting.  The Clerk should be notified of AOB at least 3 days prior to a meeting.  Apologies for non-attendance and the reason should be sent to the Clerk as soon as possible.  A governor will be considered to have vacated their seat if absent without permission over a period of 6 months. Furthermore, three consecutive occasions of non-attendance will result in the governor being asked to resign.  Governors will be expected to respect the confidential aspects of being a governor and act with due discretion. | |
| **The Full Governing Board will:**   * Act in accordance with the Purpose as described above. * Consider safeguarding and equalities implications when undertaking all committee functions. * Ensure strong governance that enhances the effectiveness of the school. * Ensure that data will be processed to be in line with the requirements and protection set out in the UK General Data Protection Regulation. * Declare any potential interest and abstain from any vote or decision which may occur in relation to that interest. * Act in accordance with Education Law, Company Law and Charity Law. * Delegate as appropriate for effective governance - See Scheme of Delegation. | |
| **FGB Responsibilities:**   * Formulate strategic direction, objectives and targets for the academic year * Monitor strategic progress of SDP, formulating a plan for governor monitoring visits to ensure appropriate oversight * Receive / action outcomes of relevant monitoring visits * Receive and question Head teacher report, holding to account actions in the intervening period * Receive and monitor safeguarding, pupil premium and SEND practices at each FGB meeting (Safeguarding update also received by all governors at Resources/Curriculum Committee) * Ensure rigorous financial oversite, acting on items raised by Finance committee * Review and approve annual budget and annual accounts * Monitor and evaluate risk register to ensure that the school acts carefully to mitigate risks and ensure improvement programs are actioned. * Ensure all statutory reporting requirements are met and required information is published on the school’s website * Ensure Health & Safety regulations are followed * Appoint the Headteacher and act as a critical friend to the Headteacher by providing support, advice, challenge, ask questions and offer constructive criticism if necessary. * Regularly review governor training requirements, including annual safeguarding training, to ensure governors have appropriate knowledge and skills for effective governance. * Receive updates on performance management processes * Review and approve policies as listed below * Facilitate AGM and be accountable to trust Members. * Agree Terms of Reference for FGB and committees annually. | |
| **Policies and compliance:**  The committee will review and ratify all statutory and other policies deemed appropriate and necessary:  **Statutory policies** (as detailed [Academy trust governance guide - Statutory policies for trusts - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/-governance-in-academy-trusts/statutory-policies-for-trusts))  Trust boards **must** have policies on:   * admissions arrangements – [school admissions code](https://www.gov.uk/government/publications/school-admissions-code--2) * behaviour – [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), [behaviour in schools](https://www.gov.uk/government/publications/behaviour-in-schools--2) * careers: provider access policy statement (secondary education) – [careers statutory guidance](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools) * charging and remissions – [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) * data protection privacy notice – [data protection: privacy notice model documents](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) * equality objectives – [Equality Act 2010: advice for schools](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) * health and safety –  [health and safety: advice for schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) * premises management – [good estate management for schools](https://www.gov.uk/guidance/good-estate-management-for-schools/the-fundamentals-of-good-estate-management) * relationships and sex education and health education – [relationships and sex education (RSE) and health education](https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education) * safeguarding and child protection – [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) * school attendance – [working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) * school complaints – [setting up an academies complaints procedure](https://www.gov.uk/government/publications/setting-up-an-academies-complaints-procedure) * school exclusions – [school suspensions and permanent exclusions](https://www.gov.uk/government/publications/school-exclusion) * school uniform – [statutory guidance on cost of school uniforms](https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms#summary) and [guidance on school uniforms](https://www.gov.uk/government/publications/school-uniform/school-uniforms) * special educational needs and disability – [SEND code of practice: 0 to 25 years](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25) * staff behaviour and grievance – [staffing and employment: advice for schools](https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools) and [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) * support for pupils with medical conditions – [supporting pupils with medical conditions at school](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)   **Review process**  It is recommended that trust boards should review these policies annually. This is with the exception of the equality objectives policies which can be reviewed every 4 years.  **Sharnbrook Primary also has the following policies:** | |
| **Approved by the governing board/board of trustees:** *[insert date]* |  |
| **Adopted by the [*committee name*]:** *[insert date]* | **Next review date:** *[insert date]* |