

Hailey Hall: FGB Terms of Reference 2018-19

Purpose

The Full Governing Body (FGB) is the main governance group for Hailey Hall Academy Trust. The purpose of this document is to summarise the FGB's composition, main responsibilities and modus operandi. These matters are described fully in the Articles of Association dated 17/7/15 (available at <http://www.haileyhall.herts.sch.uk/page/?title=Governance&pid=15>).

Governors also have responsibilities as 'Trustees' and as 'Directors'. For simplicity, it has been decided to refer to 'Governors' as opposed to Trustees / Directors. It is recognised that responsibilities under these 3 headings differ slightly.

Composition

- 10 governors, comprising:
 - 3 Parent Governors
 - 4 Co-opted Governors (2 vacancies)
 - 1 Principal as Governor
 - 2 Staff Governor.

- **Governance sub-committees:**

The following sub-committees are in place, each of which meet at least once each term:

1. Finance and Premises Committee (financial oversight, premises management, including health & safety)
2. Human Resources Committee (school staff personnel policies, management, well-being, grievances, etc.)
3. Standards and Achievement Committee (achievement, progress, attendance, etc.)
4. Policy Committee (school and staff policies)

Detailed Terms of Reference for each sub-committee are available via the Hailey Hall website. These ToRs are reviewed annually to ensure all aspects have been properly covered in the preceding academic year and enable any necessary ToR modifications going forward.

- The following table provides names, committee memberships and other relevant information about all Members and Directors as at 18/6/2019.

Name	Member	Trustee / Governor / Director	Type of Governor	FGB	F & P	HR	Policy	S&A
Lisa Want	Y	Y	Parent	Y**	Y*			
Jacqueline Clarke		Y	Parent	Y			Y	Y*
Richard Parperis	Y	Y	Co-opted	Y*	Y	Y		Y
Cheryl Chalk		Y	Co-opted	Y		Y*	Y*	
John Hammond		Y	Co-opted	Y	Y	Y		
Angela Connoley			Parent					
Paul Delamaine ***		Y	Principal	Y	Y	Y		
Stuart Newton ***		Y	Staff	Y	Y			
VACANCY								
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*: Chair. **: Vice Chair. ***: School employee.

- The Office Manager (Lyn Gregory), School Operations Manager (Julie Kinchlea) and Deputy Head / SENCo (Jacqui Dormer) will be Ex-officio members of the FGB.

- **Clerk:** Peter Goss.
- **Quorum:** Three (3) Governors shall make up a quorum, or where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting, who are in each case present at the meeting and entitled to vote on the matters to be resolved.

Main Responsibilities

In addition to their responsibilities as Governors / Trustees / Directors, the FGB will:

1. Agree school priorities and development areas for the short to medium term (1-5 years), and monitor progress on these topics.
2. Review updates to the various sections (Achievement, Teaching & Learning, Behaviour & Safety, Leadership & Management) of the school's 'Self Evaluation Form'.
3. Review the Headteachers' report each term on key topics not covered in the SEF.
4. Review all relevant safeguarding related reports and submissions.
5. Review and endorse the school's annual budget and remain apprised of the financial status during the course of the year, with particular emphasis on full year projections.
6. Review and endorse the academy's annual accounts and report of the trustees.
7. Put an approach in place to provide independent oversight of the academy's financial affairs and consider report(s) from the relevant individual or body.
8. Establish the responsibilities and memberships of any necessary governance sub-committees
9. Remain apprised of activities and decisions of each of the governance committees.
10. Appoint and receive report from the "Headteachers' Performance Appraisal and Pay" sub-group.
11. Ensure the school has a sound set of policies in place and that they are being properly applied and updated as necessary. This includes:
 - Determining which policies should be the responsibility of which governance committee, and
 - Reviewing / endorsing policy amendment proposals arising from those governance committees.
12. Establish 'link governor' roles as may be necessary and receive reports at least once each year from each link governor.
13. Carry out an annual assessment of governors' skills and training, to ensure that:
 - the FGB has required skills/knowledge;
 - governors are undertaking all recommended training.
14. Carry out an annual self-assessment of the FGB's effectiveness.

Modus Operandi

1. The FGB shall meet at least once each term.
2. Governors will, each school year, elect a chairman and vice-chairman. In absence of the chairman for a particular meeting, the Governors present will elect another Governor to act as chairman for that meeting.
3. Non Governors may be invited to attend FGB meetings.
4. The agenda for each meeting shall be sent no less than 5 days prior to the meeting.
5. Where practical, pre-read material will be circulated 5 days prior to the meeting.
6. Matters requiring a decision by governors will be determined by a majority of the votes of Governors present and voting on the question. Every governor shall have one vote. Where there is an equal division of votes, the chairman of the meeting shall have a casting vote in addition to any other vote he may have.
7. Governors who have an actual or potential conflict of interest regarding any matter to be discussed will declare this and must absent themselves from the relevant discussion.

8. Minutes of each meeting will be taken by the Clerk and will be signed by the chairman at the next FGB meeting.

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of governors' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, if they do not adequately record a sense of the governors' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of governors' input to the management of the school.