



# GP15– Governing Body



<b>Last Review Date</b>	November 2020	<b>Next Review Date</b>	November 2021
<b>Leader of Policy Review</b>	Chair of Governors, Clerk to Governors		
<b>Associated Policies</b>	Freedom of Information Publication Scheme		

## INSTRUMENT OF GOVERNMENT

The name of the school is ALUN SCHOOL. The school is a community school. The name of the governing body is ALUN SCHOOL GOVERNING BODY. The Alun School Governing Body shall consist of up to 20 members, as follows:

- a) Six Parent Governors  
Mr. A. Davies, Mr. P. Hughes, Mr. J. Rice-Jones, Mr. M. Sephton, Mrs. S. Shore, Mrs. J. Swash
- b) Five LA Governors  
Mrs. A. Danson, Dr. G. Sherwood, Mrs. J. Holmes, Mr. G. Ravenscroft, Mrs. N. McCann
- c) Two Teacher Governors  
Mrs. N. Robinson-Powell, Mr. J. Bourke-Bennett
- d) One Staff Governor  
Mrs. E. Manning
- e) Five Community Governors  
Dr. R. Cracknell, Mr. A. Crosby, Mrs. T. Gilliland, Dr. D. Pyke, Mrs. B. Stark
- f) One Headteacher Governor  
Mrs. J. Cooper
- g) Two Associate Pupil Governors

## MEETINGS

Full Governors Meetings are held once each term. The quorum for a meeting of the full governing body and for a vote on any matter is one half (rounded up to a whole number) of the membership of the governing body, excluding associate pupil governors, vacancies and any governor who may be suspended.

The clerk to the Governors is Mrs. A. Flint. Minutes of meetings are published in accordance with the Freedom of Information Publication Scheme. Copies are available on request.

## TERMS OF REFERENCE

The Governing Body will meet at least once per term to:

- Consider matters relating to the governing body, including the annual appointment of Chair and Vice-Chair, formation of committees, arrangements for vacancies and induction of new governors, and arrangements for the clerk to the governors

- Appoint a nominated governor(s) with responsibility for Additional Needs and Child Protection, and allocate responsibilities to members of the governing body for liaison with school departments
- Receive the reports of the Headteacher and the Governor Committees
- Issue an Annual Report to Parents and a School Prospectus, and make arrangements for the Annual Meeting with Parents
- Scrutinise and adopt the School Development and Improvement Plan (SDIP), review Self-Evaluation Forms (SEF), and receive and review other strategic documents or policies in relation to statutory requirements
- Keep under review all matters relating to staffing and personnel
- Review matters relating to students' behaviour and attendance, and receive a report from the Headteacher relating to exclusions
- Maintain a file of pecuniary interest declarations, and monitor any governor expenses
- Organise access to support and training for governors

### **Link Governor Role and Protocol**

Each member of the Governing Body will have links with one or more departments in order that they may collectively maintain an up-to-date knowledge and understanding of the curriculum, delivery models, and modes of assessment. Protocols for the roles of link governors are contained in a separate document.

Visits to the school to meet Heads of Department should be arranged via the Headteacher. The purpose of each visit should be agreed in advance and will primarily focus upon maintaining a good working knowledge of the relevant subjects.

If invited into a classroom environment, governors should remember that they are not an inspector. If there are any concerns arising from a visit, matters should be taken up with the Headteacher at a later date rather than commenting directly to the staff or students.

### **COMMITTEES**

The Governing Body maintains a number of committees. Terms of Reference for each committee, including current membership, are contained in separate documents.

- Development and Evaluation Committee (Curriculum)
- Finance and Personnel Committee
- Buildings and Health & Safety Committee
- Staff Disciplinary and Dismissal Committee
- Staff Disciplinary and Dismissal Appeals Committee
- Pupil Disciplinary and Exclusions Committee
- Headteacher and Deputy Head selection panel (as appropriate)
- Complaints Committee
- Headteacher Performance Management Appraisers and Appeals Committee
- Pay Review Committee
- Performance Management Appeals (Teachers) Committee
- Staff Grievance and Staff Grievance Appeals Committees