

Governance Policy

Role of the Governing Body

1. The role of the Governing Body is to provide strategic direction to the school. This is primarily done in the following ways:
 - Agreeing the School's overall objectives and setting the short and medium-term strategy to implement these.
 - Ensuring that charitable objects remain relevant and are being met
 - Ensuring the School promotes high standards of vocational and academic achievement and monitoring these
 - Ensuring that actions are taken to ensure the welfare, health and safety of children attending the School
 - Approving the School's budget and monitoring its financial position
 - Monitoring the School's compliance with legal and regulatory requirements
 - Identifying and reviewing major risks
 - Handling complaints, where necessary, impartially and effectively
 - Appointment of the Principal, Deputy Principal and School Business Director and regulating staff conduct and discipline
 - Recruiting new board members and having a process for succession planning in order to meet the school's needs in terms of skills, experience and diversity
2. The day to day management of the school is the responsibility of the Principal and senior staff operating in accordance with the policies and budgets set out by the Governing Body.
3. Members of the Governing Body are Directors of the company and therefore bound by the relevant statutory requirements. They are also Trustees of the charity and similarly subject to the guidelines issued by the Charity Commission.

Appointment of Governors

4. Governors shall have the power to appoint persons who are able and willing to be a governor. The articles provide for a Governing Body of not less than four, and shall not be subject to a maximum.
5. Initial appointment is for a five year term commencing from the date of the full governing body meeting following appointment.

Selection Criteria

6. Governors are appointed on the basis of their skills, expertise and experience which are expected to be of relevance to the school's activities. In making appointments the Governing Body will endeavour to ensure a proper balance of skills, expertise and background on the Board. Safer recruitment procedures are applied to all newly appointed governors.

Recruitment Process

7. Nominations for proposed new governors can be made at any time by any individual connected with the school; occasionally nominations may be sought through advertising.
8. Candidates will be invited to meet the Chair and Principal informally prior to an interview by a small panel of Governors chaired by the Chair.

Term of Office

9. A governor shall hold office for five years from the date of his appointment at the end of which he shall be eligible for re-appointment for one only further term of five years.
10. Having served their maximum term of office of ten consecutive years shall not be eligible for re-appointment until one year after their retirement as a Governor, unless, in exceptional circumstances, the Governors resolve that their term of office may be extended by up to three years.

Appointment of Chair and Deputy Chair

11. The Governors may elect from their number a Chair and Deputy Chair (and may determine for what period they are to hold office) and the Governors may remove a person from such office at any time. A Chair or Deputy Chair elected without any determination of the period for which he is to hold office shall, unless previously removed from such office, serve for a term of three years if and for so long as he shall remain a Governor. A retiring Chair and Deputy Chair may be re-elected.
12. The Chair and Deputy Chair may be reappointed to serve not more than three terms in total so long as they are already a Governor and remain a Governor. The Chair/Deputy Chair position does not extend their term of office unless resolved in exceptional circumstances by the other Governors.

Personnel Functions

13. The Governing Body will pay particular attention to succession planning (for the posts of both the Chair and Principal) and to ensuring that appropriate opportunities for the personal development of both Governors and senior staff are identified and implemented.

Sub Committees

14. The Governing Body may appoint such Sub Committees as it wishes, and determine their Terms of Reference and membership. Sub Committees shall consist of three or more persons appointed by the Governors of whom at least one must be a Governor.
15. The Principal, Deputy Principal, and Business Director will attend all meetings of the Governing Body and the Sub Committees, and the Sub Committees have the right to invite any other appropriate members of staff. However the Chair of the Governors, and of the relevant Sub Committees, may exclude any member of staff from any part of the meeting if considered appropriate.

Operational Procedures

16. The Business Director as Clerk will provide secretarial services for the Governing Body and will be responsible for maintaining the Minutes and Papers of all meetings of the Governing Body. The Chairs of the Sub-Committees will determine the arrangements for servicing their committees.
17. The Agenda and papers for meetings should normally be circulated one week in advance of meetings. All Governors will receive copies of all papers for all meetings (i.e. including Sub-Committees), and will be entitled to attend any Sub-Committee meeting even if they are not a member of that Sub Committee.
18. Meetings of the Governors and Sub-Committees will be held at the school and in exceptional circumstances online, but the Governing Body may hold occasional strategy discussions off site.
19. The Governing Body will carry out regular self-evaluations in order to ensure that it is an effective body.
20. The Business Director, as Clerk to the Governing Body, will keep the provisions of this policy under review and liaise with the Chair as appropriate; as part of this role he will be responsible for managing the self-evaluation process referred to in paragraph 19.