



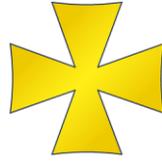
The Grammar School of King Edward VI at Stratford-upon-Avon is an academy established under the Academies Act 2010. This School Governance Policy complies with the Articles of Association and is guided by the good governance advocated by the Academy Trust Handbook.

In the event of any conflict between this Policy and the Articles then the terms of the Articles shall prevail.

This policy ensures that the responsibilities of the Governing Body, its groups and committees, the Headmaster and staff are clearly defined and that the limits of the delegated authority are firmly established.

Contents

Page 3	Full Governing Body (FGB)
Page 7	Leadership and Management Group (L&MG)
Page 9	Education Group (EG)
Page 11	Finance and General Purposes Group (F&GP)
Page 13	Health and Safety Committee
Page 14	Appendix A - King Edward VI School Governors
Page 15	Appendix B – Governor Group Membership
Page 16	Appendix C - Governor Job Description



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

Full Governing Body (FGB)

Composition

All Members of the Academy Trust shall be Governors. The following composition currently complies with articles 45-81. The Full Governing Body comprises:

2 Elected Parent Members/Governors who are elected to serve an initial four year term which is renewable. They will however relinquish their role at the Academy AGM following their child leaving the School.

3 Elected Staff Governors (the intention being to include one member of the Support Staff) who are elected to serve a four year term which is renewable.

10 Appointed Members/Governors appointed by Members/Governors who serve a four year term. Three of these Governors at the time of their initial appointment will be parents of existing students. Appointed Governors will be selected at the Academy AGM. Each appointee will be proposed and seconded by other Members/Governors and selected by a majority vote in favour. They may serve up to a maximum of four continuous terms from the date of their initial appointment (as either a Parent/Staff or Appointed Governor).

The Headmaster

The total number of Governors is therefore normally **16**.

Details of the current governors at the date of adoption of this policy and dates relevant to their (re)-appointment appear at Appendix A hereto.

Full Governing Body (FGB) Terms of Reference

The FGB shall ideally meet four times in each academic year. Twice in the Michaelmas term, once in the latter half of the Lent Term and once in the latter half of the Summer Term.

The FGB has decided that they should be solely responsible for the following matters (which comply with articles 94-97):

- the School Strategic and Development Plans.
- the financial management of the School.
- approving the School budget and annual accounts.
- reviewing School budget monitoring reports from the Finance and General Purposes Group.
- the School income and expenditure, balance sheets and cash flows, having liaised with Trustees regarding the strategic financial position and priorities.
- the appointment and review of professional advisors (including auditors).
- personnel (with advice from the Leadership and Management Group)
- the procedure in pecuniary interest matters.
- accepting tenders above an agreed figure proposed by the Finance and General Purposes Group.
- election and removal of Chairman and/or Deputy Chairman.
- setting up of groups and decisions on what should be delegated (within these regulations) and to whom
- the annual review of the following mandatory policies:

School Governance

Mission Statement

Safeguarding

Whistleblowing

The FGB has also decided that they should be solely responsible for additional matters which are identified in Governors' Group's Terms of Reference (see later). Whilst the FGB has not delegated responsibility for these matters, the different Governors' Groups are responsible for producing proposals relating to these matters for consideration by the FGB.

Governors' Group Structure

The following Governors' Group Structure complies with articles 101-103

Objectives of the Structure

- To establish a framework for effective delegation and decision-making.
- To provide regular reports to the Full Governing Body (FGB).
- To provide a clear audit trail for each decision of the FGB .
- To free the FGB for policy making.
- To provide opportunities for the debate of key issues.
- To provide for the full involvement of all Governors in the decision-making process.
- To strengthen the partnership between Governors and the School
- To support the Headmaster and the staff.
- to ensure conformity with legislation and (where appropriate) with guidelines through detailed scrutiny of proposals.
- To promote efficient communication between Governors' Groups and with the FGB.

Governor Groups (Standing)

The Governors' Groups shall meet half-termly in advance of the termly meeting of the FGB (Meeting 2 of the Michaelmas Term). Every Governor shall be a member of at least one of the following groups:

- **Leadership and Management Group** (Five Governors plus the Headmaster)
- **Education Group** (Five Governors plus the Headmaster and the Deputy Headmasters)
- **Finance and General Purposes Group** (Five Governors plus the Headmaster and the Bursar)

The FGB appoints members to each Governor Groups. Each Group shall elect its own Chairman. The Chairman of Governors shall not be Chairman of any Governor Group. Governor Groups act with the authority of the FGB but each Chairman must provide a detailed report of activities and any recommendations to each FGB meeting.

Ad Hoc Committees

- **Disciplinary**

This committee shall be chosen from members of the FGB, excluding the Headmaster and staff members.

- **Exclusion Appeals**

This committee will hear appeals relating to exclusions in accordance with legislation, guidelines and good practice. This Committee shall include governors appointed by the FGB in accordance with current regulations.

- **Health and Safety**

This is a sub-committee which reports to the Finance and General Purposes Group (See Terms of Reference).

Link Governors

All Governors are allocated to departments in the School to act as a Link Governor (as outlined in the Link Governor Procedures).

The aims of the Link Governor Programme are:

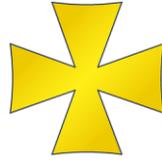
- To enable Governors to know and understand more about the day-to-day work of the School;
- To triangulate evidence between Governors, SLT and staff.
- To establish another opportunity for Governors and staff to meet and discuss issues concerning the School and its development.
- To enable staff to share and celebrate the success of their work.
- To be involved, where possible, in the appointment of new teaching staff within subject areas.

Governor Agreement

All Governors will sign an agreement to adhere to this policy, the Articles of Association and to uphold the Nolan Standards of Public Life. To comply with article 79 all Governors will complete an enhanced DBS check before taking up office.

Responsible Officer

The FGB will appoint a Responsible Officer (“RO”) to provide an independent oversight of the Academy’s financial affairs as set out in the Academies Financial Handbook (“Handbook”). The RO will report to the Finance and General Purposes Group. The Responsible Officer will not be a Member of the Academy or a Governor. For further information see paragraphs 2.14 and 2.15 of the Handbook.



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

Leadership and Management Group (L&MG) **Terms of Reference**

Section 1

The FGB has decided that it should be solely responsible for the matters listed in Section 1 and will not delegate responsibility for them. However, the responsibility for producing proposals relating to these matters for consideration by the FGB is delegated to this group.

- Establishment, alteration or discontinuance of the school as an Academy.
- Times of School sessions (and dates of terms and holidays).
- Headmaster, Deputy Head and Bursar Appointments.
- Annual review of mandatory policies allocated to the Leadership and Management Group in the Michaelmas Term.

Section 2

The Headmaster has powers in relation to the day-to-day management of the School and staff by virtue of his office. He is responsible for the appointment of all staff except for Deputy Head and Bursar posts and his successor.

Section 3

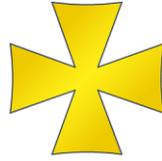
The Group's responsibilities are:-

- To act as a Pay Policy Committee.
- To receive from the Headmaster and consider his evaluation of the achievement of objectives within the School Development Plan.
- To deal with Admissions (with delegated responsibility to an Admissions Committee for Sixth Form admissions on and after GCSE Results Day and for In-Year Applications).
- Site Developments to include liaison with Trustees.
- In accordance with relevant legislation, guidelines and good practice, to advise as required on:-
 - i. The appointment of other members of staff (the Headmaster may invite Governors to assist him in making any particular appointment).
 - ii. Staff Discipline

iii. Staff Appeals

iv. Staff Grievances

- To oversee the implementation of the governors' responsibilities for the provision of information to parents and the DfE.
- To appoint, as necessary, the following committees. Three Governors shall be chosen by the group for the primary hearing and a further three for the appeal.
 - Salary Assessment – First and Appeal Committees
 - Redundancy – First and Appeal Committees
 - Staff Dismissal – First and Appeal Committees
- To invite the Chairman of Trustees to attend Group meetings as an advisor with non-voting rights.



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

Education Group (EG) Terms of Reference

Section 1

The FGB has decided that it should be solely responsible for the matters listed in Section 1 and will not delegate responsibility for them. However, the responsibility for producing proposals relating to these matters for consideration by the FGB is delegated to this group.

- Curriculum
- Homework
- Assessment
- Annual review of mandatory policies allocated to the Education Group in the Michaelmas Term.

Section 2

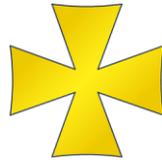
The Headmaster has powers in relation to the day-to-day management of curriculum and pastoral matters by virtue of his office and he shares this responsibility with the Deputy Headmasters (Academic and Pastoral).

Section 3

The Group's responsibilities are:-

- To receive from the Deputy Headmasters (Academic and Pastoral) and consider their evaluation of the achievement of objectives within the School Development Plan.
- To monitor and evaluate on a continuing basis the implementation of measures for improving the academic performance of the School.
- To advise on matters such as option choices and their management, the range of options available and the viable size of sets.
- To advise on non-confidential aspects of staffing policy, including those concerning the appointment of new members of teaching staff.
- To receive safeguarding updates from the Designated Safeguarding Lead.

- To review annually the Safeguarding Policy in the Michaelmas Term and make recommendations for the approval by the Full Governing Body.
- To have responsibility for E-Safety and attendance.
- To carry out any other curriculum tasks pupil-related tasks delegated by the FGB.
- To agree, and recommend to the FGB, a draft action plan following Ofsted and other inspections, and to carry out the Governors' other statutory responsibilities in relation to the inspection of schools.



KING EDWARD VI SCHOOL
SHAKESPEARE'S SCHOOL

Finance and General Purposes Group (F&GP)
Terms of Reference

Section 1

The FGB has decided that it should be solely responsible for the matters listed in Section 1 and will not delegate responsibility for them. However, the responsibility for producing proposals relating to these matters for consideration by the FGB is delegated to this group.

- Compliance with articles 126-128 (relating to Accounts, Annual Report and Annual Return).
- School Premises (excluding site development).
- Annual review of mandatory policies allocated to the Finance and General Purposes Group in the Michaelmas Term.
- Risk (including risk register).
- IT.

Section 2

The Headmaster has responsibility, which he shares with the Bursar, for:

- managing the overall school budget.
- managing the specific budgets for staffing, maintaining the premises and administration costs.
- Authorising non-budgeted items of expenditure up to £5,000, with items above £2,000 being notified to the Finance and General Purposes Group. Spending above this must be approved by the Finance and General Purposes Group on behalf of the FGB.
- authorising suppliers' orders within the budget to the value of £500-£2000 .
- ensuring that sound financial controls are in place.
- reporting to the Finance and General Purposes Group each term on the budget performance and anticipated spending.

The Headmaster and Chairman of Governors shall be jointly authorised to:

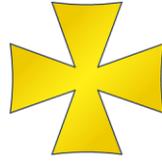
- receive and open tenders.

- negotiate more favourable terms of tender.
- accept tenders within limits prescribed by the F&GP Group.

Section 3

The Group's responsibilities are:-

- To receive from the Bursar and consider his evaluation of the achievement of objectives within the School Development Plan.
- To recommend annually to the FGB the budget for the following year and to make recommendations to the FGB, as necessary, for any variation to the budget during the year.
- To advise the FGB on the financial management of the School.
- To monitor income and expenditure, balance sheets and cash flows against budget during the year and to report thereon at least termly to the FGB. Power to approve non-budgeted items, recommended by the Headmaster, in cases of emergency, may be delegated to the Chairman of the Group and the Chairman of the Governing Body.
- To ensure that voluntary funds are monitored and satisfactorily audited for presentation to the FGB.
- To ensure that the School complies with DfE financial and legal requirements, and with statutory requirements for dealing with quotations and contracts.
- To ensure a register of the pecuniary interests of governors and staff is kept.
- To receive from the Bursar, via the Group Chairman and Deputy Chairman, a monthly report with detailed statements setting out expenditure against budget and identifying any virements.
- To decide the procedure to be used to control all payments and all receipts of monies, to approve the level of petty cash, and to determine the records to be maintained.
- To review insurance needs annually and to ensure that appropriate insurance cover is provided.
- To receive from the Bursar and to make an appropriate recommendation to the FGB, a three-year costed and prioritised programme of maintenance, developments and operations and to update it annually.
- To review annually, or if necessary more frequently, the lettings charges for the School premises and properties, including the playing field and the Levi Fox Hall and to make recommendations on these to the FGB.
- To monitor termly the operational costs of premises, including energy consumption.



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

Health and Safety Committee Terms of Reference

This is a sub-committee which reports to the Finance and General Purposes Group.

The committee's responsibilities are:-

- To receive a termly report from the Bursar on Health and Safety matters.
- To monitor the management of Health and Safety within the School and to advise the F&GP on any additional action that may be required.
- To carry out the FGB's responsibilities in relation to the security of School premises and equipment.
- To ensure that conditions, equipment and practices in the areas of teaching and of administrative and support staff, whether directly or indirectly employed, meet the requirements of Health and Safety legislation and all relevant statutory guidelines and good practice.
- To ensure continuing adherence to the School Health and Safety Policy at all times and review the same on an annual basis.
- To undertake Health and Safety related tasks that may be delegated from time to time by the FGB.

Appendix A

King Edward VI School Governors

	<u>Appointed</u>	<u>Re-</u> <u>appointed</u>	<u>Expiry of</u> <u>Office</u>	<u>Eligible</u>
Appointed Governors				
Mr V.G.F. Matts	Oct 2013	Dec 2017	Dec 2021	Dec 2029
Mr M.D. Evans	Dec 2016	Dec 2020	Dec 2024	Dec 2032
Mrs A.F. Fairbairn	Dec 2017		Dec 2021	Dec 2029
Dr M.A. Fenton	Dec 2019		Dec 2023	Dec 2035
Prof. P.N. Johnson	Dec 2019		Dec 2023	Dec 2035
Mr J.A. Jones	July 2014	Dec 2018	Dec 2022	Dec 2030
Mrs J. Short	Dec 2017		Dec 2021	Dec 2033
Mrs E.J. Speechley	Dec 2016	Dec 2018	Dec 2022	Dec 2030
Mrs P.A. Streeter	Apr 2019		Dec 2022	Dec 2034
Mr P.P. Swann	Dec 2019		Dec 2023	Dec 2035
Elected Parent Governors				
	<u>Elected</u>	<u>Re-election</u>	<u>Expiry of</u> <u>Office</u>	
Mr P.A. Maundrill	Dec 2017		Dec 2021	
Mr A.J.M. Blann	Dec 2018		Dec 2022	
Elected Staff Governors				
	<u>Elected</u>	<u>Re-election</u>	<u>Expiry of</u> <u>Office</u>	
Mr S.P. McCrink	Dec 2017		Dec 2021	
Mr N.P. Treble	Dec 2018		Dec 2022	
Mrs F.J. Roberts	Dec 2020		Dec 2024	
Headmaster				
Mr B. Carr	<u>Appointed</u> Oct 2010	Ex-Officio Governor		

Former Elected Parent Governors

Mrs F. Fairbairn 2013-17, Mrs E.J. Speechley 2016-18

Appendix C

Governor Group Membership

Leadership and Management Group

Mr M.D. Evans (Chair)
Mr V.G.F. Matts
Mrs J. Short
Mrs E.J. Speechley
Mr P.P. Swann
Headmaster

In attendance:
Mr A.P. Bird (Chair of Charity Trustees)

Education Group

Dr M.A. Fenton (Chair)
Mr A.J.M. Blann
Mrs A.F. Fairbairn
Mr S.P. McCrink
Mr N.P. Treble
Headmaster

In attendance:
Mr P.E. Mills (Deputy Headmaster – Pastoral)
Mr T.W. Walton (Deputy Headmaster – Academic)

Finance and General Purposes

Mr J.A. Jones (Chair)
Prof. P.N. Johnson
Mr P.A. Maundrill
Mrs F.J. Roberts
Mrs P.A. Streeter
Headmaster

In attendance:
Mr M.D. Hawley (Bursar)

Appendix C

Governor Job Description

King Edward VI School, Stratford is a selective boys' grammar school with a co-educational sixth form. It serves South Warwickshire and the surrounding adjacent counties. Legally it is a company (*The Grammar School of King Edward VI at Stratford upon Avon* - Trading as "*King Edward VI School*") which is limited by guarantee. It is also a charity and is not registered for VAT. The Full Governing Body (FGB) is answerable to the Secretary of State for Education. Our annual income comes from Government with approximately 10% derived from the Guild and College Estates of Stratford, disbursed by the Stratford Town Trust to the Trustees of King Edward VI Grammar School (a separate charity, and thence to the Academy Trust.)

All Governors of the School are Directors of the Company and the Bursar fulfils the role of Company Secretary. The Company submits Annual Report and Financial Statements for years ending 31st August by 31 December to the Department for Education and Companies House.

Governors must be eligible to be Company Directors and Charity Trustees.

As a Governor you will be expected to contribute to the work of the FGB in ensuring high standards of achievement for all students in the School by:

- ensuring clarity of vision, ethos and strategic direction
- holding the Senior Leadership Team (SLT) led by the Headmaster to account for the educational performance of the School and its students, and the performance management of staff
- overseeing the financial performance of the School and making sure its money is well spent

As part of the FGB, a Governor is expected to:

1. *Contribute to the strategic discussions at FGB meetings which determine:*

- the vision and ethos of the School
- clear and ambitious strategic priorities and targets for the School
- that all children, including those with Special Educational Needs and disabilities, have access to a broad and balanced curriculum
- the School's budget, including the expenditure of the Student Premium allocation
- the School's staffing structure and key staffing policies
- the principles to be used by SLT to set other School policies

2. *Hold SLT to account by monitoring the School's performance; this includes*

- agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the School development plan
- considering all relevant data and feedback provided on request by School leaders and external sources on all aspects of School performance
- asking challenging questions of Headmaster and SLT

- ensuring SLT have arranged for the required audits to be carried out and receiving the results of those audits
 - ensuring SLT have developed the required policies and procedures and the School is operating effectively according to those policies
 - acting as a Link Governor to departments within the School.
 - listening to and reporting to the School's stakeholders: students, parents, staff, and the wider community.
3. *Ensure the School staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and Continuing Professional Development (CPD), and suitable premises and that the way in which those resources are used has impact.*
4. *When required, serve on panels of Governors to:*
- appoint the Headmaster and other senior leaders
 - appraise the Headmaster
 - hear the second stage of staff grievances and disciplinary matters
 - hear appeals about student exclusions and parental complaints

The role of a Governor is largely a thinking and questioning role, not a “doing” role.

Time Commitment

The FGB meets four times per year (twice in the Michaelmas Term, the latter meeting incorporating the Annual General Meeting of the Academy and once per term in the Lent and Summer terms). These meetings are held at the School at 6.00pm and usually last approximately two hours.

The FGB tries to ensure that at least one Governor is present at each of the Parents' Evenings. This is approximately 1.5 hours (see below).

Much of the Governance of the School is delegated by the FGB to three Governor Groups, which meet half-termly, separately from the FGB. Governors are assigned to one of these Groups.

These are:

- Leadership and Management Group
- Education Group
- Finance and General Purposes Group

Interaction with Parents

The FGB tries to ensure that at least one Governor is present at each of the Parents' Evenings. They are able to converse informally with students and their parents/carers/guardians. Further there is a Parents Forum, usually held in January, to which all the FGB is invited; parents can question the Headmaster, Senior Leadership Team and the Chairman of the FGB.

The role of a Governor is likened to a non-executive director role, being a “critical friend” to the Headmaster, SLT and School

A Governor does not:

- write School policies
- undertake audits of any sort – whether financial or health & safety - even if the Governor has the relevant professional experience
- spend much time with the students of the School – if you want to work directly with children, there are many other voluntary valuable roles within the School
- fundraise – this is the role of our Parent Associations (viz the Friends of King Edward School - FoKES, SportKES and the Friends of the Performing Arts (Faux Pas) – the FGB should consider income streams and the potential for income generation, but not carry out fundraising tasks
- undertake classroom observations to make judgements on the quality of teaching – the FGB monitors the quality of teaching in the School by requiring data from the senior staff and from external sources
- do the job of the School staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the FGB need to consider and rectify this

Term of Appointment

All Governors are elected/appointed for a four year term (but see below for Parent Governors). The term of office terminates with the Annual General Meeting (AGM) of the Academy Trust Company in December. Governors may be re-appointed/re-elected to serve for a maximum of four continuous terms - including terms spent as Parent Governor