



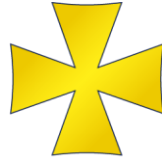
The Grammar School of King Edward VI at Stratford-upon-Avon is an academy established under the Academies Act 2010. This School Governance Policy complies with the Articles of Association and is guided by the good governance advocated by the Academy Trust Handbook.

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.

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# 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 Plan and subsequent Implementation 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 Governor 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)**

Finance and General Purposes Group shall meet half-termly. The Leadership & Management and Education Groups shall meet half-termly in the Michaelams Term and termly in Lent and Summer Terms. 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, the Second Master and Deputy Headmaster – (Academic))
- **Finance and General Purposes Group** (Five Governors plus the Headmaster and the Bursar)

The FGB appoints Governors 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:

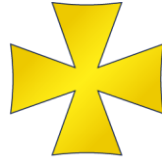
- To enable Governors to know and understand more about the day-to-day work of the School;
- To triangulate evidence between Governors, SLT and staff.
- To establish another opportunity for Governors and staff to meet and discuss issues concerning the School and its development.
- To enable staff to 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.



# KING EDWARD VI SCHOOL

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## **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, Second Master, Deputy Headmaster (Academic) 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 Second Master, Deputy Headmaster (Academic) and Bursar posts and his successor.

### **Section 3**

The Group's responsibilities are:-

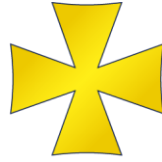
- To act as a Pay Policy Committee.
- To receive from the Headmaster and consider his evaluation of the achievement of objectives within the School Implementation Plan.
- To deal with Admissions (with delegated responsibility to an Admissions Committee for Sixth Form admissions on and after GCSE Results 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

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## 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

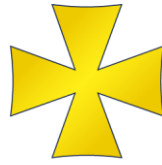
The Headmaster has powers in relation to the day-to-day management of curriculum and pastoral matters by virtue of his office and he shares this responsibility with the Second Master and Deputy Headmaster (Academic).

### Section 3

The Group's responsibilities are:-

- To receive from the Second Master and Deputy Headmaster (Academic) and consider their evaluation of the achievement of objectives within the School Implementation 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**  
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**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 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 on non-budgeted items 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 £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:

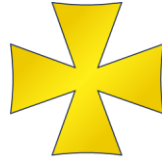
- receive and open tenders.
- negotiate more favourable terms of tender.

- 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 Implementation 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.



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## **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-appointed</u>	<u>Expiry of Office</u>	<u>Eligible</u>
<b>Appointed Governors</b>				
Mr V.G.F. Matts	Oct 2013	Dec 2021	<b>Dec 2025</b>	Dec 2029
Mr A.J.M. Blann	Dec 2022		<b>Dec 2026</b>	Dec 2034
Mr R.M.M. Drain	Dec 2023		<b>Dec 2026</b>	Dec 2038
Mr M.D. Evans	Dec 2016	Dec 2020	<b>Dec 2024</b>	Dec 2032
Mrs A.F. Fairbairn	Dec 2017	Dec 2021	<b>Dec 2025</b>	Dec 2029
Dr M.A. Fenton	Dec 2019	Dec 2023	<b>Dec 2027</b>	Dec 2035
Prof. P.N. Johnson	Dec 2019	Dec 2023	<b>Dec 2027</b>	Dec 2035
Mrs J. Short	Dec 2017	Dec 2021	<b>Dec 2025</b>	Dec 2033
Mr P.A. Maundrill	Dec 2021		<b>Dec 2025</b>	Dec 2033
Mr P.P. Swann	Dec 2019	Dec 2023	<b>Dec 2027</b>	Dec 2035
<b>Elected Parent Governors</b>				
	<u>Elected</u>	<u>Re-election</u>	<u>Expiry of Office</u>	
Mrs J.K. Gallagher	Dec 2021		<b>Dec 2025</b>	
Mr I. Pavey	Dec 2022		<b>Dec 2026</b>	
<b>Elected Staff Governors</b>				
	<u>Elected</u>	<u>Re-election</u>	<u>Expiry of Office</u>	
Mr S.P. McCrink	Dec 2017	Dec 2021	<b>Dec 2025</b>	
Mr B.L. Lanoe	Dec 2023		<b>Dec 2027</b>	
Mrs F.J. Roberts	Dec 2020		<b>Dec 2024</b>	
<b>Headmaster</b>				
Mr B. Carr	<u>Appointed</u>			
	Oct 2010	Ex-Officio Governor		

#### **Former Elected Parent Governors**

Mrs A.F. Fairbairn 2013-17, Mr P.A. Maundrill 2017-21, Mr A.J.M. Blann 2018-22

#### **Former Co-Opted Governor**

Mr R.M.M. Drain 2022-23

## **Appendix B**

### **Governor Group Membership**

#### **Leadership and Management Group**

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

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

#### **Education Group**

Dr M.A. Fenton (Chair)  
Mrs A.F. Fairbairn  
Mrs J.K. Gallagher  
Mr I Pavey  
Mr B.L. Lanoe  
Headmaster

In attendance:  
Mr T.M. Walton (Second Master)  
Mr S.P. McCrink (Deputy Headmaster – Academic)

#### **Finance and General Purposes**

Mr P.A. Maundrill (Chair)  
Mr A.J.M. Blann  
Mr R.M.M. Drain  
Prof. P.N. Johnson  
Mrs F.J. Roberts  
Headmaster

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