

Membership and Terms of Reference of the Governing Body of Mary Rose Academy

Membership of the Governing Body

The Governing Body will have a membership of twelve, comprising:

- the Headteacher;
- a teaching staff governor, elected by and from the teaching staff at Mary Rose Academy;
- another staff governor who may be a second teaching staff governor or a support staff governor, elected by and from the support staff at Mary Rose Academy;
- four parent governors, elected by and from the parents of pupils at Mary Rose Academy
- five co-opted governors.

With the exception of the headteacher, members of the Governing Body will serve for a period of three years and will be eligible for re-election.

The Governing Body may appoint associate governors, who may attend meetings of the Governing Body and/or its sub-committees and may participate in any discussions that take place at these meetings. However, associate governors will not have the right to vote at meetings of the Governing Body or of its sub-committees.

Meetings of the Governing Body

The Governing Body will normally meet five times during the school year. The dates/times of these meetings will be agreed before the end of the previous school year. Other meetings may be held for specific purposes such as training, as agreed from time to time by the Governing Body.

In exceptional circumstances, the headteacher and chair of governors may call an extra-ordinary meeting of the Governing Body and will ensure that at least two weeks' notice is given of any such meeting. An extra-ordinary Governing Body meeting will also be held if a minimum of four governors request such a meeting.

The Board of Solent Academies Trust will appoint a chair and a vice-chair of the Governing Body, who will serve for a period of two years and may stand for re-appointment. Neither the headteacher nor the staff governors will be eligible for appointment as Chair or Vice Chair.

Meetings of the full Governing Body will be chaired by the Chair of Governors or, in her/his absence, by the Vice-Chair. If both the Chair and the Vice-Chair are absent, the Clerk to the Governors will take the chair to oversee the election of an alternate chair. Neither the headteacher nor the staff governors will be eligible for election as an alternate chair.

All decisions of any quorate meeting of the Governing Body will be made on the basis of a majority of the votes of those governors present and voting. In the case of a tied vote, the Chair (or the governor who is acting as Chair) will have a (second) casting vote.

The quorum for meetings of the full Governing Body will be 50% (rounded up to the nearest whole number) of the current membership, excluding any vacancies that may exist.

The Governing Body will appoint a Clerk who will attend all meetings of the Governing Body and its sub-committees and will:

- convene meetings of the Governing Body and its sub-committees;
- circulate agenda papers at least a week in advance of the relevant meeting;
- record attendance by governors at all meetings;
- ensure that accurate minutes of meetings are taken and maintained;
- maintain a register of Governing Body members and report forthcoming elections/re-elections and existing vacancies to the Governing Body;
- ensure that members of the Governing Body complete the Register of Members' Interests form on an annual basis;
- ensure as far as possible that the work of the Governing Body is conducted within the law.

If for any reason the Clerk is absent, the headteacher and chair of governors will ensure that another suitably qualified and experienced person provides clerking support for meetings.

The Chair or Vice-Chair have the power to carry out the functions of the Governing Body in circumstances where a delay in exercising a function is likely to be seriously detrimental to:

- the interests of the Academy
- a pupil at the school or the parent/s or carer/s of a pupil;
- a member of the school staff.

In cases where the Chair or Vice-Chair has made use of this power, a full report must be made to the Governing Body in respect of any actions taken or decisions made.

The following functions may not be carried out by the Chair or Vice-Chair on behalf of the Governing Body:

- matters relating to the alteration and closure of the Academy;
- any change of school category;
- approval of the annual budget;
- changes to policies relating to discipline and admissions.

Terms of Reference of the Governing Body

The Governing Body of the Mary Rose Academy operates under the remit of the Solent Academies Trust (the Trust) and is accountable to the Trust for the efficient and effective use of the school's resources and the maintenance of high standards.

The Governing Body will monitor, support and challenge the headteacher and other members of the senior leadership team to ensure that Mary Rose Academy strives for continuous improvement in the quality of the learning and teaching it offers and for the highest levels of attainment and progress to ensure that its pupils achieve their individual potential.

The Governing Body will:

- oversee all matters relating to budgeting, finance, staffing and the estate and to make recommendations to the Trust as appropriate;
- approve an annual budget in line with the agreed timetable set down by the Trust;
- monitor and review the budget throughout the financial year and approve relevant adjustments as appropriate;
- ensure that the Academy provides a broad and balanced curriculum for all its pupils;
- consider and review the services provided by partner organisations and other agencies and make recommendations to the Trust as required;
- provide guidance and support to the headteacher and members of the senior leadership team in all matters relating to the monitoring of pupil progress and outcomes;
- discuss and approve the school development plan and monitor the progress made in meeting its key priorities and targets;
- receive reports from the Learning, Progress and Pupil Support Committee (see below) and other sub-committees that may from time to time be

established by the Governing Body and approve any actions required arising from such reports;

- ensure that robust monitoring systems are in place, including the use of appropriate bench marking data, in order to measure the progress and impact of key priorities and make relevant recommendations to the Trust on any actions required to improve pupil outcomes;
- review feedback from stakeholders and agree appropriate actions as required;
- agree a schedule for the review of the Academy's policies and discuss and agree any amendments to individual policies in line with this review schedule.

Sub-Committees of the Governing Body

There will be one permanent sub-committee of the Governing Body, the Learning, Progress and Pupil Support Committee. The Committee will comprise:

- six governors, of whom at least four will be non-staff governors;
- the headteacher or her/his nominee;
- up to four associate governors.

Other governors and members of the Academy's senior leadership team will be invited to attend and will receive the agenda papers for all meetings. Other members of staff at the Academy may attend by invitation.

The quorum for the Committee will be four members, of whom three must be governors. The Committee shall not meet without the headteacher, or a substitute nominated by the headteacher, being present.

The Committee will normally meet twice each term. Dates for the meetings will be set before the beginning of each school year, when agreeing the annual cycle of full Governing Body and sub-committee meetings.

The full terms of reference of the Learning, Progress and Pupil Support Committee are set out in a separate document approved by the Governing Body.

Other sub-committees or standing committees may be established from time to time, as agreed by the full Governing Body.

Responsibilities of Governors

Members of the Governing Body are expected to play an active role in supporting the Academy and to take on a specific role in relation to an aspect of its work, for example by agreeing to oversee a particular curriculum area or key stage. Governors will at all times act with integrity, objectivity and honesty and in the best interest of the Academy.

Although the Governing Body will be open and transparent about the decisions it makes and any actions taken on its behalf, governors will not disclose any material or information related to:

- a named teacher or other person employed or engaged, or proposed to be employed or engaged, at the Academy;
- a named pupil at, or a candidate for admission to, the Academy;
- a matter which, for good reason, the Governing Body or one of its sub-committees, has decided should remain confidential.

Disqualification of Governors

The minutes of all meetings should record the Governing Body's consent or otherwise to the absence of any member. Any governor failing to attend Governing Body meetings for a continuous period of six months without the consent of the Governing Body will be disqualified as a governor at the Academy. This provision does not apply to the headteacher.

Other reasons for disqualification as a governor are:

- having a mental disorder and having been detained under the Mental Health Act 1983;
- being declared bankrupt;
- being subject to a disqualification under the Company Directors Disqualification Act 1986 or to an order made under Section 429 (2) of the Insolvency Act 1986;
- having been removed from the office of a charity trustee or trustee of any charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 7 of the Law Reform (Miscellaneous Provisions)(Scotland) Act 1990 from being concerned in the management or control of any body;
- inclusion in the list of teachers or workers prohibited or restricted from working with children or young people;
- disqualification from working with children;
- disqualification from being an independent school proprietor, teacher or employee by the Secretary of State;
- having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor;
- having received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- having at any time received a prison sentence of 5 years or more;

- having been fined for causing a nuisance or disturbance on schools premises during the 5 years prior to or since becoming a governor;
- having refused an application being made to the Criminal Records Bureau for a criminal records certificate.