



Clyst Vale Community College  
Full Governing Body (General Meetings)  
Terms of Reference 2024 - 2025

**Quorum:**

Article 114. Subject to Article 116 the quorum for a meeting of the Trustees, and any vote on any matter thereat, shall be any three Trustees, or, where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting. If the Secretary of State has appointed Additional or Further Trustees then a majority of the quorum must be made up of Additional or Further Trustees.

(Note: Only Trustees have voting rights).

**Clerk to Trustees:** Catherine Prunty

**Meeting Dates for 2024-25 Academic year;**

Monday 16<sup>th</sup> September 2024

Monday 9<sup>th</sup> December 2024

Monday 10<sup>th</sup> March 2025

Monday 12<sup>th</sup> May 2025

Monday 7<sup>th</sup> July 2025

Agreed at meeting of full Governing Body:

Date: 16<sup>th</sup> September 2024

Signed **(Chair of Trustees):** 

**Withdrawal**

Any person employed to work at the College, other than the Principal, must withdraw from the meeting at the commencement of discussions and decisions concerning the pay or performance of anyone employed at the College. The Principal must withdraw if his or her pay or performance is being discussed. Any Trustee or Associate who has declared an interest must withdraw from discussions and not vote where relevant.

**Matters of Urgency**

These may be dealt with by the Chair of Trustees or Chair of the Committee and Principal and reported to the next meeting of Committee or Full Governing Body

## The Governing Body's responsibilities for Governance:

The governing body has general responsibility for the conduct of the Academy with a view to promoting high standards of financial responsibility and educational achievement for its students.

### Best Value

Where possible and reasonable the governing body will ensure the principles of 'Best Value' are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially students and parents;
- Compete - as a means of securing efficient and effective services.

<p>1. The primary purpose of the Governing Body is, in the role of 'critical friend' to the College and be accountable for its decisions. To support the Principal in determining strategy and direction, ensure the proper implementation of statutory requirements (employment; equality; educational and financial) and the monitoring and evaluation of the College's Improvement Plan (CIP). Ensure the Governing Body's duties regarding record keeping, disclosure of information, Freedom of Information, Data Protection and pupil reports are fulfilled</p>	
<p>2. To facilitate this the Governing Body will determine and implement the necessary and appropriate committee structure, approving the format of Committees and appointing a Chair for each. Elect a Chair and Vice Chair and appointment of the Clerk. Ensure that Trustees holding specific responsibilities are sufficiently trained/experienced in that specialism.</p>	
<p>3. Committee Terms of Reference to be reviewed annually by the Full Governing Body. Each Committee is responsible for ensuring strategic development and monitoring of the areas of College activity which fall within its delegated remit (as in ToR). Consider proposals for the next academic year from sub committees and make decisions regarding approval, revision or rejection of such proposals. The Governing Body remains accountable for all delegated decisions. Liaison between committees should take place on matters which may affect the work of those committees. Establish such working groups (including membership) as may be necessary to consider particular issues in depth.</p>	
<p>4. Agree/approve policies as required according to the Annual Cycle. Consider and decide on resolutions coming from sub committees.</p>	
<p>5. Receive and interrogate reports from the Principal regarding College activities and performance. Have oversight of data and information relating to pupil achievement and rigorously challenge to secure improvements in progress</p>	

6. Provide an agreed Trustee's Report	
7. Ensure that a Company Secretary is appointed and that the functions of that role are carried out e.g. Annual Return, Trustee's Annual Report and ensure that Companies House information is updated.	
8. Consider policy for Trustees' involvement in exclusions, recommendations for permanent pupil exclusion, or establish delegation to the Chair	
9. Establish staff disciplinary rules and procedures and make these known to staff and ensure staff have the opportunity to seek redress for any grievance relating to their employment.	
10. Ensure the wellbeing of the Principal and provide support in implementing decisions.	
11. To support the Principal in recruiting the support and involvement of the local media, local business and industry.	
12. Maintain the Register of Interests.	

Clerk to Trustees  
2024-2025