

## INTRODUCTION TO THE GOVERNANCE OF THE SCHOOL

*This document is intended as guidance only. The authority is in the Articles of Association.*

### THE GOVERNING BODY

1. **Composition.** The Articles of Association provides for Members and directors/ trustees/ governors of the Academy Trust. The instructions in the Salmon Pack refer to the Governing Body only unless specified otherwise.

a. **Members.** There are five members of the Academy Trust:

(1) The Salisbury Diocese Board of Education (SDBE): a corporate member represented by a SDBE member who is normally also a governor.

(2) The Chapter of the Salisbury Cathedral: a corporate member represented by a Chapter member who is normally also a governor.

(3) The Bishop: normally represented by an individual appointed by him.

(4) Mr Clive Barnett.

(5) Mr Alan Willis.

b. **Governing Body.** The directors/trustees/governors are referred to as 'governors' and together form the 'Governing Body'. There are four types of governors:

(1) Governors appointed by the SDBE known as "Foundation Governors".

(2) Parent and Staff Governors: elected by parents and staff respectively.

(3) Co-opted Governors: appointed by the Governing Body with the agreement of the SDBE.

(4) The Headteacher as ex officio.

2. **General Meetings (Members).** The Members meet at least once each year to hold an AGM and may hold other general meetings if necessary. Governors may also call general meetings and governors are invited to attend general meetings. Only Members may vote at Members' Meeting but any governor may speak. A quorum is two members or their proxies.

3. **Functions.**

a. **Members.** Members are primarily responsible for the ethos of the School and therefore powers to make, or apply to the DfE to make, fundamental changes to the School lie with them. For example (but not exclusively and with the permission from the Secretary of State for Education where required in the Funding Agreement or Articles of Association):

(1) Appointing or removing members.

(2) Appointing or removing governors.

(3) Determining the process by which staff governors are appointed.

(4) Changing the Status of the School from an academy.

(5) Issuing direction to the governors to take a specific action.

(6) Changing the status of the school from a Church of England School.

- (7) Closing the School.
- (8) Changing the name of the School.
- (9) Changing the Articles of Association.
- (10) Changing the Standing Orders of the Governing Body.
- (11) Appointing the trust's external auditors and receiving (but not signing) the audited annual report and accounts.

4. **The Governing Body.** The Governing Body is responsible for the general running of the School. Its core tasks are to define the strategic vision for the school and then seek to monitor progress and standards. It establishes strategy and receives regular reports from the Headteacher, advises, sets targets, monitors progress and ensures the maintenance of standards. It also approves the curriculum for the School. Heads of departments, both academic and pastoral, and other focus areas are invited to inform the Governing Body on aspects of their work and many governors are linked with an individual department or area of responsibility, which they regularly visit, eg a governor links up with the member of staff responsible for Special Educational Needs and others with the School faculties. Individual governors attend the many school events throughout the year and several governors formally visit to view the School at work each year and report their findings to the Governing Body. All job applicants for posts which entail membership of the Leadership Team are interviewed by Governors

5. **Committees.** Much governors' work is delegated to committees which meet to consider issues, take decisions according to their delegated responsibilities and report back to the Governing Body.

a. **Evaluation Committee.** The Evaluation Committee meets annually to evaluate the performance of the Governing Body, to propose improvements if appropriate and to consider non-financial risk.

b. **Finance, Audit and Risk Committee.** The Finance & Audit Committee is concerned with the School's financial management, budget strategy, audit and financial risk.

c. **The Admissions, Property, Health and Safety Committee.** The Admissions, Property, Health and Safety Committee has several roles as follow: responsibility within Government requirements for the policy governing all admissions to the School; consideration of matters related to the premises, the grounds, the Sports Hall and the health and safety of all those who work at or attend or visit the School.

d. **The Pay and Staffing Committee.** The Pay and Staffing Committee is responsible for all matters of staffing, pay and conditions of service.

6. **Heads of Department Committee.** Governors are represented on Heads of Department Committee for curriculum items.

7. **Meeting Papers.** Meetings are minuted by the Company Secretary and available to all governors. Subject to the exclusions of Freedom of Information legislation, copies of meeting papers are available on application. The Headmaster (who is a Governor) and the Bursar (who is also the Company Secretary) are fully involved in the work of all these committees and act in partnership with the governors.

8. **Information on the Governing Body.** The School's governing documents, Ethos Statement, other papers relating to the governance of the School are on the Schools Website. Other enquiries concerning the Governing Body should be directed to the Company Secretary.