



Goldington Green Academy

Governance Structure

and

General Policy Statement of aims and objectives

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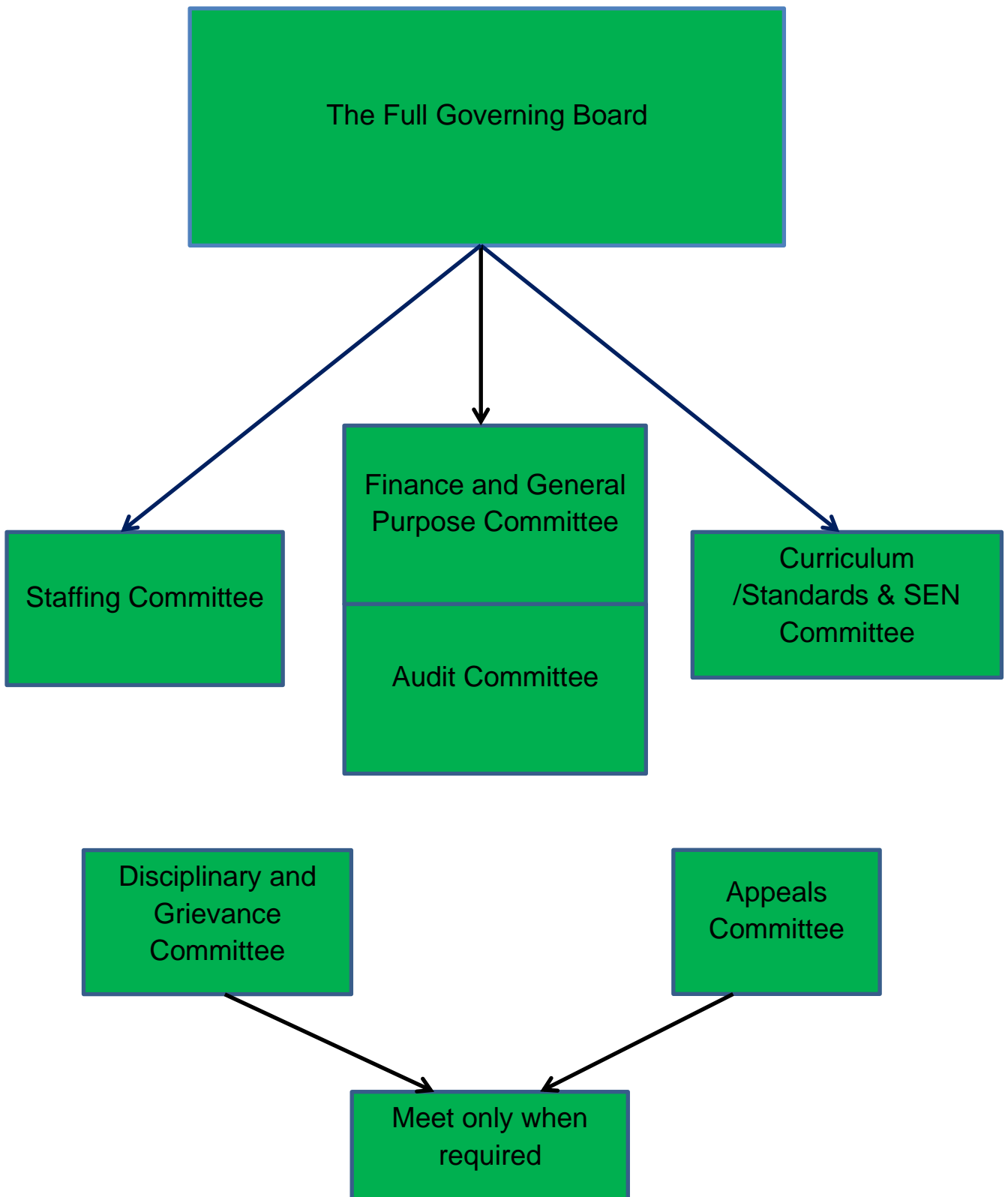
Introduction

This document is designed to be a summary of the Governors of Goldington Green Academy's ("The Academy ") aims and general rules of governance and how we will run the affairs of the Academy.

It is intended to be a quick guide as to the main duties and responsibilities of the Full Governing Board ("FGB") of the Academy. There is a brief section on the general responsibilities of Governors in their capacities as Trustees, Directors, and Members of the Academy.

The terms of reference for the FGB and each of the Committees of the FGB are also included. These are important because it is the Committees of the FGB that look at the detailed aspects of the different elements of running the Academy as a successful school and which report back to the FGB regularly on their particular areas. The FGB then acts on those reports if appropriate.

Diagram of our Governance structure



Responsibilities of Governors

Governors are Members and Directors of the Academy and have various general statutory obligations which are summarised below

Duties under company law

The common law has imposed on all directors' fiduciary duties and a duty of care and skill. Many of those duties are now codified by the Companies Act 2006 ("**2006 Act**").

In summary, the seven general duties of directors under the 2006 Act are:

- to act within powers;
- to promote the success of the company;
- to exercise independent judgment;
- to exercise reasonable care, skill and diligence;
- to avoid conflicts of interest;
- not to accept benefits from third parties; and
- to declare an interest in a proposed transaction or arrangement.

Other statutory obligations of directors are contained in the 2006 Act and in other legislation. They include administrative duties such as the duty to keep the statutory books up to date and the duty to file annual returns.

Under section 174 of the 2006 Act, a director must exercise the care, skill and diligence that would be exercised by a reasonably diligent person with both:

- the general knowledge, skill and experience that may reasonably be expected of a person carrying out the functions carried out by the director in relation of the company; and
- the general knowledge, skill and experience that the director actually has.

Governors are also Trustees of the Academy which is a Charitable Trust

Charity Trustees' duties of skill and care

Trustees are subject to a duty of care under common law and to separate statutory duties when performing particular functions.

The Charities Act 1993 contains certain obligations on charities and trustee duties.

The Charity Commission provides useful guidance on the roles and responsibilities of trustees on its website.

Introduction

This policy has been drawn up and approved by the FGB in May 2013 and sets out the general aims and responsibilities of the FGB in relation to the affairs of The Academy.

The statements in this policy are drawn from various sources but principally from the Academy's funding agreement with central government, and the statutory and regulatory guidance issued, from time to time, by the Education Funding Agency, the government organisation that currently runs academies, (the EFA) and contained in a document referred to as The Academies Financial Handbook September 2013 (The Handbook)

The Handbook and other Government guidance are updated annually.

The FGB will therefore review this policy annually to check its contents meet all the necessary statutory and regulatory requirements and will update it where required .

Finance Policy Statement

The Full GB is ultimately responsible for the proper stewardship of the financial affairs of the Academy ensuring that there are sufficient controls in place to prevent losses and misuse and the probity of financial affairs.

The FGB must also ensure that The Academy complies with its obligations contained in the Funding Agreement 28th March 2013 and made between the Secretary of State and the Academy.

At all times the Full GB will ensure there are relevant procedures in place set out in the Academy's Finance Manual ("the Manual ") to seek and obtain value for money using the basic principles of , Economy, Efficiency and Effectiveness.

The FGB will delegate to the relevant committees of the Academy the detailed decision making and overseeing of the different areas of the Academy. The committees will report back to the FGB on at least a termly basis.

Set an annual budget for the Academy and receive termly reports from the Finance and General Purpose Committee and the Audit Committee informing the FGB of the progress in meeting the Academy budget for the relevant year.

Appointments:-

The FGB will:

Appoint the Headteacher as the Accounting Officer of the Academy.

Appoint Finance and General Purposes Sub-committee to oversee the Academy financial affairs.

Appoint an Audit Committee to oversee the on-going internal audit and annual external audits of the Academy's financial affairs.

Appoint internal auditors. In the appointment of the internal auditors it shall specify that they are required to report to the Audit committee at least once a term.

Appoint External Auditors. In the appointment of the external auditors it shall specify that they report to the FGB on the results of their audit.

The Full GB's Obligations

The following are general statements of the FGB's general obligations on some important aspects of running the Academy.

EFA and Charity Commission

The FGB will ensure that the Academy:

- abides by all the procedures set out in the Statement of Regulatory Guidance (SRG) of the EFA and the Charities Commission.
- has in place all financial records and controls to comply with the minimum requirements specified by the EFA.
- produces annual Final Accounts that are prepared in accordance with the 'Statement of Recommended Practice' (SORP) for charities
- complies with all timescales set out by the EFA.

General Financial matters

The FGB will ensure that:

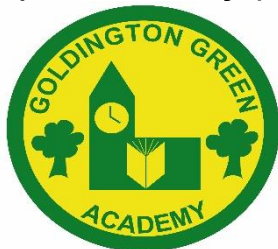
- there are appropriate Financial Regulations and Procedures set out in the Manual and that these regulations and procedures are followed by the Academy.
- any Financial Management and Governance Self-Assessment form required by the EFA will be prepared and approved by the Finance and General Purposes Committee and submitted within the EFA timescales.
- the Academy is insured for all usual risks normally associated with running a school, seeking external professional advice as appropriate.
- all financial returns, including VAT, are completed in a timely manner, seeking any external professional advice as appropriate.
- the requirements under the Data Protection Act 1998 and regulations issued under the Act are complied with.

Property and the school Environment

The FGB will ensure that:

- As far as possible the Academy's buildings and site meet the requirements of the Academy and are maintained to a standard which ensures a safe environment for pupils and staff.
- Health and Safety within the school site is considered and addressed to meet statutory requirements for the benefit of pupils and staff.

**Terms of Reference
Of
THE BOARD OF DIRECTORS
of Goldington Green Academy, company number 08434141
("the Academy")**



**Approved and adopted by resolution of the Board of Directors dated 14 May
2013 under Article 134 of the Academy's Articles of Association
("the Articles")**

Introduction

These rules are supplemental to the Articles and in the event that there is a conflict between these Rules and the Articles, the Articles shall prevail.

The role of the Board of Directors (referred to herein as the Full Governing Body, "the FGB ") is a strategic one acting as a critical friend to the Academy. The FGB is accountable for its decisions under company law and charity law. The FGB will agree and set the aims and objectives of the Academy and review, agree and monitor policies, targets and priorities. The detailed rules of how the affairs of the FGB are to be conducted are contained in the Articles.

Membership of the FGB

The constitution of the FGB is set out at Article 46 and shall consist of at least 12 Governors made up as follows:

- Minimum 2 Parent Governors in office on the 1st April 2013 when the school became an Academy or elected in accordance with the Articles
- Minimum 4 Appointed Governors in office on the 1st April 2013 when the school became an Academy or appointed in accordance with the Procedure set out below
- Minimum 2 Staff Governors in office on the 1st April 2013 when the school became an Academy or elected in accordance with the Articles
- The Head Teacher
- The Deputy Head Teacher

The FGB May have a maximum of 22 Governors made up as follows:

- Maximum 6 Parent Governors in office on the 1st April 2013 when the school became an Academy or elected in accordance with the Articles
- Maximum 8 Appointed Governors appointed in office on the 1st April 2013 when the school became an Academy or appointed in accordance with the Procedure set out below

- Maximum 4 Staff Governors appointed in office on the 1st April 2013 when the school became an Academy or elected in accordance with the Articles
- The Head Teacher
- The Deputy Head Teacher
- Maximum 2 Co-opted Governors appointed in accordance with the Articles

Limit on Staff Governors

The Articles require that at no time may the number of Staff Governors which expression shall include the Head teacher and Deputy Head teacher exceed more than a third of the total number of Governors serving on the FGB.

If this threshold is exceeded the Chair of Governors shall as soon as he or she is made aware of the problem ask one or more of the Staff Governors to resign. Such individual may, at the discretion of the FGB become an Adviser to the FGB as set out below.

Once the numbers of non- staff Governors have increased to a sufficient level, the Adviser may stand for re-appointment as a Co-opted Governor. The Governors may set the term of office for a Co-opted Governor at the time of their appointment.

Procedure for approving Appointed Governors as defined in Clause 50 of the Articles

Introduction

The Articles provide for a minimum of 4 and a maximum of 8 Appointed Governors. Before the school became an Academy governors were drawn from a wide variety of organisations and this diversity is what gives our FGB strength. The FGB therefore intends to continue to look for new governors from a wide variety of organisations or bodies throughout Bedford including but without limitation, Bedford Borough Council, the University, local businesses, the Churches and other religious communities the NHS, Police and other educational establishments.

The Articles state that only the Members of the Academy are entitled to appoint Appointed Governors. The Articles do not set out how Appointed Governors are to be identified and so the FGB have agreed the following.

Procedure

The procedure to approve and appoint an Appointed Governor shall be as follows:

1. Any member of staff, Governor or other interested party may suggest a possible candidate to either the Chair of Governors or the Head teacher, and will provide a brief explanation of why the possible candidate would be a suitable Appointed Governor
2. The candidate will be invited to meet the Chair of Governors and Head teacher
3. If after this meeting the candidate, the Chair of Governors and Head Teacher are confident that the candidate will be a suitable Appointed Governor the candidate will either:

- Be invited to attend the FGB meeting or
 - The head teacher and Chair of Governors will explain the background and reasons why the candidate would be a suitable Appointed Governor to the FGB
4. A General Meeting of the Members will be called in accordance with the Articles (which require at least 14 clear days' notice to be given (i.e. 16 days including the day the notice is sent and the day of the meeting) to coincide with the next FGB meeting. It shall be stated on the notice for the Members' meeting that the business to be discussed at that meeting includes the appointment of a new Appointed Governor.
 5. At the next FGB if the candidate has attended the meeting they shall be introduced to the FGB and, if they wish to, may speak briefly as to why they wish to be an Appointed Governor. If the candidate has not attended then the Head Teacher or Chair of Governors shall explain the candidate's background and reasons why they consider the candidate should be an Appointed Governor.
 6. The FGB will debate the proposed appointment (in the absence of the candidate) including whether the candidate is suitable or not if relevant and vote on the matter in accordance with the FGB's usual voting requirements.
 7. If approved the FGB shall temporarily adjourn and the General Meeting of the Members of the Academy shall be convened in accordance with the notice given in 5 above. If written notice has not been circulated previously, the Members' meeting can only take place on short notice if 90% of the total Members approve the short notice of the Members' Meeting. Alternatively, the Members may pass a resolution in writing in accordance with the Articles.
 8. The Members shall vote on whether or not to appoint the candidate as an Appointed Governor at the validly held Members' meeting.
 9. If the Members have resolved in favour of his or her appointment, the candidate shall then if present complete the relevant forms to register them as a new member and director of the Academy and sign the register of members and directors of the Academy immediately or as soon as possible after the meeting.
 10. If the candidate is not present then he or she shall be asked to attend school as soon as possible to complete the relevant forms to register them as a new member and director of the Academy and sign the register of members and directors of the Academy.
 11. The FGB shall ensure that the relevant filings are made at Companies House within 14 days (form AP01) to register the appointment of the new director.

PROCEDURE FOR APPOINTING CO - OPTED GOVERNORS AS DEFINED BY CLAUSE 59 OF THE ARTICLES

The procedure for appointing co-opted governors is identical as for Appointed Governors save that the FGB will vote on the appointment than the Members of the Academy Trust. Clauses 5, 8 and 9 of the procedure for Appointed Governors shall not apply to the appointment of Co – opted Governors.

APPOINTMENT OF ADVISERS TO THE FGB AND TO FGB COMMITTEES

The FGB may appoint such persons as they consider suitable to attend FGB meetings and give advice to or comment on matters at FGB meetings as advisors

("Advisers"). The procedure to appoint Advisers shall be the same as those for Co-opted Governors. In addition any appointment of Advisers shall be on the following terms and conditions:

- the term of appointment shall be a maximum of 4 years
- any Adviser in addition to being appointed to attend FGB meetings may also be appointed to serve on any of the committees of the FGB
- any Advisers appointed onto a committee shall have voting rights on those committees as the FGB shall determine
- the Adviser may be required to resign their position on the FGB and on any FGB Committee by the FGB if the FGB consider that it is appropriate to do so
- Advisers shall not be considered when determining whether an FGB meeting is quorate.

For the avoidance of doubt Advisers shall not be entitled to vote on any matters in FGB meetings

CONDUCT OF FGB MEETINGS

QUORACY

The quorum for FGB meetings is set out in Articles 114 and 116.

For most votes at FGB meetings:

There will be a quorum if there are 3 governors present
OR

Where there are more than three governors present there will be a quorum if a third (rounded up to the nearest whole number) of the total number of governors holding office at that time are present at the meeting

E.g. total number of governors = 17 then must have 6

(for the avoidance of doubt the numbers are calculated regardless of what category of governors are present).

Votes on appointing a parent governor, removal of a governor or removal of the Chair of Governors

For votes on these matters

There will be a quorum if two thirds (rounded up to the nearest whole number) of the governors who are entitled to vote on those matters are present at the meeting

Governors with declared conflicts

Any governor that has declared a conflict in a particular matter cannot be counted for the purposes of making a quorum on that matter. Further details on the procedure to be followed are set out in the Articles (In particular Articles 6 and 98 - 99).

VOTING

Decisions will be made by using a majority vote with each governor having one vote.

Where there is a tied vote the Chair or Governors shall have the casting vote.
Any Advisers appointed to the FGB shall not be entitled to vote

FREQUENCY OF MEETINGS

- The FGB shall meet half termly and otherwise as required.
- FGB meetings will not be open to the public but minutes are available once they have been signed as a true record by the Chair or vice chair except for confidential minutes.
- In the absence of both the Chair and the Vice Chair, the committee shall choose an acting Chair for that meeting from among their number.
- It is advisable that each FGB shall be clerked by the Clerk to Governors. In the absence of the Clerk the FGB shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).
- The draft minutes of each meeting will be circulated with the agenda for the next meeting of the FGB and will be presented at that meeting by the Chair (or in his/her absence another member of the FGB).

The FGB will:

Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, manage the business and exercise all the powers of the Academy.

and without prejudice to the above:

- Follow the Governance Structure and General Policy statement of aims and objectives
- Hold at least 3 meetings per year.
- Appoint or remove the clerk.
- Elect a Chair and Vice Chair.
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint Co-opted Governors
- Nominate candidates for the Members to appoint as Appointed Governors
- If required consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review ,adopt and monitor a governor's visit policy and feedback procedure
- Formally approve the Academy budget annually.
- Annually elect governors for the following responsibilities: SEN, Looked After Children, Child Protection/Pupil Premium
- Set dates of meetings for the year ahead.
- Note term dates for the academic year and agree the occasional days.
- Receive Head teacher reports. Ensure at least 3 governors are appointed to complete the Head teacher's Appraisal.
- Maintain and update annually a file of pecuniary interest declarations.
- .
- Review annually the delegation of functions and committee structure.
- Organise support and training for governors.

These Rules should be read in conjunction with the Articles. They may be amended at a meeting of the FGB by a simple majority voting in favour of the amendments.

Terms of reference for all other Committees

TERMS OF REFERENCE OF STAFFING COMMITTEE



MEMBERSHIP

The Committee shall consist of at least four governors plus the Head Teacher or a nominated representative of the Head teacher when required to deputise.

QUORUM

Any meeting of the Committee shall be quorate if:

- the Head Teacher (or a suitable nominated representative) is present and
- there are at least three governors present (including the Head Teacher or their nominated representative) and
- the majority (rounded up to the nearest whole number) of those governors present are either Parent , Appointed or Co-opted governors (as defined by the Academy's Articles of Association)

FREQUENCY OF MEETINGS

The Committee shall meet termly and otherwise as required and shall be chaired by the Chair of the Committee who is to be elected by the Committee annually. If the Chair of the Committee is not present at a meeting the Governors present shall nominate one of those attending to chair that particular meeting.

VOTING

Any decisions to be made by the Committee shall be decided upon by using a majority vote with each governor having one vote. Where there is a tied vote the Chair of the Committee or if relevant the chair of the particular meeting shall have the casting vote.

TERMS OF REFERENCE

- To consider each year the staffing implications of the Academy's Development Plan Priorities.
- To review annually the Teachers "national Pay and terms and conditions document" and the support staff equivalent document when available and

recommend to the Full Governing Body that it is adopted unless there are very good reasons why it should not be.

- To review and recommend for adoption the procedures for dealing with staff discipline and grievance in accordance with any model recommended by Bedford Borough Council.
- To ensure that the Academy has adopted appropriate written policies relevant to the Staffing Committee and review them in accordance with the Committee's Schedule of Policies.
- To review any issues arising from the Head Teachers annual review of all staff job descriptions.
- To review at least annually the staffing structure of the Academy in consultation with the Head Teacher.
- To prepare procedures for the recruitment of staff that ensure that the local and national guidelines in respect of equal opportunities recruitment and selection criteria are applied and to review these policies annually.
- To produce for adoption by the Full Governing Body policies in respect of staffing reductions, including redundancy, early retirement and redeployment in accordance with any model policies recommended by Bedford Borough Council.
- To prepare and recommend to the Full Governing Body criteria to identify staff for compulsory redundancy, where necessary, and to act as the first committee in respect of a need to reduce staffing in accordance with the Academy's agreed redundancy procedures.
- To prepare and recommend for adoption by the Full Governing Body the appropriate appraisal policies for staff in accordance with the guidelines or models issued by Bedford Borough Council.

TERMS OF REFERENCE OF THE FINANCE AND GENERAL PURPOSES COMMITTEE



Of Goldington Green Academy (“The Academy”)

Membership

The Committee shall consist of at least 4 governors plus the Headteacher, *and the Deputy Head Teacher and as many non-governor members as the Full Governing Board of the Academy (“Full GB”) shall appoint annually to serve on the Committee subject to a maximum of two)*

Quorum

Any meeting of the Committee shall be quorate if:

The Head Teacher (or a suitable nominated representative) is present and there are at least three governors present (including the Head Teacher or their nominated representative) and the majority (rounded up to the nearest whole number) of those governors present are either Parent, Appointed or Co-opted governors (as defined by the Academy’s Articles of Association)

Meetings

The Committee shall meet monthly and otherwise as required.

Terms of Reference

- To provide guidance and assistance to the Head Teacher and the Full GB in all matters relating to budgeting and the financial management of the Academy.
- To monitor the Academy’s budget plan and review financial statements, including consideration of long term planning and resourcing.
- To monitor expenditure and discuss any variation with those responsible for the appropriate budget(s).
- To consider monthly budget reports supported by relevant documentation from the Academy Business Manager
- To monitor all income and expenditure against the relevant budget and to report on the financial situation to the Full GB each term *via the chair of the committee.*
- To consider each year the Academy’s Development Plan priorities and to present an annual budget plan to the Full GB for approval.

- To review annually the Academy's Finance Manual.
- Ensure that the financial records and controls in place for the Academy comply with the minimum requirements specified by the Education Funding Agency or other relevant organisation
- To recommend to the Full GB the level of delegation to the Head Teacher for the day-to-day financial management of the Academy. Up to **50%** of the total supplies and services budget in any one term. In addition the upper limit for any single item will be £10,000.)
- Ensure the *Statutory Accounts* of the Academy are prepared in accordance with the '*EFA requirements* and to timescales set out by the EFA.
- Ensure that adequate insurances are in place, seeking external professional advice as appropriate.
- Ensure that all financial returns, including VAT, are completed in a timely manner, seeking any external professional advice as appropriate.
- Ensure that requirements under the Data Protection Act 1998 and regulations issued under the Act are complied with
- Agreeing the statement of internal controls for submission to the Governing Body.
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- To monitor health and safety matters
- To monitor the maintenance of the School's buildings and site.
- To monitor capital projects.

TERMS OF REFERENCE OF THE AUDIT COMMITTEE



Of Goldington Green Academy (“The Academy”)

Membership

The Committee shall consist of at least 4 governors plus the Headteacher *and the Deputy Head Teacher at least 2 of the members of the committee should be governors who are not members of the Finance and General Purposes Committee.*

Quorum

Any meeting of the Committee shall be quorate if:

The Head Teacher (or a suitable nominated representative) is present and there are at least three governors present (including the Head Teacher or their nominated representative) and the majority (rounded up to the nearest whole number) of those governors present are either Parent, Appointed or Co-opted governors (as defined by the Academy’s Articles of Association)

Voting

By majority votes and for the avoidance of doubt non governor members who have been given the right to vote when appointed by the Full GB may vote as if they were a Governor of the Committee

Meetings

The Committee shall meet termly and otherwise as required. The internal auditor of the Academy from time to time (“ the IA”) and the Academy’s external auditors from time to time (“the EA “)may request a meeting of the Committee if they consider one is necessary and the Committee will endeavour to comply with such requests.

Chair

Member will be appointed a Chair of the Committee at the start of the academic year or as required.

Terms of Reference

- To advise the Full GB on the adequacy and effectiveness of the Academy’s systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money).
- To advise the Full GB on the appointment, re-appointment, dismissal and remuneration of the IA or the EA.
- To advise the FULL GB on the scope and objectives of the work of the IA and the EA taking appropriate external professional advice if necessary.

- To consider and advise the FULL GB on the audit strategy, needs assessment and annual internal audit plans for the IA.
- To advise the FULL GB on the IA's termly reports and annual report and on control issues and the Academy's responses to these.
- To monitor, within an agreed timescale, the implementation of agreed recommendations relating to any IA report.
- To consider and advise the governing body on relevant reports by the National Audit Office (NAO), the LSC and other funding bodies.
- To be informed of all additional services undertaken by the IA, and the EA.

In order to exercise its role the Audit Committee has the power to:

- Investigate any activity within its terms of reference.
- Seek any information it requires direct from the governors, committees and academy employees, plus relevant information from subcontractors and other third parties and consult the IA and the EA.
- Obtain external professional advice.
- To go into confidential session and (subject to the rules on quorum) to exclude any or all, participants and observers, except the Clerk to the Committee.

TERMS OF REFERENCE OF THE CURRICULUM STANDARDS AND SEN COMMITTEE



Of Goldington Green Academy (“the Academy”)

Membership

The Committee shall consist of at least three governors plus the Head Teacher *and the Deputy Head Teacher and as many non-governor members as the Full Governing Board of the Academy (“Full GB”) shall appoint annually to serve on the Committee subject to a maximum of two.*

QUORUM

Any meeting of the Committee shall be quorate if:

The Head Teacher (or a suitable nominated representative) is present and there are at least three governors present (including the Head Teacher or their nominated representative) and the majority (rounded up to the nearest whole number) of those governors present are either Parent, Appointed or Co-opted governors (as defined by the Academy’s Articles of Association)

Meetings

The Committee shall generally meet twice a term and otherwise as required. Minutes of each meeting shall be either presented to the next meeting of the FGB or posted on the Academy’s Portal for Governors following a Committee meeting once they have been agreed by the committee.

Terms of Reference

To recommend to the FGB for adoption a policy for Special Educational Needs (SEN) in line with the latest Code of Practice and to receive a termly report from the Governor named as the responsible person for SEN and Child Protection/ Safeguarding.

To formally receive reports on the School Development Plan priority areas, at least once per term, to review progress and raise questions for feedback to the FGB.

To recommend to the FGB for adoption all policies for National Curriculum subjects, including their assessment, which take account of equality of opportunity and special educational needs.

To recommend to the FGB for adoption any other whole school policies as required .e.g. school visits, environment, and anti-bullying.

To agree a timetable for the systematic review of all curriculum policies.

To review the end of year assessment results across the School.

To receive termly reports and analysis of curriculum areas to monitor standards and development.

These TOR will be reviewed annually at the first meeting of the year.

TERMS OF REFERENCE OF THE GRIEVANCE AND DISCIPLINARY COMMITTEE



Of Goldington Green Academy (“the Academy”)

Purpose

To consider any grievance or disciplinary matter that has reached the relevant point where it needs to be referred to the committee.

Membership

The Committee shall consist of at least two eligible governors. Every governor (other than the Head teacher deputy head teacher and staff governor(s) is eligible for membership.

Anyone with prior involvement in the relevant matter may not be involved in making decisions at the grievance or disciplinary hearing.

The Committee may have an advisor at all meetings usually from the HR department of Bedford Borough Council and for the avoidance of doubt the advisor is not eligible to vote.

Quorum

Any meeting of the Committee shall be quorate if:

there are at least two governors present who are Parent, Appointed or Co-opted governors (as defined by the Academy’s Articles of Association)

Meetings

The Committee shall meet when it is required to do so.

Chair

The Committee shall agree a chair for each meeting.

Clerking

The clerk to the Committee must be a person who is not a governor of the school

Decisions

Any decisions shall be made by a simple majority.

Procedure on a Grievance or disciplinary matter

The Academy follows the procedures as set out in the Bedford Borough Human Resources Personnel Handbook.

The Head teacher (or a nominated representative) may attend all proceedings of the Grievance or Disciplinary Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where he/she will attend for the purpose of making his/her case

TERMS OF REFERENCE OF THE APPEAL COMMITTEE



Of Goldington Green Academy (“the Academy”)

Purpose

To consider any appeal relating to a grievance or disciplinary matter that has reached the relevant stage where it needs to be referred to the committee or any other matter relating to the Academy which the committee needs to consider.

Membership

The Committee shall consist of at least two eligible governors. Every governor (other than the Head teacher deputy head teacher and staff governor(s) is eligible for membership.

Anyone with prior involvement in the relevant matter may not be involved in making decisions at the

The Committee may have an advisor at all meetings usually from the HR department of Bedford Borough Council and for the avoidance of doubt the advisor is not eligible to vote.

Quorum

Any meeting of the Committee shall be quorate if:

there are at least two governors present who are Parent, Appointed or Co-opted governors (as defined by the Academy’s Articles of Association)

Meetings

The Committee shall meet when it is required to do so.

Chair

The Committee shall agree a chair for each meeting.

Clerking

The clerk to the Committee must be a person who is not a governor of the school

Decisions

Any decisions shall be made by a simple majority.

Procedure on a Grievance or disciplinary matter

The Academy follows the procedures as set out in the Bedford Borough Human Resources School Personnel Handbook.

The Head teacher (or a nominated representative) may attend all proceedings of the appeal committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where he/she will attend for the purpose of making his/her case).