

## **Structure and Responsibilities - Poole Grammar School Governing Body**

### **Structure**

The Full Governing can comprise of 22 Governors (8 Academy, up to 3 Co-opted Academy, the Principal, 7 Parent and 3 Staff Governors).

The Governors act as trustees for the Academy Trust and are also Directors of the company for the purposes of company law. The Academy Trust is known as Poole Grammar School.

Within the Governing Body, there are five Members. They are the Chair, Vice Chair of the Governors, key members of the Education (Chair) and Finance Committees (Chair), and an ex-Headteacher of the Academy. The AGM is held once a year in December and is attended by the Members and Company Secretary.

### **Responsibilities**

**Members** – meet once a year at the AGM and safeguard academy trust governance and its effectiveness.

**Full Governing Body** – this has the ultimate responsibility for the strategic direction of the school. Day to day management is delegated to the Headteacher. A schedule of delegation is reviewed annually by the Full Governing Body. It reviews the Strategic Development Plan, Safeguarding and Continuing Professional Development annually.

**Committee responsibilities** – Comprehensive terms of reference are updated and agreed for each committee that supports the Full Governing Body. Each committee reviews school policies that fall within their remit. Chair and Vice Chair positions are agreed on an annual basis. Brief summaries of the committee responsibilities are as follows:

**Education** – comprehensive overview and review of an appropriate curriculum, teaching and learning, student performance in public examinations, dissemination of attainment and progress data, and to receive and consider proposals from Ofsted and other external agencies.

**Finance** – comprehensive overview and review of the financial performance of the Academy Trust and its Trading Subsidiary, compliance with the Academies Financial Handbook,

**Premises** – comprehensive overview and review of the school buildings and facilities, review of the annual risk register review, health, safety, security and environmental issues, and Condition Improvement Fund bids.

**Staffing** – comprehensive overview and review of teaching and support staff performance, performance management, and remuneration recommendations made by the Headteacher. The Headteacher's performance management is reviewed annually by the Chair of Governors with support of the Strategic Improvement Partner and selected Governors.

**Admissions** – comprehensive overview and review of the school's admissions policy and criteria, admissions testing, and admissions process.

**Discipline** – consider and initial decisions about the exclusion of pupils, staff discipline, staff grievance.