

Coundon Court Governing Body AY2021



The Governing Body

The Governing Body at Coundon Court is responsible for the strategic oversight of school improvement and the quality of its daily work.

It works with the Co-Headteacher's to:

1. **Ensure the quality of educational provision at Coundon Court through strategic review and quality assurance of the curriculum, lesson quality and student and staff experiences.**
2. **Challenge and monitor the examination outcomes and other key performance indicators.**
3. **Scrutinise, monitor and approve Coundon Court's finances and property management.**
4. **Ensure that Coundon Court complies with charity and company law.**
5. **Operate the academy in accordance with the funding agreement that has been signed with the Secretary of State i.e. it provides a good educational experience on a daily basis and that all funds support this.**

The Governors represent a range of interests from within the local community, the City of Coventry and the wider region. Their task is to form a link between the needs and aspirations of these communities and the school's work.

How it works

The Academy Trust is the formal responsibility of five Members. They are responsible for setting up and maintain effective governance of the school. This responsibility is then delegated to the Full Governing Body of 11 Governors.

The full Governing Body meets four times a year and the meetings last for approximately two hours. We start at 5.30 but gather at five for informal conversation about the school and its work.

The formal agenda allows for scrutiny of the schools' work as well as a chance for Governors to develop knowledge and understanding of the changing educational landscape, in order to facilitate their decision making and judgment forming ability.

Each Governor also sits on one of two sub committees. **The Quality and Standards** Committee manages business connected to learning and examination outcomes. **The Finance and Premises Committee** looks at budget planning and site management issues. These sub committees meet three times a year.

Governors also visit areas that reflect our school development priorities areas twice a year for an update on performance and key activity.

The Co-Headteachers work closely with Governors to equip them with the necessary educational understanding to manage these meetings and visits. From time to time the Governing Body is also required to engage in formal processes related to student discipline and industrial relations. There are 11 governors so the load is spread out evenly throughout the year

Composition

The Members are: **Jo Humphries, Chris Millerchip, Antony Cash, Joanne Doyle, Mark McNally.**

The Chair of Governors is Bryn Lewis. The Vice Chair is Joanne Doyle.

A full breakdown of all the Governors, their backgrounds and responsibilities is below. This also includes a detailed explanation of the committee's roles and terms of reference.

	Name	Status	Local Authority employee	Attendance	Date Appointed	Term of Office	Governor elsewhere	Declaration of Business Interest
1	Bryn Lewis	Parent			10/03/18	09/03/22		
2	Joanne Doyle	Appointed			10/03/18	09/03/22		
3	Doris Butterworth	Appointed			01/04/20	31/03/24		
4	Antony Cash	Appointed			07/07/15	06/07/23		
5	Ian Foster	Appointed			27/03/18	26/03/22		
6	Corinne Hanlon	Appointed			26/03/19	25/03/23		
7	Antony Moseley	Staff			10/07/18	09/07/22		
8	Matt O Reilly	Staff			23/09/19	22/09/23		
9	Tom Roberts	Appointed			15/03/20	14/03/24		
10	Laura Swain	Parent			15/06/20	14/06/24		
11	Ravi Vetsa	Appointed			20/09/16	19/09/20		
12	Samuel Mohamed	Ex Officio			01/09/20			
13	Daniel Clarkson							

The Interim Co Headteachers, Dan Clarkson and Sam Mohamed, will sit as Governors but have one vote between them.

Sub Committee composition:

Quality and Standards	Finance and Premises	Pay Committee	Audit Committee	Chairs
Tom Roberts (Chair)	Antony Cash (Chair)	Bryn Lewis	Antony Cash (Chair)	Bryn Lewis COG
Joanne Doyle	Bryn Lewis	Joanne Doyle	Bryn Lewis	Joanne Doyle (Vice)
Laura Swain	Ravi Vesta	Anthony Cash	Ravi Vesta	
Corrine Hanlon	Ian Foster		Ian Foster	
Doris Butterworth	Matt O'Reilly		Matt O'Reilly	
Matt O'Reilly*	Anthony Mosley		Anthony Mosley	
Anthony Mosley*				

Governors delegated roles for specific monitoring:

Governor	School Development Priorities/themes	Link to School Development Plan	Staff Link
Joanne Doyle	Safeguarding, Inclusion, thrive and Behaviour	L7, Q5, Q3, B1, B2, B4, B6 , B7, L7	Susie Elton
Tom Roberts	Reset, recovery and Remote Learning	Reset and Recovery	Oliver Ford
Bryn Lewis	Progress and Attainment across all subject areas	Q3, Q4, Q5,	Christopher Connor
Corrine Hanlon	Personal Development	P1, P2, P4,	Amy O'Connor
Anthony Mosley	Community Cohesion	L4, L5,	Cleo Abberley
Corrine Hanlon Laura Swain	Student and staff Wellbeing	P3, L1, L2, L3, L9	Marc Thomas
Doris Butterworth Tom Roberts	Student Parliament, Voice and Rewards	B5, B8, P3, P5,	Thomas Malby
Matt O'Reilly	Curriculum Development	Q1, Q2, Q6, L3, L9	All Learning Team Leaders led by LT Member
Antony Cash	Vulnerable Learners and SEN/D	Q3, P2, Q5, Q6	Natasha Hunt/Rose Bassnett-Barker and Cleo Abberley
Ian Foster	Health and Safety/Site Development	L8	Paul O'Brien
Ravi Vesta	Enrichment, Engagement and Edge	P3, P4, P5, L8	Claire Green

Governors to challenge progress so far in relation to the School Development Plan: 3 year priorities and AY2021 actions.

A summary of each meeting's agenda focus

The Full Governing Body

Agenda Item	Agenda focus
Standards	Policy adoption and review / Summer examination analysis / Examination data target setting review Monitoring outcomes - core data review / SEF Attainment and Progress review
Curriculum	Policy adoption and review / Annual curriculum plan and staffing model review / SEF Student Development and SMCS (social, moral, spiritual and cultural) review.
Quality of teaching and learning	Policy adoption and review / Governor Link visit reports / SEF Teaching and Learning quality review Learning Quality dashboard review / External evaluation reports i.e. HMI
Strategic Planning	Policy adoption and review / School Development Plan review / DFE Updates on DFE / Partnership review SEF Leadership review Admissions arrangements Draft Budget review and termly management reports
Staffing Issues	Policy adoption and review Staff Welfare Recruitment and Retention
Estate management	Policy adoption and review Health and Safety and Risk Management Capital investment planning
SEND / Safeguarding / Inclusion	Policy adoption and review Governor Link visit reports SEN Code of Practice Safeguarding updates Behaviour Dashboard review
Marketing and Communication	Policy adoption and review Web site compliance Parents Evening Governor exit survey oral reports

The Curriculum & Standards Committee

Agenda Item	Agenda focus
Academic Results	Policy adoption and review Summer examination analysis. Examination data target setting review Monitoring outcomes - core data review. SEF Attainment and Progress review Policy adoption and review
Curriculum, timetable and options	Policy adoption and review Annual curriculum plan and staffing model review SEF Leadership review (in part) SMCS and Safeguarding
Quality of teaching and learning	Policy adoption and review Governor Link visit reports SEF Teaching and Learning quality review Learning Quality dashboard review External evaluation reports i.e. HMI, Ofsted etc.
Strategic Planning	Policy adoption and review School Development Plan review Updates on DFE announcements and long term considerations Leadership and responsibility structures – annual review. Reports on issues raised through wider partnerships i.e. Coventry networks, Teaching Alliances and Business SEF Leadership review
Student Welfare	Policy adoption and policy compliance review School Self-Evaluation – Student Voice Admissions - students in / out report
Attendance, Punctuality, Absence & Exclusions	Policy adoption and review Behaviour and Attendance dashboards In year fair access protocol arrangements Alt Programme register review
Special Needs and Discrimination	SEN / Inclusion Policy adoption SEN / Inclusion Policy compliance review SEF Development SEN / Inclusion Policy compliance review Funding and provision update Delegated Governor visit oral reports

The Finance and Premises Committee

Agenda Item	Agenda focus
HR	Policy adoption and review Policy Review Performance Management annual report on progress or otherwise and actions in place. Staff Absence / Staff Issues
Health and Safety	Policy adoption and policy compliance review RAG H&S Process Site H&S walk about termly report Annual Staff Induction / H&S awareness form feedback Site maintenance and capital planning prioritisation Fire Drill review sheet termly Delegated Governor visit oral reports
External visits and Transport	Policy adoption and policy / process compliance review Overseas Visits Approval / Residential Trip reports Delegated Governor visit oral reports
Quality of learning resources	Physical resource capital strategy ICT capital strategy
Estate Management	Policy adoption and policy compliance review Key contracts RAG review Delegated Governor visit oral reports Accessibility Planning
Marketing and Communication	Policy adoption and review Web site review / compliance Updates on Brochures etc. as produced Parents Evening Governor exit survey oral reports
Budget Planning	Review of accounting and financial processes Review Management Accounts Audit reports and action plan monitoring Financial Handbook Business Risk and Continuity Planning

Full Terms of Reference

Terms of Reference for the Academy Members

Purpose

The Members operate at a strategic level with ultimate control over the direction of the Academy Trust. The Academy Trust's objects are specifically restricted to the following:

- to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum ("the Academy").
- to promote for the benefit of the inhabitants of Coventry and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Membership and Attendance

1. The dates for meetings will be agreed on an annual basis at the Annual General Meeting.
2. There shall be a minimum of 3 members of the committee, with any 2 constituting a quorum, except when appointing additional members, when all members must be present and the vote is unanimously.
3. The Academy Members will consist of the signatures on the original memorandum, Members appointed by the existing members (see item 4), the Chair of Governors and one person appointed by the Secretary of State, in the event that the Secretary of State appoints a person for this purpose.
4. The members may agree unanimously in writing to appoint such additional members as they think fit and may unanimously (say that the agreement of the member(s) to be removed shall not be required in writing) agree to remove any such additional members. The reasons for removal of any member would be as laid down in the academies Articles of Association.
5. The local authority Governor Support Service is the clerk of the committee.
6. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.

Duties:

1. Overseeing the achievement of the objectives of the company.
2. Appoint additional members
3. Be a guardian of the Academy vision and Trust Objects, safeguarding and promoting the values of the Academy.
4. Taking part in Annual and Extraordinary General Meetings.
5. Appoint governors to the governing body, ensure arrangements for the selection of parent and staff governors are properly carried out, and ensure each governor signs up to the Trust Objects.
6. Signing off the company's financial accounts and annual report.
7. Contribute to the Governing Body's role in giving clear strategic direction to the Academy.

8. Power to amend the Articles of the company and, ultimately, to remove the governors/directors.

Terms of Reference for Committees of the Governing Body AY2021

The terms of reference of each committee of the governing body will be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

1. Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body. The Headteacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.
2. The membership of each committee and the dates for meetings will be agreed on an annual basis at the first meeting of the whole governing body before the first committee meeting.
3. The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body before the first committee meeting. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.
4. The local authority Governor Support Service is the clerk of the committee.
5. In the absence of the chair or clerk the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at three governors from a minimum of two categories.
7. Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
8. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded and minutes will be provided. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
10. The chair of the committee will be invited to give an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not Governors.
12. Any governor may attend meetings of committees.
13. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.
14. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the headteacher and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.
15. The committee chairs will meet with the chair of governors and headteacher at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.

Terms of Reference for the Curriculum and Standards subcommittee AY2021

The terms of reference of this subcommittee of the governing body will be approved by the governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

Purpose

The purpose of the committee is to review strategy and performance in the area of educational provision and outcomes. The committee should support and challenge the Headteacher and leadership at all levels to ensure that Coundon Court is taking the necessary steps to realise the strategic vision through the Development Plan.

Duties and Responsibilities

1. Maintain a regular oversight of Coundon Court's academic results, curriculum (formal and enrichment provision), timetable and options, quality of teaching and learning, strategic planning and staffing recruitment and retention issues.
2. This oversight will be gained by receiving reports from the Headteacher and such staff as are chosen to present to the Committee, and by engaging in discussions with them about educational developments and improvements.
3. Review the academic performance of the Academy, as measured by external and other academic results presented to them by the Headteacher.
4. Give attention to the quality of the teaching facilities, equipment and apparatus at the Academy, consider proposals from the Principal for changing or supplementing the arrangements, and make recommendations to the full LGB.
5. Ensure that all policies and statements required by Government regulations on academic matters are in place and are being correctly implemented by the Academy.
6. Routine and regular checking of data on attendance, punctuality, absence and exclusions.
7. Regularly review its own performance, constitution and terms of reference, and make any recommendations that it may consider necessary in these connections.

Membership and Meetings

1. Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body. The Headteacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.
2. The membership of each committee and the dates for meetings will be agreed on an annual basis at the first meeting of the whole governing body before the first committee meeting.
3. The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body before the first committee meeting. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.
7. The local authority Governor Support Service is the clerk of the committee.
4. In the absence of the chair or clerk the committee will elect a replacement for the meeting.
5. The quorum for each committee is fixed at three governors from a minimum of two categories.
6. Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
7. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
8. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded and minutes will be provided. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
9. The chair of the committee will be invited to give an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.

Terms of Reference for the Finance and Premises Sub-Committee AY2021

The terms of reference of each committee of the governing body will be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

Purpose

To ensure that strategic planning for the academy's finances, resources, premises & asset management is aligned to the development plan.

To ensure sustainable and efficient management of the academy's finances, resources, premises and asset management and to ensure financial probity.

To advise the governing body 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).

The committee should support and challenge the Headteacher and leadership at all levels to ensure that Coundon Court is taking the necessary steps to realise the strategic vision through the Budget Plan and sound financial management including proper planning, monitoring and probity, that it is achieving the agreed success criteria and is doing so according to the agreed timetable for progress.

To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.

Duties and Responsibilities

To consider the academy's annual indicative funding and to assess its implications for the academy.

To consider, and recommend the annual budget plan and to contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals.

To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances.

To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE & EFA, drawing any matters of concern to the attention of the governing body.

To monitor and review capital investment planning to ensure the viability of the site and its assets.

To present the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.

Ensure that all policies and statements required by Government regulations on Health and Safety are in place and are being correctly implemented by the academy.

To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.

To recommend to the full governing body the appointment or reappointment of the auditors of the academy. Regularly review its own performance, constitution and terms of reference, and make any recommendations that it may consider necessary in these connections.

1. To advise the governing body on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the Internal Audit Service.

2. To advise the governing body on the scope and objectives of the work of the internal audit service, the financial statements auditor and the funding auditor.
3. To ensure effective co-ordination between the internal audit service, the funding auditor and the financial statements auditor including whether the work of the funding auditor should be relied upon for internal audit purposes.
4. To consider and advise the governing body on the audit strategy, needs assessment and annual internal audit plans for the internal audit service.
5. To advise the governing body on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and the funding auditor and management's responses to these.
6. To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports, the funding auditor's management letter and spot check reports and the financial statements auditors' management letter.
7. To consider and advise the governing body on relevant reports by the National Audit Office (NAO), the EFA and other funding bodies and where appropriate management's response to these.
8. To establish in conjunction with Academy management relevant annual performance measures and indicators and to monitor the effectiveness of the IAS and financial statements auditor through these measures and indicators and decide based on this review, whether a competition for price and quality of the audit service is appropriate.
9. To produce an annual report for the Governing Body and Accounting Officer, which should include the Committee's advice on the effectiveness of the College's risk management, control and governance processes, and any significant matters arising from the work of the IAS, the funding auditors and the financial statements auditor.
10. To ensure that all allegations of fraud and irregularity are properly followed up.
11. To be informed of all additional services undertaken by the IAS, the financial statements auditors and the funding auditors.

Membership and Meetings

Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body. The Headteacher is an ex-officio member of each committee. At least three other governors shall be a member of each committee.

The membership of each committee and the dates for meetings will be agreed on an annual basis at the first meeting of the whole governing body before the first committee meeting.

The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body before the first committee meeting. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.

The clerk of the committee is appointed by the committee.

In the absence of the chair or clerk the committee will elect a replacement for the meeting.

The quorum for each committee is fixed at three governors from a minimum of two categories.

Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.

The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded and minutes will be provided. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.

The chair of the committee will be invited to give an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.

Any governor may attend meetings of committees.

Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Headteacher and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.

The committee chairs will meet with the chair of governors and Headteacher at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.

Terms of Reference – Pay Committee AY2021

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole Academy pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

Committee Membership

The Pay Committee will consist of at least four Governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the Academy.

The quorum for the committee is fixed at three Governors from a minimum of two categories.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved Academy pay policy.

Specifically, this will include:

1. Ensuring that the policy is applied equitably and consistently for all staff.
2. Ensuring that pay decisions are fair and equitable, link with the Academy Appraisal Policy and take account of the recommendations of the Headteacher and where appropriate other members of the Academy Leadership Team.
3. In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the Academy, including allowances and temporary Recruitment and Retention payments where appropriate.
4. Review the Academy staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an Appendix to the pay policy.
5. Recommend the annual pay budget, including pay progression to the Governing Body.
6. Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.
7. Ensure accurate and up to date person specifications and job descriptions are maintained in the Academy to inform pay decisions where necessary.