



Category	General Management		
Document Name	School Governing Body Instrument of Government and Terms of Reference		
Approval By	Grafham Grange School Governing Body		
Reference	GV.P5	Date Ratified	16 th September 2014
Version	1.0	Last Update	14 th August 2014

Related Documents

Name	Reference
Memorandum of Association	GV.P1
Articles of Association	GV.P2
Organisation and Governance of the Trust	GV.P3

INSTRUMENT OF GOVERNMENT OF GRAFHAM GRANGE SCHOOL

1. Grafham Grange School is owned and operated by the RADIUS Trust: a registered charity. The RADIUS Trust is the “relevant authority” for the school.
2. The name of the Governing body is “The Governing Body of Grafham Grange School”.
3. The Governing Body shall consist of:
 - a. One parent governor elected by the parents (or, if no suitable candidate is forthcoming, a person appointed by the Board of Trustees in accordance with the guidance provided by DfE).
 - b. One of the school’s teachers elected by the permanently contracted teachers, known as “Teacher Governor”.
 - c. A member of the school’s non teaching staff elected by the permanently contracted non-teaching staff, known as “Associate Staff Governor”.
 - d. One representative of a Local Authority appointed by that authority, known as “Local Authority Governor”.
 - e. At least one member of the Board of Trustees appointed by the Board of Trustees
 - f. Other governors appointed by the Board of Trustees in such numbers as it sees fit and necessary to assist in discharging its legal responsibility for ensuring the proper governance of the of the school, known as “Charity Governors”.
4. Chair of governors
 - a. The Board of Trustees shall appoint a Trustee as the Chair of the Governing Body.
 - b. In the event of the absence of the Chair, the responsibilities will be assumed by the Vice Chair (if one is appointed), a Charity Governor or a Trustee nominated by the Chairman of the Board of Trustees.
5. Vice chair of governors
The Board of Trustees may appoint a trustee or a charity governor as Vice Chair.



6. Retirement

Any member may resign with immediate effect by sending a letter (or e-mail) notification of resignation to the Chief Executive Officer of the RADIUS Trust.

7. Tenure and Termination of Membership

- a. The Board of Trustees may terminate a membership of the Governing Body on grounds of poor attendance, inability or unwillingness to make a significant contribution, giving the individual the opportunity to discuss the reasons for the decision with the Chairman of the Board.
- b. Elected members will serve for four years but will cease to be members if they cease to meet the requirements necessary for their election.
- c. Subject to a four yearly review with the Board of Trustees, the Local Authority shall determine the tenure of its representative and may terminate the appointment at any time and appoint a substitute.
- d. The Board of Trustees shall review the membership of a Charity Governor at least every four years.
- e. The Board of Trustees will review annually the Trustee membership of the Governing Body including the appointment of Chair and Vice chair.

8. The Governing Body shall meet in plenary at least three times in each academic year.

9. At least three Trustees and/or Charity Governors shall be present to constitute a quorum. The Chair of Governors and the Clerk may jointly agree to the “virtual attendance” of members by telephone conference or other means; and such attendance shall count towards a quorum for so long as effective communication is maintained.

10. A decision requires the support of the majority of members present or “virtually present” and voting. Decisions may be taken outside meetings by email providing: a full presentation of the case for the decision is made available in advance; all members have the opportunity to communicate their opinions to all others; and where subsequently there is unanimous support for the proposal formally communicated to the Chair and Clerk.

11. The Governing Body may allocate duties to individual or groups of members, but remains collectively responsible.

12. The Board of Trustees shall appoint a clerk to the Governing Body who shall not be a member of the Governing Body.



Grafham Grange School
Building Better Futures

This instrument of government comes into effect on 16th September 2014.

This instrument was made by order of the Board of Trustees of the RADIUS Special Education Trust which is the relevant authority of the school.



Terms of Reference for the Governing Body of a RADIUS Trust school

A. The core functions of the Governing Body

Acting within the framework of the Instrument of Government of the school together with the policies and principles established by the Board of Trustees of the RADIUS Trust and using the methods it prescribes, the

Governing Body shall discharge the following core functions:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher/Principal to account for the educational performance of the school and its pupils and the standards of residential care;
- c. Overseeing the financial performance of the school and making sure its money is well spent;
- d. With advice and guidance from the Clerk to the governing Body, ensuring compliance with The Education (Non-Maintained Special Schools) (England) Regulations 2011 Statutory Instrument and other relevant legislation.

B. The core functions of the Chair of the Governing Body

The Chair of the Governing Body is the lead Trustee on all matters of school governance.

The core functions of the role are:

- a. Lead the Governing Body
 - develop the capacity of its members to serve the needs of the school;
 - Coordinate the work of portfolio governors ;
 - With the full support of the clerk and head teacher/principal ensure focused meetings of the Governing Body with well ordered documentation;
 - Ensure governors are prepared to engage with Ofsted inspections as required.
- b. Monitor and support the effectiveness of senior leadership and management in the school
 - Be fully aware of the standards of leadership and management and its impact on all aspects of the school
 - Advise, support and challenge the head teacher/principal in the preparation of school strategy for consideration by the Governing Body
 - Advise and assist the CEO in the performance management of the Headteacher/Principal in accordance with procedures approved by the Trust Board.
- c. Operate as a channel of communication between the school and the Board of Trustees
 - Ensure clarity of common purpose and mutual understanding between Board and Governing Body.
 - Represent the interests of the school in the deliberations of the Board and its sub committees.



C. The method of governance

Collective responsibility

In allocating/confirming portfolios to individual or groups of governors, the Governing Body must ensure that it maintains collective oversight of school performance and takes decisions based on careful deliberation in plenary session as prescribed in the Instrument of Governance.

Governor portfolios

In order to ensure that it maintains oversight of the school's management of core functions, detailed work shall be delegated in specific "portfolios" to individual governors. They in turn will refer all matters for decision to the Governing Body in plenary and keep it informed of all significant developments.

The following portfolios will focus on the quality of the education and care provided by the staff of the school:

- Professional performance and development
- Curriculum and extra-curricular activities
- Pupil growth and development
- Safeguarding and residential standards
- The living environment

Note: *In exercising governance of the quality of the work of educational professionals interacting with pupils, lay governors must avoid making professional judgments. To this end "portfolio" governors will work closely with the relevant senior manager or team leader, relying on their professional judgement in the first instance and looking to them to provide the first line of quality assurance. The essential first step is to gain an understanding of the way in which the work of the professionals is supervised and to ensure that it is being effectively implemented. More detailed guidance on the method of working is provided in the Portfolio Governance Handbook.*

The Governing Body will delegate other areas of governance by creating other portfolios which will include:

- Parents, partners and the public image
- Finance and resource allocation

Note: *In these cases the relevant experience of the portfolio governor can be brought more directly to bear, providing advice to the Headteacher/Principal and other managers*