

Terms of Reference

Executive Committee

Membership:

The following four Trustees plus the Headteacher make up the members of Birchwood Community Academy Trust

Chair of the Full Governing Board

Chair of Standards

Chair of Finance & Resources

Headteacher

The group shall be open for all Governors to attend

Chair: The Chair of the FGB will be the Chair of the Executive Committee

Quorum: The quorum shall be 3 trustees plus the Headteacher

Meetings: The Group shall meet as required but at least once per term

Terms of Reference

1. To review the aims and ethos of the Academy on an annual basis
2. To provide strategic vision in the medium and long term for the Academy
3. To monitor progress of the School Improvement Plan and the Academy Business Plan
4. To undertake monitoring and evaluation to ensure the legal requirement of the Academy are secure
5. To oversee criteria for succession planning both for the organisation and the Governing Board.
6. To monitor the membership and skill set of the Governing Board and to seek additional members when required (see Search Process)
7. To advise on the appointment and re-appointment of trustees.
8. To advise on co-options to the Governing Board.
9. To review the attendance of trustees at meetings and manage any issues related to trustee conduct
10. To oversee trustee training and convene additional meetings or conferences as required
11. To have delegated powers to make decisions regarding staffing if required in situations where a Personnel meeting is not due
12. To act as a sounding board for the Headteacher regarding strategic issues and offer challenge within a supportive forum

Terms of reference agreed by the Executive Governors on:

Date: _____

Signed: _____

THE SEARCH PROCESS

All prospective Governors will receive a pre-pack of information when they seek appointment which includes:

- Cover letter
- Background information on the school
- Roles & responsibilities of governors
- School and College Prospectus
- Skills Audit – blank pro-forma
- Application form and pen portrait
- Pecuniary register of interest – blank pro-forma

The Clerk will develop and maintain a database of appropriate persons interested in making a voluntary contribution to the work of the school through membership of the Governing Body.

The Committee has the power to place an advertisement for persons wishing their name to be added to the database in the local media if required, and the school's website will advertise the work of the Governing Body and ask for expressions of interest.

On occurrence of a vacancy the Committee will research suitable candidates from the database through a process of interview and by placing advertisements if necessary or through consultation with appropriate local community and employer organisations.

The Committee will put forward to the Governing Body for their consideration suggestions for each vacancy including a résumé of the strengths and weaknesses of each suggested candidate.

As part of the appointment process, prospective governors will meet the Headteacher and Chair of Governors and be given a tour of the school site.

GOVERNOR INDUCTION

On appointment, a further pack of documents will be given to the new Governor:

- Acknowledgement letter
- Committee membership (current)
- Governing Body membership
- Governor Induction Handbook
- Roles and responsibilities of school staff
- School Improvement Plan
- Information on the Governing Body
- Log on to Birchwood 365 site

Birchwood Community Academy Trust

Shortly after appointment, new Governors will meet with the Clerk, the Headteacher and the Chair of Governors to discuss in detail the background to the school and the role of Governor.

A meeting with the Clerk will be held to discuss training needs which emerge, within 3 months of appointment.

Governors will be assigned a 'mentor' for their first year – mentors are chosen from those Governors who have served at least 2 years.