Company No: 7844795

This report should be read in conjunction with the Articles of Association of St Thomas More Roman Catholic Academy

BOARD OF DIRECTORS/GOVERNORS PROCEDURES ST THOMAS MORE ROMAN CATHOLIC ACADEMY

Terms of Office – *Article 83 to Article 93*

Term of Office for Chair - **2 Years** Term of Office for Vice Chair - **2 Years**

Date on which term of office of Chair shall end: **Autumn 2020**

Date on which term of office of Vice-Chair shall end: **Autumn 2021**

(Note - It is an expectation of the Trustees of the Academy that the Chair and Vice Chair of Governors are Foundation Governors)

Election Procedures – *Article 83 to Article 93*

Nominations for Chair and Vice Chair will be invited at the meeting.

Election Process

The Election process will be by Open Vote.

Nominees will leave the room for the vote to take place.

In the event of a single nomination, the Governing Body will still vote on the nomination.

Terms of Reference and Committee Membership – *Article 101*

Date Committee Terms of Reference Agreed / Reviewed - **Adopted by the Board of Directors/Governors St Thomas More Roman Catholic Academy on 18 September 2019**

Governors to Elect Committee Chair

Name of Clerk to the Governing Body - Miss Catherine Marshall (Governance and HR Manager)

The Governing Body does subscribe to Governor Training SLA.

Committees Membership *- Article 101*

The Board of Directors/Governors have approved the following Committees:

Admissions
Audit Committee
Finance, Premises, Health & Safety Committee
Ethos and Safeguarding Committee
Staffing Committee
Teaching, Learning and Achievement Committee
Pupil Disciplinary Committee
Hearing Committee
Appeals Committee

Other Sub-Committees may be appointed should the Directors/Governors deem it necessary.

The list of current membership of committees is attached at Appendix 1.

The Terms of Reference for the Committees approved at the meeting on ***18/09/2019*** are available from the Clerk to the Governors.

Staffing

Refer to School Staffing (England) Regulations 2009

Staff Appointments and Dismissals may be delegated to either the Headteacher, one or more governors, or one or more Governors and the Headteacher.

Please refer to Committee Membership List for named governors if applicable, and Committees Terms of Reference for committee responsibilities relating to Staffing.

Appointing Staff Delegated to the following:

Appoint Support Staff	:	Headteacher (supported by appropriate school staff)
Appoint Teachers appropriate	:	Main Scale, TLR3 and TLR2 (3) posts: Headteacher (supported by school staff) Post of TLR1 and Leadership Spine: Headteacher and up to 3 Governors. Responsibility for Shortlisting delegated to Headteacher (supported by appropriate school staff)
Headteacher/Deputy Headteacher	:	As per Diocesan Guidance

Where interviews take place over 2 days, it is preferable that Governors and school staff are present for both days.

Dismissing Staff delegated to the following:

Dismiss Support Staff	:	Headteacher plus 1 Governor
Dismiss Teachers / Deputy Headteacher / Leadership Team	:	Main Scale – Headteacher plus 1 Governor Promoted posts – Headteacher plus 3 Foundation Governors
Dismiss Headteacher	:	Three governors from governors with delegated responsibility for staff dismissal / lifting of suspension.

Suspension of Staff:

Both the Governing Body and the Headteacher have power to suspend on full pay anyone who works at the school, if it seems necessary. Each must inform the other if it takes such action. The Governing Body can delegate a review of a suspension to a committee. Only the whole Governing Body may end a suspension.

Meetings – *Articles 105 – Article 123*

Number of Board of Directors/Governors Meetings per Annum: 4

Autumn Term number of meetings : 2

Spring Term number of meetings : 1

Summer Term number of meetings : 1

Miscellaneous

Clerk to the Governing Body to keep signed Minutes in a Minute Book or File.

The Governing Body agree draft minutes will be available for inspection by Governing Body.

The Governing Body agree a statement on the Agenda will declare Confidential items.

The Governing Body agree a statement on the Agenda will declare interests eg pecuniary.

The Governing Body Code of Conduct *(including Directors' Duties)* is attached at Appendix 2.

The Governing Body agree to delegate specific functions.

A list of agreed roles of the Governing Body is attached at Appendix 3.

Nominated member of staff responsible for School Polices : Miss Catherine Marshall

Date of Meeting Governor Procedures Agreed / Reviewed :

Signed Chair of Governors

Date: .....18/09/2019.....