

## INTRODUCTION TO THE GOVERNANCE OF THE SCHOOL

### THE GOVERNING BODY

1. **Composition.** The Articles of Association provides for Members and directors/ trustees/ governors of the Academy Trust. The instructions in the Salmon Pack refer to the Governing Body only unless specified otherwise.

a. **Members.** There are four members of the Academy Trust:

(1) The Bishop: normally represented by an individual appointed by him.

(2) The Salisbury Diocese Board of Education: SDBE: a corporate member represented by a SDBE member who is normally also a governor.

(3) The Chapter of the Salisbury Cathedral: a corporate member represented by a Chapter member who is normally also a governor.

(4) The current elected chair of the Governing Body.

b. **Governing Body.** The directors/trustees /governors are referred to as 'governors' and together form the 'Governing Body'. There are three types of governors:

(1) Governors appointed by the Members and including the Bishop of Salisbury (who normally appoints someone to represent him).

(2) Parent and Staff Governors: elected by parents and staff respectively.

(3) Co-opted Governors: appointed by the Governing Body with the agreement of the Salisbury Diocese Board of Education.

2. **General Meetings (Members).** The Members meet at least once each year to hold an AGM and may hold other general meetings if necessary. Governors may also call general meetings. All governors are invited to attend all general meetings and the AGM is normally held after a Governing Body Meeting. Only Members may vote at Members' Meeting but any governor may speak. A quorum is two members or their proxies provided that either a representative of the Diocesan Board of Education or the Diocesan Bishop is present. The Governing Body meets at least once a term and a members Meeting is scheduled to coincide if there is any Members' business.

3. **Functions.**

a. **Members.** Members are primarily responsible for the ethos of the School and therefore powers to make, or apply to the DfE to make, fundamental changes to the School lie with them. For example (but not exclusively):

Changing the Status of the School from an academy

Changing the status of the school from a Church of England School

Changing the status of the School as a single sex school

Closing the School

Changing the name of the School

Changing the Articles of Association

Changing the Standing Orders of the Governing Body

Appointing/ dismissing 'Member appointed' governors except for the Bishop who is 'ex officio'

Determine the process by which staff governors are appointed.

b. **The Governing Body.** The Governing Body is responsible for the general running of the School. Its core tasks are to define the strategic vision for the school and then seek to monitor progress and standards. It establishes strategy and receives regular reports from the Headmaster, advises, sets targets, monitors progress and ensures the maintenance of standards. It also approves the Curriculum for the School. Heads of departments, both academic and pastoral, and other focus areas are invited to inform the Governing Body on aspects of their work and many Governors are linked with an individual department or area of responsibility which they will regularly visit, eg a Governor links up with the member of staff responsible for Special Educational Needs and others with the School faculties. Individual Governors attend the many school events throughout the year and several governors formally visit to view the School at work each year and report their findings to the Governing Body. All job applicants for posts which entail membership of the Leadership Team are interviewed by Governors

4. **Sub-Committees.** Much governors' work is delegated to sub committees which meet to give detailed consideration to issues, take decisions according to their delegated responsibilities and report back to the Governing Body.

a. **Evaluation Committee.** The Evaluation Committee meets annually to evaluate the performance of the Governing Body and to propose improvements if appropriate.

b. **Finance & Audit Committee.** The Finance & Audit Committee is concerned with the School's financial management, budget strategy and audit.

c. **Admissions, Property Health & Safety Committee.** The Admissions, Property, Health and Safety Committee is responsible, within government requirements, for the policy governing all admissions to the School and for all matters related to the premises and grounds, the Sports Centre and the safety of all those who work at or attend the School.

d. **Pay and Staffing Committee.** The Pay & Staffing Committee look after all matters of staffing, pay and conditions of service. .

5. **Heads of Department Committee.** Governors are represented on this committee for curriculum items.

6. **Minutes.** Meetings are minuted by the Company Secretary and circulated to all Governors. Minutes of the Governing Body are posted on the School Website under 'Governors' after approval. All minutes, including those of sub-committees are available for inspection in the Company Secretary's Office or may be requested under the FOI Act. The Headmaster (who is a Governor) and Bursar are fully involved in the work of all these committees and act in partnership with the Governors.

7. **Information on the Governing Body.** The School's governing documents, Ethos Statement, other papers relating to the governance of the School are on the Schools Website under 'Governor' or 'Policies' and other enquiries on all matters concerning the Governing Body should be directed to the Company Secretary at the School. .

8. **'Wiring Diagram'.** A diagrammatic representation of the governance structure is at Encl 1.

## **PRIVATE CHARITABLE FUNDS**

9. The following private funds are also maintained for the benefit of the School by a separate charitable trust whose members are: Chair Finance & Audit Committee, Deputy HM and Bursar. The funds are:

The School Fund  
The Foundation Fund  
The Travel Fund  
The Income Appeal Fund.

10. In order to provide the required division of control between the public and these private funds, the latter are controlled by separate trustees who are:

- a. The Chair of the Finance & Audit Committee who acts as the Chair of Private funds trustees.
- b. The Deputy Headmaster.
- c. The Bursar who acts as Treasurer.

11. Details of the administration and functions of the Private Funds are in their Constitution.