



Full Governing Board Terms of Reference 2025-2026

ALCESTER ACADEMY

Purpose:

Our board has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/school and making sure its money is well spent

The main responsibilities to be managed by the board are outlined below

• **Membership:** 10 Governors

MIKE DEAN – (Chair) Member
TIM HARRISON - (Vice Chair) - Community
KAREN BUCKTHORP – Staff
JANE CLARKE – Staff
CAROLE HODGETTS – Co-opted
TONY LEWIS – Community
SARAH MELLORS - Headteacher
FIONA WILLIAMS – Co-opted
MARTIN BROWN – Parent
GARETH BROWN - Parent

STEPHANIE HALL - Clerk

Quorum: Three governors or where greater, any third of the governors rounded up to a whole number – FOUR GOVERNORS

Meetings: The board will meet at least four times a year. Minutes of the meetings will be shared with the board and made available to the public.

Policies and compliance: The board will review and ratify:

Policy:	Exclusions	SMSC
	Feedback & Marking	Special Consideration
Access Arrangements	Financial Controls & Governance	Staff Training & Development
Accessibility	Fire Safety Management	Supporting Students with Medical Conditions
Admissions Policy	Freedom of Information	Teachers Pay
Annual Leave & TOIL	GDPR Information Security	Teaching & Learning
Anti Bullying	Governors Allowances	Treasury Management
Appraisal	Gifts and Hospitality	Uniform
Asbestos Management	Hardship Fund	Well Being
Attendance	Health & Safety	Whistleblowing
Behaviour & Discipline	Hiring of Educational Premises	Word Processor Policy (Exams)
BTEC Internal Verification	Home Academy Partnership Agreement	
Capability	Homework	Plans:
Careers	Lesson Observation	
Centre Policy for determining TAGs	Literacy	Major Incident & Disaster Recovery Plan
Charging & Remissions	Lockdown Procedure	
Child Protection & Safeguarding	Managing Absence	
Child Protection & Safeguarding (Executive Summary)	Managing Contractors	Statements & Procedures:
Complaints	Most Able	
Curriculum	Non-examination Assessment	Adverse Weather School Evacuation Procedure
Data Protection	Numeracy	Appeals against internal assessment decisions (Exams)
Data Protection (Exams)	NQT Induction	Catch up funding
Disability Policy (Exams)	Online Safety Policy	(Staff) Code of Conduct
Distance Learning Strategy	Parent Code of Conduct	(Staff) Code of Conduct (Executive Summary)
Driving for Work	Presentation of Students' Work	Complaints and appeals procedure (Exams)
Drugs	Restraint	Conflict of Interests Note
Educational Visits	Rewards	Counselling Statement
Equal Opportunities	Safer Recruitment	Contingency plan (Exams)
Equality	SEND	Disciplinary Procedure
Examinations	Sex & Relationships	Grievance Procedure
Exams Archiving	Social Media for Parents	

ICT Acceptable Use – Pupils

ICT Acceptable Use – Staff

Mission Statement

Privacy Notice – Pupils

Privacy Notice – Staff

Privacy Notice – Parents/Carers

Privacy Notice – Members / Trustees /
Governors

Pupil Premium Statement

Monitoring: The board will be responsible for:

- To develop and evolve a forward-thinking strategic vision for the school which considers both internal and external best practices, advice and expertise
- To ensure that an innovative and challenging School Development Plan is created
- To consider and review the impact that political, educational and financial changes may have on the strategic vision and the School Development Plan
- To ensure that the progress of the School Development Plan is effectively monitored and that the Governing Body receives a termly progress report
- To ensure that a Policy Review programme is current, relevant and delivered
- To establish and keep under review a protocol for the Governing Body
- To ensure that Governors can engage in relevant and focussed Governor Training, enabling best practice governance
- To agree, in a timely manner, the programme of work for the Governing Body and its committees for the school year
- To monitor the programme of work being undertaken by committees
- To consider recommendations made by committees and working parties, and ensure that the committees are working in a co-ordinated and coherent way to ensure best practice
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise eg. A joint committee to oversee a building project
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Principal and Senior Leadership Team
- To undertake tasks delegated to them by the Governing Body
- To consider and advise on any Strategy matters relating to Health and Safety, disability and equal opportunity issues
- Monitoring pupil premium spending
- Ensuring that the National Curriculum is taught to all pupils
- Checking that the statutory required information is published on the school's website
- Ensuring that health and safety regulations are followed
- To review the terms of reference annually

Approved by the governing board: 04.09.2025

Next review date: September 2026