



## 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  
AMY BUTLER – Parent  
ROB JONES – Parent  
MIQUET HUMPHRYES - 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:

<b>Policy:</b>	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	<b>Plans:</b>
Careers	Lesson Observation	
Centre Policy for determining TAGs	Literacy	Major Incident & Disaster Recovery Plan
Charging & Remissions	Lockdown Procedure	
Child Protection & Safeguarding	Managing Absence	<b>Statements &amp; Procedures:</b>
Child Protection & Safeguarding (Executive Summary)	Managing Contractors	
Complaints	Most Able	Adverse Weather School Evacuation Procedure
Curriculum	Non-examination Assessment	Appeals against internal assessment decisions (Exams)
Data Protection	Numeracy	Catch up funding
Data Protection (Exams)	NQT Induction	(Staff) Code of Conduct
Disability Policy (Exams)	Online Safety Policy	(Staff) Code of Conduct (Executive Summary)
Distance Learning Strategy	Parent Code of Conduct	Complaints and appeals procedure (Exams)
Driving for Work	Presentation of Students' Work	Conflict of Interests Note
Drugs	Restraint	Counselling Statement
Educational Visits	Rewards	Contingency plan (Exams)
Equal Opportunities	Safer Recruitment	Disciplinary Procedure
Equality	SEND	Grievance Procedure
Examinations	Sex & Relationships	
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**