

DRAFT TERMS OF REFERENCE

FULL GOVERNING BODY

1. COMPOSITION AND QUORUM

1.1 The Governing Body shall comprise:

Chairman

Vice Chairman

10 Trust Governors

8 Nominated Governors representing:

- URC, Baptist Missionary Society, Council for World Mission
- London Boroughs of Bromley and Bexley
- Parents - 2 representatives elected by parental body
- Staff Common Room - 1 representative elected by the staff

1.2. Governors will serve a term of office of 4 years, and with the exception of the parent elected Governors may stand for re-election after each 4 year term.

1.3. Meetings will be held once a term, preceded by the sub-committees of the Governing Body.

1.4. An additional meeting will be held in September to review academic matters with a particular emphasis on the school's performance in public examinations.

1.5. The meeting must have a majority of Trust Governors to be quorate.

1.6. Meetings of the Governing Body will be attended by the Headmaster, the Deputy Headmaster, the Master of the Junior School, a representative of the Senior Common Room, and any other officers or advisors invited by the Governing Body. Attendees do not have a vote.

1.7. The Secretary of the Governing Body shall be the Clerk to the Governors.

2. OVERALL RESPONSIBILITIES

2.1 Ensure that all the functions of the school are authorized by the powers provided in the governing instrument and by charity law.

2.2 Appoint the Head and Bursar

2.3 Set the policies by which the school will be run and which will dictate the school's resulting culture.

3. MAIN DUTIES

General

- 3.1 Settle the division of responsibilities between the Head and the Bursar and other key members of the management team and also the lines of reporting.
- 3.2 Approve the development plan proposed by the Head and Senior Management Team.
- 3.3 Control finance by setting realistic budgets and approving systems and safeguards, as recommended by the Finance and General Purposes Committee.
- 3.4 Understand the extent of legal compliance duties and be satisfied that there is a rolling programme for meeting them.
- 3.5 Deal with the school's bankers when necessary.
- 3.6 Deal with the regulatory authorities when necessary, including the Charity Commission, the Department for Children, Schools and Families, HM Revenue and Customs, the Trading Standards Department, and the local authority social services and environmental health departments.
- 3.7 Be satisfied that the sale or purchase of land is authorized by the governing instrument and conducted in accordance with ss 36-38 of the Charities Act 1993.
- 3.8 Ensure that redundancies and other crises are sufficiently anticipated, avoided where possible and managed when they happen
- 3.9 Ensure that competent professional advice has been budgeted for and taken when necessary.
- 3.10 Approve major capital project decisions as proposed by the Strategy and Planning Committee and recommended by the Finance and General Purposes Committee.
- 3.11 Review all extra curricular activities and concerns.
- 3.12 Review the school Health and Safety policy statement annually.
- 3.13 Be the primary point of contact for all Health and Safety (H&S) and Disability and Discrimination policy matters and not just those related to buildings and estates.
- 3.14 Receive a report from, and decide on, appropriate recommendations from the Headmaster.

3.15 Review the minutes and receive reports and appropriate recommendations for approval from:

3.15.1 The Finance and General Purposes Committee

3.15.2 The Strategy and Planning Committee

3.15.3 The Junior School Governors' Committee

Academic

3.16 Review and monitor all aspects of the school's academic and curricular policies and their implementation.

3.17 Consider the Head's annual review of the curriculum.

3.18 Monitor, review and evaluate the effectiveness of the curriculum

3.19 Ensure that adequate resources are being allocated to curriculum delivery

3.20 Review and make recommendations as appropriate for the curricular and other arrangements for pupils' special educational and disability needs

3.21 Review and make recommendations as appropriate for pastoral care and extra curricular activity.

3.22 Review and evaluate 'value added', test and examination results

3.23 Review policy on pupil discipline

3.24 Review policy on admission of pupils

3.25 Monitor staff morale and continuing professional development

Additional duties

3.26 Review the school's provision of public benefit and make recommendations as necessary to maintain the provision at exemplary levels.