



The terms of reference for Icknield Community College have been written in accordance with the Acer Trust Governance Framework.

1. Governance of Icknield Community College

- The Board of Trustees is the non-executive body accountable for all aspects of the conduct and performance of the schools in the Trust. The responsibilities of the Board are defined by the Objects in the Trust's Articles.
- The Board of Trustees of Acer Trust delegates the day-to-day management of each Acer Trust school and its delegated budget to the Headteacher and the school's Leadership Team. The school governing body has the oversight of the management of the school and its budget. It is the responsibility of the Trustees to ensure that the governors are exercising their governance functions in line with the relevant duties.
- As required by the Trustees, each Governing Body will report, via the Headteachers' Executive Group report, to the Board about how it is meeting its responsibilities, as defined in the DfE Governance Handbook 2017, and the monitoring mechanisms that are being used to ensure that delegated duties are properly discharged.
- All governance functions need to be carried out within the Acer Trust principles and values.
- The role of governors in each school governing body is similar to that of LA-maintained school governors. As the Acer Board of Trustees has delegated all relevant powers to the School Governing Body, then all governors are responsible for contributing to the work of the governing body in ensuring high standards of achievement for all children and young people. The Governing Body will:
 - Ensure that the school has set its vision, ethos and strategic direction, including oversight of the School Improvement Plan within the Acer Trust principles and values;
 - Hold the school leaders to account for the educational performance of the school and its pupils, and the performance management of staff;
 - Oversee the financial performance of the school, its delegated budget and ensure financial regularity, propriety and value for money in the use of public funds in the achievement of Acer Trust's aims.
- The level of delegation of governance responsibility to GBs is not static and can be varied to suit specific circumstances. For example, if there were areas for improvement relating to financial management in a school, the Board may consider less delegated power in relation to the budget, or strengthening the governing body by appointing an appropriately experienced governor; or, if a school were placed in special measures, the Board may consider delegating fewer powers to the school's governing body to support the focus on school improvement.

- The Trustees ensure that the constitution and membership of each school governing body meets the conditions described in this Governance Framework.

2. Membership

The Icknield Community College Governing Body will consist of:

- Up to fifteen Governors including:
 - Two elected parent governors
 - Two elected staff governors
 - The Headteacher as ex-officio governor
 - Up to ten Trust-approved community governors
- All governors, with the exception of the Headteacher, will serve a four year term of office.

3. Appointment and election processes

- Parent Governors will be nominated and elected by the same process currently used in maintained schools.
- Staff Governors will be nominated and elected by the staff members in each school.
- Trust-approved Governors will be nominated by the governing body and approved by the Acer Trust Board; or, if the school's circumstances require additional governance support, appointed directly by the Board. Trust-approved governors will be people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school. The GB will audit the skills needed and then decide how to recruit and select the governors it will recommend to the Board for approval.
- The only school employees eligible to be elected or appointed to the GB are those listed above.

4. Governance Arrangements

- Icknield Community College Governing Body will meet 6 times a year.
- The Chair and Vice Chair(s) will be elected on an annual basis at the first governing body meeting held each year.
- The Governing Body will, annually, choose the governance structures that best suit their needs e.g. committees or working groups for specific areas of governance or governance projects.
- The Governing Body is responsible for putting in place arrangements for the Headteacher's Performance Management.

- Governors will undertake training where necessary and form a pool from which ad hoc committees of no less than three governors can be drawn, if the need arises in accordance with the school's policies and procedures to deal with matters including:
 - Student discipline
 - Complaints appeal
 - Staff discipline and dismissal
 - Staff dismissal appeal
 - Staff grievance appeal
- Elected staff governors may not sit on these ad hoc committees. As required, governors from one of the other Acer Trust Governing Bodies may sit on ad hoc committees to ensure that the appropriate expertise is available.
- A Pay Committee will meet once a year to ensure that the appraisal process has been carried out fairly and effectively. It will consider recommendations made re: teaching staff pay in accordance with the school's Pay Policy.
- In addition, there will be a Headteacher's Appraisal Committee to carry out the Headteacher's performance review, also in accordance with the school's Pay Policy.
- This committee comprises the Chair of Governors plus two further governors selected by the Chair, who have received appropriate training.
- The Headteacher Appraisal Committee's procedures are laid down by the statutes governing the Headteacher's Performance Management.
- The Headteacher's Appraisal Committee will meet at least once a year to review the Headteacher's performance and pay; further meetings may be arranged as required.

5. The Management of Meetings

- The Clerk will convene meetings.
- Agendas and supporting papers will be placed on GovernorHub at least five days in advance of meeting with an alert emailed to governors when the papers are available.
- Draft minutes will be posted on the GovernorHub within ten days of the meeting taking place.
- The Chair is responsible for working with the Headteacher and the Clerk to draw up the agenda for each GB meeting.
- Copies of agenda and draft minutes will be made available through GovernorHub to the Trust Board and to the school's Leadership Team.
- In the event of a tied vote, the Chair will have a second or casting vote.

- Individual governors or co-opted governors must withdraw from the meeting if there is, or could be, a conflict of interest or a pecuniary interest.
- The quorum for the Governing Body will be a minimum of six of governors
- All ICC governors will follow the NGA Code of Conduct.

6. Chair's Action

- When it is not possible for a decision to wait until the next Governing Body meeting, and arranging an extraordinary meeting is impractical, the Chair, in consultation with the Vice Chair and Headteacher, may take a decision on behalf of the GB. All such decisions will be recorded in writing and reported to the next Governing Body meeting.

7. Core Functions

The Icknield Community College Governing Body is responsible for:

Overseeing financial performance by

- taking account of any resource implications within the decision-making process and take responsibility for setting balanced budgets;
- monitoring how the school is managing its finances.

Holding the Headteacher and senior leaders to account for the school's performance by

- promoting high expectations and support the drive for continuous improvement and ensure these are reflected in the school's vision and aims;
- receiving regular reports from the Headteacher and the Leadership Team;
- understanding the school's data and use it to hold the school's leaders to account as well as understanding the measures that the school uses to monitor its own performance;
- supporting interventions for vulnerable or underachieving learners which narrow gaps in attainment;
- supporting continual improvement in the quality of leadership, learning and teaching;
- supporting the provision of an appropriate curriculum to enable all students to fulfil their educational potential.

Ensuring the school has set its vision, aims and strategic direction by

- contributing to the shaping of the school's vision;
- ensuring that the annual School Improvement Plan supports better outcomes for the school's students in the context of the school's vision;

- creating opportunities to listen to staff, students and parents/carers and respond to their ideas and suggestions for improvement.

Governing effectively by

- appointing named governors for areas of strategic importance and statutory duties;
 - contributing to the formulation of the Trust's business and strategic plans;
 - ensuring the academy complies with statutory requirements;
 - maintaining a statutory policy schedule, reviewing the impact and effectiveness of relevant policies and making recommendations for changes;
 - undertaking appropriate training and seeking out examples of best governance practice; and
 - maintaining high standards of governance by keeping up-to-date with national and local educational developments and statutory changes and ensuring that such changes are reflected in the GB's policies, strategic planning and monitoring processes.
-

Approved by the ICC Governing Body on:

Signed:
Chair of Governors



Approved by the Acer Trust Board on:

Signed: _____
Chair of Trustees

