Christ Church School
Constitution and Governance

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Contents

Contents:

1.0 CONSTITUTION 2
2.0 APPOINTMENT OF MEMBERS AND GOVERNORS: 3
3.0 ORGANISATIONAL STRUCTURE: 4
4.0 SCOPE OF RESPONSIBILITY: 4
5.0 TERMS of REFERENCE: 5

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Member of the NW24 Teaching & Learning Partnership

1.0 CONSTITUTION

The Christ Church C of E Primary Academy Trust (incorporated on 24th May 2012 and opened as an Academy on 1st July 2012) is a company limited by guarantee and an exempt charity (the Charitable Company is known as Christ Church C of E Primary School). The Charitable Company's Memorandum and Articles of Association are the primary governing documents of the Academy Trust.

1.1 The Academy Trust has two layers of Governance:

a. The **Members** of the trust, who are akin to shareholders, are the subscribers to the Memorandum of Association, and other individuals permitted under the charitable articles of association. Members have a limited financial liability to the trust in the event it is wound up and have the power to appoint and remove trustees; and

b. The **Trustees** (more commonly known as **Governors**), who are responsible for the three core strategic governance functions outlined below:

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

The Trustees and FGB have devolved responsibility for day to day management of the Academy to the Headteacher and Senior Leadership Team (SLT). The SLT comprises the Headteacher, Deputy Headteacher, Assistant Headteacher, SENDCo and the Business Manager. The SLT implement the policies laid down by the Governors and report back to them on performance. The Headteacher is the Accounting Officer.

1.2 Members' liability:

Each member of the Charitable Company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they cease to be a member.

1.3 Trustees' Indemnities:

Trustees benefit from professional indemnity insurance purchased at the Academy Trust's expense to cover the liability of the Trustees, which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust. Insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees recklessly.

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Insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Directors of the Academy Trust. The limit of this indemnity is £5M for any one claim and in the aggregate in any one period of insurance.

Christ Church C of E School Clifton
Together We Learn

2.0 APPOINTMENT OF MEMBERS AND GOVERNORS:

2.1 Appointment or election of Members:

The Academy Trust shall have the following Members as set out in its Articles of Association:

2.1.1 Chair of Governors, appointed as part of role, whose term aligns with time in role.

2.1.2 Head Teacher, appointed as part of role, whose term aligns with time in role.

2.1.3 Two members of the Governing Body who may be either Parent or Community Governors, who are elected by the Parent & Community Governors each year at same time as election of the Chair (or as soon as practical following a vacancy). They serve a 1 year term (or on earlier resignation as Governor).

2.1.4 Foundation, nominated by the Foundation (not necessarily one of the Governors above) who has no fixed term.

2.1.5 The Diocese of Bristol who has no fixed term and can be represented by any nominated member of the Diocese.

The 6 Members of the Academy Trust constitute the body ultimately responsible for the Academy and its charitable status.

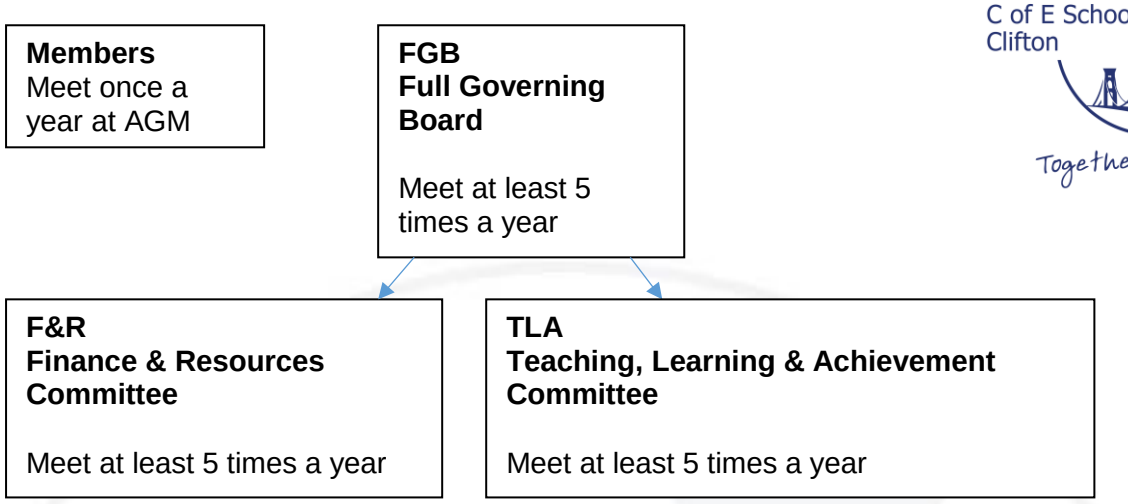
2.2 Appointment or election of Governors

On 1st July 2012 the Trustees appointed all those Governors that served the predecessor school to be Governors of the newly formed Academy. These Governors were appointed for a term of office that would end when their original term at the predecessor school would have ended, thus ensuring a staggered re-election or replacement process.

Governors are appointed for a four year period, except that this time limit does not apply to the Head Teacher. Subject to remaining eligible to be a particular type of Governor, any Governor can be re-appointed or re-elected.

When appointing new Governors, the Trust Board will give consideration to the skills and experience mix of existing Governors in order to ensure that the Governing Body has the necessary skills to contribute fully to the Academy's development.

3.0 ORGANISATIONAL STRUCTURE:



4.0 SCOPE OF RESPONSIBILITY:

4.1 Full Governing Body (FGB):

The FGB establishes an overall framework for the governance of the Academy and determines membership, terms of reference and procedures of Committees and other groups. It receives reports including policies from its Committees for ratification. It monitors the activities of the Committees through the minutes of their meetings. The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The Governing body has the following statutory and non-statutory committees:

- Finance & Resources (F&R)
- Teaching, Learning and Achievement (TLA)

4.2 Finance and Resources (F&R) Committee:

The F&R Committee is responsible for monitoring, and reviewing policy and performance in relation to financial management, compliance with reporting and regulatory requirements and reporting, receiving reports from the Responsible Officer and drafting the annual budget including setting staffing levels. It also incorporates the role of an audit committee.

4.3 Teaching, Learning and Achievement (TLA) Committee:

The TLA Committee observe teaching and learning to monitor, evaluate and review Academy policy, practice and performance in relation to curriculum planning, target setting and assessment. The Committee analyses external school performance data and trends in pupils' performance. It also considers pastoral issues and the ethos of the school, including safeguarding/child protection, provision for pupils with special educational needs, attendance and punctuality, as well as the broader issues of personal development and well-being for all.

5.0 TERMS of REFERENCE:

5.1 The following Terms of reference apply to the FGB and all Sub-committees:

5.1.1 All Governors are members of the Full Governing Body (FGB). Membership of each committee will be no fewer than 4 governors including the Headteacher. Where appropriate the Headteacher may ask the Deputy Head to attend instead. The Deputy Head is an associate member of the governing body.

5.1.2 The quorum for each committee meeting shall be 3 governors.

5.1.3 Each committee has the power to include persons who are not Governors (referred to as "associate members") provided that a majority of members of such committee shall be Governors.

5.1.4 The Governors may determine that some or all of the associate members of a committee shall be entitled to vote in any proceedings of the committee.

5.1.5 Committees to meet at least 5 times a year and otherwise as required, using the terms of reference as a guide to agenda setting.

5.1.6 The Chair of each Committee will be responsible for ensuring (in practice, most of this work is undertaken by the Clerk):

- Dates are set for the meetings
- There is an agenda for the meeting
- Notes are taken and Minutes are typed and distributed.
- Actions are chased.

5.1.7 Responsibility for reviewing and approving non-statutory policies as detailed in the Policies Schedule is delegated to committees. The policies schedule shall be kept updated by the Clerk.

5.1.8 When quorate, each committee has the power to make its own decisions without referral to the full Governing Body, except in the case of policies or where the subject matter requires full Governing Body consideration by law.

5.2 Finance Committee

5.2.1 The aim of the Finance Committee should be to "through highly effective, rigorous planning and controls, governors ensure financial stability, including the effective and efficient management of financial resources such as the pupil premium funding. This leads to the excellent deployment of staff and resources to benefit all groups of pupils (Ofsted)"

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5.2.2 The Finance Committee should take the lead on:

- Determining how to spend the budget allocated to the school
- The co-ordination of policy development and review
- The coordination of drawing up action plans, Ofsted/School Improvement plans

5.2.3 The Finance Committee accepts full delegated responsibilities for the discharge of the following duties:

- Review, monitor and evaluate the annual maintenance programme
- Determine the costs and arrangements for maintenance, repairs and redecoration within the budget allocation and ensure the school complies with health and safety regulations
- Oversee the preparation and implementation of contracts
- Review, consider and approve Financial, Premises or HR related non-statutory policies as detailed in the Policies Schedule and recommend those of a statutory nature to the FGB for adoption
- Agree the level of delegation to the Headteacher for the day-to-day financial management
- Consider requests to move funds from one budget to another by the Headteacher where the amount is above that set for day-to-day financial management
- Monitor the income and expenditure of all public funds and ensure that this process is sufficiently audited
- Monitor the use and impact of resources identified in the School Improvement Plan/Ofsted Action Plan
- Ensure the principles of best value are adhered to
- Pupil recruitment and marketing the school

5.2.4 The Finance Committee should accept full delegated responsibilities for the discharge of the following duties:

- Determine staffing numbers
- Review recruitment, selection and appointment procedures
- Monitor and evaluate the impact of the provision for continuing professional development
- Monitor and evaluate the impact of governor training
- Monitor and evaluate the quality of leadership
- Monitor and evaluate the quality of governance

5.2.5 The Finance Committee provides guidance to the Full Governing Body for the following which cannot be delegated:

- Consider each year's School Improvement Plan priorities and present an annual budget to the governing body for approval
- Present the long term financial plan (3 or 5 years) to the FGB for approval
- Present regular reports on the progress against budget with forecast out-turn

5.2.6 The Audit Committee will sit within the F&R Committee with terms of reference:

- oversee the trust's risk register
- take delegated responsibility for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academies Financial Handbook. Report back to the FGB.
- agree an annual programme of internal independent scrutiny for checking financial systems, controls, transactions and risks.
- monitor the effectiveness of auditors

5.3 Teaching, Learning and Achievement (TLA) Committee

5.3.1 The TLA Committee should take the lead on:

- Agreeing procedures for staff conduct and discipline
- Pastoral issues and the ethos of the school
- Attendance and punctuality
- Spiritual, Moral, Social & Cultural (SMSC) development
- Inclusion of all pupils in all school life
- Safeguarding/Child Protection
- Community cohesion
- Ensuring the requirements for pupils with special educational needs are met
- Ensuring a strategic and systematic approach to providing high standards of educational achievement including standards, pupil outcomes and data
- Setting appropriate targets at Key Stage 1 and 2
- Ensuring that the curriculum is balanced and broadly based
- Reporting results
- Ensuring that Early Years Foundation Stage meets fully the learning and development requirements of the National Curriculum.
- Ensuring that assessment is carried out and, where appropriate, forwarded to parents/carers.

5.3.2 The TLA accept full delegated responsibilities for the discharge of the following duties:

- Monitor and evaluate the impact of school's behaviour and discipline policy
- Monitor and evaluate the impact of temporary and permanent exclusions
- Review, consider and approve non-statutory policies as detailed in the Policies Schedule and recommend those of a statutory nature to the FGB for adoption
- Monitor and evaluate attainment
- Monitor and evaluate the impact of quality of learning
- Identify and celebrate pupil achievements
- Monitor and evaluate the impact of curriculum provision & ensure it adheres to the agreed school curriculum and the agreed syllabus for RE
- Set pupil performance targets
- Review, consider and approve non-statutory policies as detailed in the Policies Schedule and recommend those of a statutory nature to the FGB for adoption

5.3.3 To provide guidance to the Full Governing Body for the following which cannot be delegated:

- Appointment of a new Headteacher
- Review the policy for sex education
- Review the policy and provision for collective act of worship
- The school's curriculum

5.3.4 To consider problems associated with travel to school and in particular will:

- Review the annual travel statistics collected by the school;
- Maintain contact with the Bristol City Council over the external school environment;
- Seek improvements (particularly for pedestrians and cyclists) and make recommendations to the Governors to secure them;
- Consider the internal school arrangements that affect travel to school and the provision made for travel by the whole school community and promote the involvement of parents, children and staff.

5.3.5 The TLA Committee will consider staff wellbeing and where necessary refer issues to F&R.