



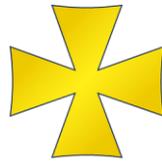
The Grammar School of King Edward VI at Stratford-upon-Avon is an Academy established under the Academies Act 2010. This School Governance Policy complies with the Articles of Association and is guided by the good governance advocated by the Academy Trust Handbook.

In the event of any conflict between this Policy and the Articles then the terms of the Articles shall prevail.

This policy ensures that the responsibilities of the Governing Body, its groups and committees, the Headmaster and staff are clearly defined and that the limits of the delegated authority are firmly established.

## Contents

Page 3	Members
Page 4	Full Governing Body (FGB)
Page 8	Leadership and Management Group (L&M Group)
Page 10	Education Group (Edu Group)
Page 12	Finance and General Purposes Group (F&GP Group)
Page 14	Health and Safety Committee
Page 15	Appendix A - King Edward VI School Governors
Page 16	Appendix B – Governor Group Membership
Page 18	Appendix C - Scheduled Agenda Items



# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## **Members**

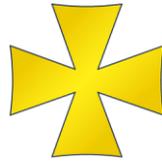
All Academy Trusts are set up as charitable companies limited by guarantee and therefore have Members. K.E.S. has five Members, three of whom are not Governors of the School. There is no standing Chair. A Chair is appointed by the Members present at each meeting.

Members are responsible for holding the Governing Body to account for the effective governance of the Academy, ensuring that the charitable objects are fulfilled. Specifically, Members verify that the Governing Body is ensuring that:

1. governance is strong;
2. students are making expected progress and reaching the required levels of attainment; and
3. robust financial oversight exists.

The Members hold an Annual General Meeting (AGM) every financial year where an Annual Report and Accounts are presented. In addition to the AGM, Members are kept informed of the work of the School by receiving Full Governing Body minutes as well as periodically attending Full Governing Body meetings and School events.

While Members have no day-to-day role in running the School, a key responsibility is the appointment of Appointed Governors. Members also appoint other Members, the independent auditors and are responsible for the commission of regular external reviews of governance.



# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## Full Governing Body (FGB)

### Composition

The Full Governing Body comprises 13 Governors:

**10 Appointed Governors** who are appointed by the Academy Members and serve a four year term. Appointed Governors will be selected at the Academy AGM following recommendations by the FGB. Each appointee will be proposed and seconded by Academy Members and selected by a majority vote in favour. They may serve up to a maximum of four continuous terms from the date of their initial appointment (as either a Parent or Appointed Governor).

**2 Elected Parent Governors** who are elected by parents to serve an initial four year term which is renewable. They will however relinquish their role by the Academy AGM following their child leaving the School.

### The Headmaster (Ex-Officio)

**3 Elected Staff Attendees** (the intention being to include one member of the Support Staff) join Full Governing Body Meetings and are also assigned to attend meetings of a Governor Group. They are elected by staff to serve a four year term which is renewable.

Details of the current Governors and dates relevant to their (re)-appointment/election appear at Appendix A hereto.

## **Full Governing Body Terms of Reference**

The FGB shall ideally meet four times in each academic year. Twice in the Michaelmas Term, once in the latter half of the Lent Term and once in the latter half of the Summer Term. The Chairman of the Charity Trustees may attend with non-voting rights.

The FGB has decided that they should be solely responsible for the following matters:

- the recommendation of new Appointed Governors to the Members.
- the School Strategic Plan and subsequent School Implementation Plans including any Significant Change applications.
- the financial management of the School.
- approving the School budget and annual accounts.
- reviewing School budget monitoring reports from the Finance and General Purposes Group.
- the School income and expenditure, balance sheets and cash flows, having liaised with the Charity Trustees regarding the strategic financial position and priorities.
- the appointment and review of professional advisors (including auditors).
- personnel (with advice from the Leadership and Management Group)
- the procedure in pecuniary interest matters.
- accepting tenders above an agreed figure proposed by the Finance and General Purposes Group.
- election and removal of Chairman and/or Deputy Chairman.
- setting up of Governor Groups and decisions on what should be delegated (within these regulations) and to whom
- Mandatory policies as per legislation as well as new/updated policies assigned to FGB (See Policies, Procedure and Guidance Roadmap). These are reviewed annually in the Michaelmas Term.

The FGB has also decided that they should be solely responsible for additional matters which are identified in Governors' Group's Terms of Reference (see later). Whilst the FGB has not delegated responsibility for these matters, the different Governors' Groups are responsible for producing proposals relating to these matters for consideration by the FGB.

**See Appendix C - Scheduled Agenda Items**

## Governor Groups

### Objectives of the Governor Group Structure

- To establish a framework for effective delegation and decision-making.
- To provide regular reports to the FGB.
- To provide a clear audit trail for each decision of the FGB.
- To free the FGB for policy making.
- To provide opportunities for the debate of key issues.
- To provide for the full involvement of all Governors in the decision-making process.
- To strengthen the partnership between Governors and the School
- To support the Headmaster and the staff.
- to ensure conformity with legislation and (where appropriate) with guidelines through detailed scrutiny of proposals.
- To promote efficient communication between Governors' Groups and with the FGB.

### Governor Groups (Standing)

Finance and General Purposes Group shall meet half-termly. The Leadership & Management and Education Groups shall meet half-termly in the Michaelams Term and termly in Lent and Summer Terms. Every Governor shall be a member of at least one of the following Groups:

- **Leadership and Management Group (L&M Group):** Five Governors including the Headmaster and a Staff Attendee. The Chairman of the Charity Trustees may also attend with non-voting rights. Quorum is two Governors not including the Headmaster.
- **Education Group (Edu Group):** Five Governors including the Headmaster. The Second Master and Deputy Headmaster (Academic) in attendance and a Staff Attendee. Quorum is two Governors not including the Headmaster.
- **Finance and General Purposes Group (F&GP Group):** Five Governors including the Headmaster. The School Business Manager in attendance and a Staff Attendee. Quorum is two Governors not including the Headmaster.

The FGB appoints Governors to each Governor Group. Each Group shall elect its own Chairman. The Chairman of Governors shall not be Chairman of any Governor Group. Governor Groups act with the authority of the FGB but each Chairman must provide a detailed report of activities and any recommendations to each FGB meeting. The Chairman of the Governor Groups form the Headmaster's Appraisal Committee (See Headmaster's Appraisal Procedure).

## **Ad Hoc Committees**

- **Disciplinary**

This committee will hear appeals relating to disciplinary sanctions in accordance with the School's Disciplinary Procedure. It shall be chosen from members of the FGB, excluding the Headmaster.

- **Complaints**

This committee will hear complaints under Stage 3 of the Complaints Procedure in accordance with legislation and the School's Complaints Procedure. It shall include Governors appointed by the FGB in accordance with current regulations.

- **Exclusion Appeals**

This committee will hear appeals relating to exclusions in accordance with legislation. It shall include Governors appointed by the FGB in accordance with current regulations.

- **Health and Safety**

This is a sub-committee including a Governor appointed by the FGB which reports to the Finance and General Purposes Group (See Terms of Reference).

## **Link Governors**

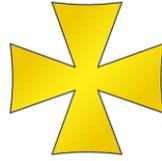
All Governors are allocated to departments and focus areas within the School to act as a Link Governor (as outlined in the Link Governor Procedures).

The aims of the Link Governor Procedure is:

- To enable Governors to know and understand more about the day-to-day work of the School;
- To triangulate evidence between Governors, SLT and staff.
- To establish another opportunity for Governors and staff to meet and discuss issues concerning the School and its development.
- To enable staff to share and celebrate the success of their work.
- To be involved, where possible, in the appointment of new teaching staff within subject areas.

## **Governor Agreement**

All Governors will sign an agreement to adhere to this policy, the Articles of Association and to uphold the Nolan Standards of Public Life. To comply with Article 79 all Governors will complete an enhanced DBS check before taking up office.



# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## **Leadership and Management Group (L&M Group) Terms of Reference**

### **Section 1**

The FGB has decided that it should be solely responsible for the matters listed in Section 1 and will not delegate responsibility for them. However, the responsibility for producing proposals relating to these matters for consideration by the FGB is delegated to this group.

- Times of School sessions (and dates of terms and holidays).
- Headmaster and Senior Leadership Team Appointments.
- Mandatory policies delegated to the Leadership and Management Group (as well as new/updated policies - See Policies, Procedure and Guidance Roadmap). These will be reviewed annually in the Michaelmas Term.

### **Section 2**

The Group's responsibilities are:-

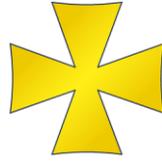
- To act as a Pay Policy Committee.
- To receive from the Headmaster and consider his evaluation of the achievement of objectives within the School Implementation Plan.
- To deal with Admissions (with delegated responsibility to an Admissions Committee for Sixth Form admissions on and after GCSE Results Day and for In-Year Applications).
- Site Developments to include liaison with the Charity Trustees.
- In accordance with relevant legislation, guidelines and good practice, to advise as required on:-
  - i. The appointment of other members of staff (the Headmaster may invite Governors to assist him in making any particular appointment).
  - ii. Staff Discipline
  - iii. Staff Appeals
  - iv. Staff Grievances
- To oversee the implementation of the Governors' responsibilities for the provision of information to parents and the DfE.

- To appoint, as necessary, the following committees. Three Governors shall be chosen by the group for the primary hearing and a further three for the appeal.
  - Salary Assessment – First and Appeal Committees
  - Redundancy – First and Appeal Committees
  - Staff Dismissal – First and Appeal Committees

**See Appendix C - Scheduled Agenda Items**

**Section 3**

The Headmaster has powers in relation to the day-to-day management of the School and staff by virtue of his office. He is responsible for the appointment of all staff except for Second Master, Deputy Headmaster (Academic) and School Business Manager posts and his successor.



# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## **Education Group (Edu Group) Terms of Reference**

### **Section 1**

The FGB has decided that it should be solely responsible for the matters listed in Section 1 and will not delegate responsibility for them. However, the responsibility for producing proposals relating to these matters for consideration by the FGB is delegated to this group.

- Curriculum
- Mandatory policies delegated to the Education Group (as well as new/updated policies - See Policies, Procedure and Guidance Roadmap). These will be reviewed annually in the Michaelmas Term.

### **Section 2**

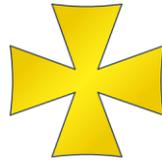
The Group's responsibilities are:-

- To receive from the Second Master and Deputy Headmaster (Academic) and consider their evaluation of the achievement of objectives within the School Implementation Plan.
- To monitor and evaluate on a continuing basis the implementation of measures for improving the academic performance of the School.
- To advise on matters such as option choices and their management, the range of options available and the viable size of sets.
- To advise on non-confidential aspects of staffing policy, including those concerning the appointment of new members of teaching staff.
- To receive safeguarding updates from the Designated Safeguarding Lead.
- To have responsibility for online safety and attendance.
- To carry out any other curriculum tasks student-related tasks delegated by the FGB.
- To agree, and recommend to the FGB, a draft action plan following Ofsted and other inspections, and to carry out the Governors' other statutory responsibilities in relation to the inspection of schools.

**See Appendix C - Scheduled Agenda Items**

### **Section 3**

The Headmaster has powers in relation to the day-to-day management of pastoral and curriculum matters by virtue of his office and he shares this responsibility with the Second Master and Deputy Headmaster (Academic).



**KING EDWARD VI SCHOOL**  
SHAKESPEARE'S SCHOOL

**Finance and General Purposes Group (F&GP Group)**  
**Terms of Reference**

**Section 1**

The FGB has decided that it should be solely responsible for the matters listed in Section 1 and will not delegate responsibility for them. However, the responsibility for producing proposals relating to these matters for consideration by the FGB is delegated to this group.

- Compliance relating to Accounts, Annual Report and Annual Return.
- School premises (excluding site development).
- Risk (including the Risk Register).
- Information Technology infrastructure and security.
- Mandatory policies delegated to the F&GP Group (as well as new/updated policies - See Policies, Procedure and Guidance Roadmap). These will be reviewed annually in the Michaelmas Term.

**Section 2**

The Group's responsibilities are:-

- To receive from the School Business Manager and consider their evaluation of the achievement of objectives within the School Implementation Plan.
- To recommend annually to the FGB the budget for the following year and to make recommendations to the FGB, as necessary, for any variation to the budget during the year.
- To advise the FGB on the financial management of the School.
- To receive and monitor monthly management accounts and to report thereon at least termly to the FGB. Power to approve non-budgeted items, recommended by the Headmaster, in cases of emergency, may be delegated to the Chairman of the Group and the Chairman of the Governing Body.
- To ensure that voluntary funds are monitored and satisfactorily audited for presentation to the FGB.

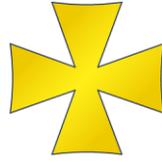
- To ensure that the School complies with DfE financial and legal requirements, and with statutory requirements for dealing with quotations and contracts.
- To ensure a register of the pecuniary interests of governors and staff is kept.
- To decide the procedure to be used to control all payments and all receipts of monies, to approve the level of petty cash, and to determine the records to be maintained.
- To review insurance needs annually and to ensure that appropriate insurance cover is provided.
- To receive from the School Business Manager and to make an appropriate recommendation to the FGB, a three-year costed and prioritised programme of maintenance, developments and operations and to update it annually.
- To review annually, or if necessary more frequently, the lettings charges for the School premises and properties, including Moanor Road Sports Grounds and the Levi Fox Hall.
- To monitor termly the operational costs of premises, including energy consumption.

**See Appendix C - Scheduled Agenda Items**

**Section 3**

The Headmaster has responsibility, which he shares with the School Business Manager, for:

- managing the overall school budget.
- managing the specific budgets for staffing, maintaining the premises and administration costs.
- authorising expenditure in line with the Scheme of Financial Delegation.
- ensuring that sound financial controls are in place.
- reporting to the Finance and General Purposes Group each term on the budget performance and anticipated spending.



# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## **Health and Safety Committee Terms of Reference**

This is a sub-committee which reports to the Finance and General Purposes Group.

The committee's responsibilities are:-

- To receive a termly report from the School Business Manager and the Estates Manager on Health and Safety matters.
- To monitor the management of Health and Safety within the School and to advise the F&GP Group on any additional action that may be required.
- To carry out the FGB's responsibilities in relation to the security of School premises and equipment.
- To ensure that conditions, equipment and practices in the areas of teaching and of administrative and support staff, whether directly or indirectly employed, meet the requirements of Health and Safety legislation and all relevant statutory guidelines and good practice.
- To ensure continuing adherence to the School Health and Safety Policy at all times and review the same on an annual basis.
- To undertake Health and Safety related tasks that may be delegated from time to time by the FGB.

## Appendix A

### King Edward VI School Governing Body

<b>Appointed Governors</b>	<u>Appointed</u>	<u>Re-appointed</u>	<u>Expiry of Office</u>	<u>Eligible</u>
Mr V.G.F. Matts	Oct 2013	Dec 2021	<b>Dec 2025</b>	Dec 2029
Mr A.J.M. Blann	Dec 2022		<b>Dec 2026</b>	Dec 2034
Mr R.M.M. Drain	Dec 2023		<b>Dec 2026</b>	Dec 2038
Mr M.D. Evans	Dec 2016	Dec 2024	<b>Dec 2028</b>	Dec 2032
Mrs A.F. Fairbairn	Dec 2017	Dec 2021	<b>Dec 2025</b>	Dec 2029
Mrs K.A. Howell	Dec 2024		<b>Dec 2028</b>	Dec 2040
Prof. P.N. Johnson	Dec 2019	Dec 2023	<b>Dec 2027</b>	Dec 2035
Mrs J. Short	Dec 2017	Dec 2021	<b>Dec 2025</b>	Dec 2033
Mr P.A. Maundrill	Dec 2021		<b>Dec 2025</b>	Dec 2033
Mr P.P. Swann	Dec 2019	Dec 2023	<b>Dec 2027</b>	Dec 2035

<b>Elected Parent Governors</b>	<u>Elected</u>	<u>Re-elected</u>	<u>Expiry of Office</u>
Mrs J.K. Gallagher	Dec 2021		<b>Dec 2025</b>
Mr I. Pavey	Dec 2022		<b>Dec 2026</b>

<b>Headmaster</b>	<u>Appointed</u>	
Mr B. Carr	Oct 2010	Ex-Officio Governor

<b>Elected Staff Attendees</b>	<u>Elected</u>	<u>Re-elected</u>	<u>Expiry of Office</u>
Mr S.P. McCrink	Dec 2017	Dec 2021	<b>Dec 2025</b>
Mr B.L. Lanoe	Dec 2023		<b>Dec 2027</b>
Mrs F.J. Roberts	Dec 2024		<b>Dec 2028</b>

#### **Former Elected Parent Governors**

Mrs A.F. Fairbairn 2013-17, Mr P.A. Maundrill 2017-21, Mr A.J.M. Blann 2018-22

#### **Former Co-Opted Governor**

Mr R.M.M. Drain 2022-23

## **Appendix B**

### **Governor Group Membership**

#### **Leadership and Management Group**

Prof. P.N. Johnson (Chair)  
Mr V.G.F. Matts  
Mrs J. Short  
Mr P.P. Swann  
Headmaster

In attendance:  
Mr S.P. McCrink (Staff Attendee)  
Mr D. Austin (Chairman of Charity Trustees)

#### **Education Group**

Mrs A.F. Fairbairn (Chair)  
Mrs J.K. Gallagher  
Miss K.A. Howell  
Mr I Pavey  
Headmaster

In attendance:  
Mr T.M. Walton (Second Master)  
Mr S.P. McCrink (Deputy Headmaster – Academic)  
Mr B.L. Lanoe (Staff Attendee)

#### **Finance and General Purposes**

Mr P.A. Maundrill (Chair)  
Mr A.J.M. Blann  
Mr R.M.M. Drain  
Mr M.D. Evans  
Headmaster

In attendance:  
Mrs N. Hume (School Business Manager)  
Mrs F.J. Roberts (Staff Attendee)

## Appendix C

### Scheduled Agenda Items

	Full Governing Body	Leadership & Management Group	Finance & General Purposes Group	Education Group
<b>Michaelmas 1</b>	<ul style="list-style-type: none"> <li>• Governor Training – Feedback</li> <li>• School Implementation Plan (Confirm Objectives)</li> <li>• Examination Results (Overview)</li> <li>• Admissions (Annual Review)</li> <li>• Safeguarding</li> <li>• Residential Trips</li> <li>• Exclusions</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• School Implementation Plan (Confirm Objectives)</li> <li>• Year 7 Admissions</li> <li>• Sixth Form Admissions</li> <li>• Number on Roll</li> <li>• Removed from Roll</li> <li>• In-Year Applications</li> <li>• Admissions Policy (Proposed Changes)</li> <li>• Staffing</li> <li>• Staff Movement and Changes</li> <li>• Staff Absence Termly Report</li> <li>• Staff Recruitment: Equal Opportunities Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Management Account</li> <li>• Delegated Policies, Procedures and Guidance including IT User Agreement, Data Protection Policy and Accessibility Plan (Annual Review)</li> <li>• Development Office Termly Report</li> <li>• Network Security Report and Cyber Security Report</li> <li>• Risk Register</li> <li>• Academy Trust Handbook (Latest Update)</li> <li>• GDPR Update</li> </ul>	<ul style="list-style-type: none"> <li>• Terms of Reference for Education Group</li> <li>• Delegated policies, procedure and guidance</li> <li>• Pupil Premium Strategy</li> <li>• Examination Results (overview)</li> <li>• Student Destinations</li> <li>• IST Assessment Data (Summer)</li> <li>• JCQ Information Report</li> <li>• Timetable and curriculum</li> <li>• Attendance for previous year</li> <li>• Behaviour for previous year (sanctions, discrimination, bullying)</li> <li>• Other reports/information as agreed</li> </ul>
<b>Michaelmas 2</b>	<ul style="list-style-type: none"> <li>• Annual Audit Report</li> <li>• Governor Training – Update/Feedback</li> <li>• Admissions Policy (Determined)</li> <li>• Policies, Procedures and Guidance including Governance Policy, Governance: Competency Framework and Governance: Understanding your data, Link Governor Procedure (Annual Review)</li> <li>• Governors' Skills Audit</li> <li>• Governors' Business Interests</li> <li>• Governors Equal Opportunities Monitoring</li> <li>• Governors' Attendance Register</li> <li>• Gift and Hospitality Register</li> <li>• Headmaster's Termly Report</li> <li>• Staff Movement and Changes</li> <li>• Headmaster's Appraisal (Approval)</li> <li>• Safeguarding</li> <li>• Anti-Radicalisation and Extremism Risk Assessment</li> <li>• Residential Trips</li> <li>• Exclusions</li> <li>• <b>Academy AGM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Terms of Reference</li> <li>• School Implementation Plan (Delegated Objectives)</li> <li>• Year 7 Admissions</li> <li>• Sixth Form Admissions</li> <li>• Number on Roll</li> <li>• Removed from Roll</li> <li>• In-Year Applications</li> <li>• Admissions Policy (Draft)</li> <li>• Staffing</li> <li>• Staff Movement and Changes</li> <li>• Staff Workload &amp; Wellbeing Meeting Minutes (Summer &amp; Michaelmas Term)</li> <li>• Delegated Policies, Procedures and Guidance including the Equality Policy (Annual Review)</li> <li>• Staff Handbook including Staff Behaviour Policy</li> <li>• Teaching Staff Appraisals</li> </ul>	<ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• School Implementation Plan (Delegated Objectives)</li> <li>• Management Account</li> <li>• Foundation Account</li> <li>• School Fund</li> <li>• Financial Benchmarking</li> <li>• Responsible Officer Report</li> <li>• Annual Audit Report</li> <li>• H&amp;S Committee Minutes</li> <li>• GDPR Update</li> <li>• Estate Maintenance</li> <li>• Catering</li> </ul>	<ul style="list-style-type: none"> <li>• Delegated policies, procedure and guidance</li> <li>• Safeguarding Link Governor (Report 1)</li> <li>• Safeguarding information (Update 1 from DSL)</li> <li>• Strategic Plan Implementation Plan (Update 1)</li> <li>• Other reports/information as agreed</li> </ul>

	Full Governing Body	Leadership & Management Group	Finance & General Purposes Group	Education Group
Lent 1		<ul style="list-style-type: none"> <li>Safeguarding</li> <li>School Implementation Plan (Delegated Objectives)</li> <li>Year 7 Admissions</li> <li>Sixth Form Admissions</li> <li>Number on Roll</li> <li>Removed from Roll</li> <li>In-Year Applications</li> <li>Staffing</li> <li>Staff Movement and Changes</li> <li>Support Staff Appraisals</li> <li>Staff Absence Termly Report</li> </ul>	<ul style="list-style-type: none"> <li>School Implementation Plan (Delegated Objectives)</li> <li>Management Account</li> <li>DfE School Resource Management Checklist – Annual Submission</li> <li>GDPR Update</li> <li>Development Office Termly Report</li> <li>Staff Costs</li> </ul>	<ul style="list-style-type: none"> <li>Examination Results (Analysis)</li> <li>IST Assessment (Michaelmas)</li> <li>Attendance Update 1 (year to date)</li> <li>Strategic Plan Implementation Plan (Update 2)</li> <li>Safeguarding (Update 2 from DSL)</li> <li>Pupil Premium Student Update (Michaelmas)</li> <li>Safeguarding Link Governor (Report 2)</li> <li>Other reports/information as agreed</li> </ul>
Lent 2	<ul style="list-style-type: none"> <li>Headmaster's Termly Report</li> <li>Oxbridge Offers</li> <li>Staff Movement and Changes</li> <li>Parents' Forum Review</li> <li>Term Dates (Approval)</li> <li>Governors Meetings Calendar (Provisional)</li> <li>Governor Training – Feedback</li> <li>Equality, Diversity and Inclusion Consultative Group - Feedback</li> <li>Safeguarding</li> <li>Residential Trips</li> <li>Exclusions</li> </ul>		<ul style="list-style-type: none"> <li>School Implementation Plan (Delegated Objectives)</li> <li>Management Account</li> <li>Foundation Account</li> <li>School Fund</li> <li>H&amp;S Committee Minutes</li> <li>Contingency Plans</li> <li>GDPR Update</li> <li>Estate Maintenance</li> <li>Catering</li> </ul>	

	Full Governing Body	Leadership & Management Group	Finance & General Purposes Group	Education Group
Summer 1		<ul style="list-style-type: none"> <li>Safeguarding</li> <li>School Implementation Plan (Delegated Objectives)</li> <li>Year 7 Admissions</li> <li>Sixth Form Admissions</li> <li>Number on Roll</li> <li>Removed from Roll</li> <li>In-Year Applications</li> <li>Staffing</li> <li>Staff Movement and Changes</li> <li>Staff Workload &amp; Wellbeing Meeting Minutes (Lent Term)</li> <li>Staff Absence Termly Report</li> </ul>	<ul style="list-style-type: none"> <li>School Implementation Plan (delegated objectives)</li> <li>Management Account</li> <li>Development Office Termly Report</li> <li>Budget [3 Year including Student Forecasts] (Draft)</li> <li>Estate Vision</li> <li>Estate Management Report (prior to submission to Trustees)</li> <li>Digital and Technology Infrastructure Plan</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Premium Student Update (Lent)</li> <li>Curriculum (GCSE and A Level options)</li> <li>Strategic Plan Implementation Plan (Update 3)</li> <li>IST Assessment Data (Lent)</li> <li>Attendance Update 2 (year to date)</li> <li>Link Governor Subject Reports</li> <li>Safeguarding Link Governor (Report 3)</li> <li>Pupil Premium Link Governor (annual report)</li> <li>Safeguarding (Update 3 from DSL)</li> <li>School Performance Data compliance</li> <li>WCC Safeguarding Audit</li> <li>Other reports/information as agreed</li> </ul>
Summer 2	<ul style="list-style-type: none"> <li>Budget (Approval)</li> <li>Headmaster's Termly Report</li> <li>Staff Movement and Changes</li> <li>Governors Meetings Calendar (Confirmed)</li> <li>Calendar of Events</li> <li>Safeguarding</li> <li>Residential Trips</li> <li>Educational Visits Audit</li> <li>Exclusions</li> </ul>		<ul style="list-style-type: none"> <li>Management Account</li> <li>Foundation Account</li> <li>School Fund</li> <li>Budget [3 Year including Student Forecasts] (Recommendation)</li> <li>H&amp;S Committee Minutes</li> <li>Estate Maintenance</li> <li>Catering</li> </ul>	

	<b>Full Governing Body</b>	<b>Leadership &amp; Management Group</b>	<b>Finance &amp; General Purposes Group</b>	<b>Education Group</b>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Disciplinary (Panel)</li> <li>• Exclusion Appeals (Panel)</li> <li>• Complaints (Panel)</li> <li>• Headmaster's Appraisal (Panel)</li> <li>• Clerk's Appraisal (CoG)</li> <li>• Governor Appointments (December FGB Meeting)</li> <li>• KCSIE &amp; Safeguarding (Latest Update &amp; Training)</li> <li>• Governor Training - Feedback</li> </ul> <p><b>Annual Strategic Planning Day</b></p> <ul style="list-style-type: none"> <li>• Self-Evaluation Form</li> <li>• Strategic Plan (5 Year)</li> <li>• School Implementation Plan (Review &amp; Draft Objectives)</li> <li>• Kirkland Rowell Student, Parent and Staff Survey (3-year cycle)</li> <li>• Parentview Survey (Annual)</li> </ul> <p><b>Parents' Forum &amp; Parents' Evenings</b></p>	<ul style="list-style-type: none"> <li>• Students removed from roll</li> <li>• TLR Review (four yearly)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• CIF Bid</li> <li>• SRMSA Return</li> <li>• Prize/Investment Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Students educated off-site</li> <li>• Students removed from roll (safeguarding)</li> <li>• Curriculum Changes</li> <li>• SEND Reviews</li> </ul>