

## **REDBORNE UPPER SCHHOL**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Constitution**

The Academy Trust is a company limited by guarantee and an exempt charity. The School's memorandum and articles of association are the primary governing documents of the Academy Trust.

The governors act as the trustees for the charitable activities of Redborne Upper School and Community College and are also the directors of the School for the purpose of company law. The School is known as Redborne Upper School and Community College. Details of the governors who served throughout the period are detailed below. The School was incorporated on 16 March 2011 and the School became an Academy on 1 April 2011.

#### **Members' liability**

Each member of the School undertakes to contribute to the assets of the School in the event of it being wound up while they are a member, or within one year after they cease to be a member, such as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

In accordance with normal practice the School has purchased insurance to protect the governors and officers from claims arising from negligent acts, errors or omissions whilst on School business. The cover under the policy is £2 million and in the period under review the sum of £1,622 was paid.

#### **Governors' duties and responsibilities**

1. The conduct of the School (i.e. ethos, appearance, attitudes, level of parental support, etc) is under the direction of the governors. The Principal is responsible for the internal organisation and management of the School.
2. The governors can modify the curriculum policy to match their aims for the School. The determination and organisation of the secular curriculum is the responsibility of the Head.
3. The governors share responsibility with DfE and the Principal for ensuring that:
  - ◆ the National Curriculum is followed;
  - ◆ only approved external qualifications and syllabuses are offered to students;
  - ◆ religious education is provided for all in accordance with the agreed syllabus.
4. The governors must try to ensure that the right provision is made for students with special educational needs.
5. The governors must have a policy on whether and how sex education should be provided at the School.
6. The governors must decide how the School's delegated budget is spent, and ensure that accurate accounts are kept.
7. The governors must implement a Charging Policy in line with Government legislation.

8. The governors must decide how many staff should work at the School and who should be appointed. They can recommend dismissal of staff and should set out disciplinary rules and procedures. They can use their discretion over the award of incentive allowances.
9. Discipline: The governors may draw up a written statement of general principles to the Principal and must hear any appeals by parents against exclusion.
10. The governors control the use of premises outside school time and should periodically inspect the premises and keep the LEA informed as to the condition and state of repair under the terms of a 125 year lease.
11. The governors must ensure that attendance registers are kept properly.

### Principal activities

The School's principal activity is to establish and maintain an independent school which provides education to pupils of different abilities who are mainly drawn from the area in which the School is situated.

### Governors

GOVERNORS' SUB-COMMITTEES		
CURRICULUM AND STUDENT WELFARE		
Mr. C. Birtwisle Dr. R. A'Court Mr. T. Corkett (Ch)	Mr. S. Gray Ms. B. Woodward	Mrs. E. Tebbutt Mrs. D. Nunn
PREMISES AND COMMUNITY (SJG in attendance)		
Mr. T. Corkett Professor. J. Morris	Mr. C. Templeman (Ch) Mr. A. Day	Mrs. J. Tucker Mr. R. Last
FINANCE		
Dr. R. A'Court (Ch) Mr. S. Gray Mr. B. Farbon	Mr. D. Farbon Mr. R. Minter	Professor. J. Morris Mr. G. Pereira
PERSONNEL		
Mr. D. Farbon (Ch) Mr. S. Gray	Mrs. J. Tucker Ms. J. Galvin	Mr. B. Farbon Mrs. D. Nunn
SALARIES		
Mr. D. Farbon	Mr. B. Farbon	Dr. R. A'Court (Ch)
DISCIPLINARY/EXCLUSIONS		
Dr. R. A'Court (Ch)	Mr. T. Corkett	Mr. B. Farbon

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The governors are directors of the School for the purposes of the Companies Act 2006.

### Method of recruitment and appointment or election of governors

The Governing Body comprises 6 parent governors, 11 community governors, 3 staff governors and the Principal. The parent governors are elected by the parent body of the School. The staff governors are elected by the School's staff. The 11 community governors are appointed by the members of the Academy Trust. Community governors may be re-appointed after the end of their term of office. Individuals may request to join the Governing Body and the members of the Academy Trust may decide to invite one of these individuals to join should a vacancy arise.

## **Policies and procedures adopted for the induction and training of governors**

All governors undertake training as appropriate to their work at the School. New governors will be provided with an induction programme delivered in-house. A log is kept of all governor training and reviewed on a regular basis at the full Governing Body meetings.

## **Organisational structure**

The governors, who are also the charity trustees, are responsible for the overall management and control of the School and meet at least three times a year.

The work of reviewing and monitoring most policies is delegated to the members of the Committees as outlined below. They all work under the chairmanship of a governor appointed at the first committee meeting in each academic year. Terms of reference of these committees are agreed annually at these meetings. The Clerk to the governors co-ordinates the work of the governors and their Committees, prepares agendas and papers and reviews matters arising. The Business Manager prepares the financial statements on behalf of the governors. All governors give their time to the role freely; no remuneration and no expenses were paid in the period.

Each of the six sub-committees, which are detailed below with their responsibilities, can make recommendations that must be endorsed by the Full Governing Body. The Committees and the Governing Body meet three times per year.

### ***Premises and Community Sub-Committee***

- ◆ Encourage links between the School and local business, arts, sports organisation, etc.
- ◆ Promote the School in the community use of premises. Condition of the buildings, maintenance, improvement or extension, reviewing quotations from contractors. Monitoring School grounds and cleaning arrangements. Usage, efficiency and potential development of the School premises.

### ***Curriculum and Student Welfare Sub-Committee***

- ◆ Oversee the School's curriculum and monitor standards.
- ◆ National Curriculum.
- ◆ Curricular policies, Curriculum Development Plan.
- ◆ Inspectors' reports, examination results, Learning Support.
- ◆ Reporting to parents.
- ◆ Discipline, admissions, times of school day.
- ◆ General welfare of students.

### ***Finance Sub-Committee***

- ◆ Draw up the annual revenue budget. Confirm purchases over £25,000.
- ◆ Monitor income and expenditure, consider auditor's reports.
- ◆ Authorise virement. Oversee capital expenditure.
- ◆ Lettings policies, charges to students.
- ◆ Receive audited financial statements.

### ***Personnel Sub-Committee***

- ◆ Staff conditions of service. Staff and governor training. Staff discipline.
- ◆ Staff appraisal.
- ◆ Staff recruitment.
- ◆ Health and Safety at Work.

### ***Disciplinary/Exclusions Sub-Committee***

- ◆ Appeals from parents against exclusion of pupils.
- ◆ Appeals from parents regarding admissions.
- ◆ Appeals from staff regarding pay or discipline.
- ◆ Appeals from parents regarding the curriculum.

### ***Salaries Sub-Committee***

- ◆ Staff pay policy.
- ◆ Staff salaries.

The governors determine the general policies of the School. The day to day running of the School is delegated to the Principal, supported by the Senior Leadership Team. The Principal undertakes the key leadership role overseeing educational, pastoral and administrative functions in consultation with the Senior Leadership Team. The day to day administration is undertaken within the policies and procedures approved by the governors. Only significant expenditure decisions and major capital projects should be referred to the governors for prior approval.

The Principal is an ex-officio governor, Principal Accounting Officer and attends all Governing Body meetings. Head of School, the Assistant Headteachers and the Business Manager are invited to attend governors' meetings as appropriate.