



# FULL GOVERNING BOARD OF TRUSTEES

## Terms of Reference

### Membership

The Full Governing Board should be made up of Trustees with the appropriate skills set. The Articles of Association stipulate that membership should not exceed:

- 1 Governor/Trustee appointed by the Members,
- 1 LA Governor/Trustee,
- 7 Parent Governors/Trustees
- 4 Staff Governors/Trustees (including the Headteacher),
- 4 Partnership Governors/Trustees,
- 2 Community Governors/Trustees.
- 3 additional Co-opted Governors/Trustees may be appointed by the Academy Trust
- The Secretary of State may appoint additional Governors/Trustees.

Trustees will serve for a period of four years (with the exception of the Headteacher) and will be eligible for re-election.

The Full Governing Board may appoint Associate Trustees who may attend Governance Meetings and/or sub-committee meetings and may participate in any discussions; however, they will not have the right to vote at any of these meetings.

### Quorum

One third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting.

### Clerking & Minutes

The Governance Professional will provide professional clerking. The Governance Professional will circulate the minutes and actions of meetings to all Trustees. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair and Governance Professional in advance of the agenda being issued.

### Meeting Frequency

The Full Governing Board will meet four times a year. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

In addition to formal FGB meetings, Trustees are expected to attend Curriculum Presentations and Strategic Planning Meetings.

Trustees are also expected to meet with their link area(s) at least twice a year and submit a report on progress towards the SDP to the relevant committee.

Statutory link roles include Safeguarding, SEND, and Careers Education. Additionally, Pupil Premium and Audit & Risk link Trustees will be appointed.

### Conflict of Interest

This will be a standing item on each agenda, allowing members to declare any interest in items being discussed and changes to business interests declared annually.



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### Statutory Training

Safeguarding and Child Protection (Keeping Children Safe in Education KCSIE) including online safety and Prevent Duty.

At least one person on the board should have cyber security training.

At least one person on the board should have Safer recruitment training.

### Statutory Policies

This Full Governing Board is responsible for reviewing and agreeing the following statutory policies which cannot be delegated to subcommittee:

- Child protection and safeguarding
- SEN and Disability
- Careers guidance and access for education and training providers

The Full Governing Board is responsible for reviewing and agreeing of the following non-statutory policies as per the review cycle:

- Governor Induction Policy and Procedure
- Payment of Governors' Allowances

### Roles and Responsibilities

The Full Governing Board has three core functions:

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

In meeting the above requirements, the Full Governing Board provides:

- **Strategic leadership** of the Academy Trust: the board defines the Academy Trust's vision for high quality and inclusive education in line with its charitable objects – it establishes and fosters the Academy Trust's culture and sets and champions the Academy Trust strategy including determining what, if any, governance functions are delegated to a sub committee
- **Accountability and assurance:** the board has robust effective oversight of the operations and performance of the Academy Trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well-maintained.
- **Engagement:** the board has strategic oversight of relationships with stakeholders – the board involves parents, Academy Trusts and communities so that decision-making is supported by meaningful engagement.

**The Full Governing Board has a number of sub committees with delegated responsibilities.**

These are:

- Students and Staff Committee
- Risks and Resources Committee
  
- The main board will also convene, when appropriate, five further panels: Admissions, Student Discipline, Staff Discipline, Staff Appeals, and Headteacher's Pay & Appraisal panel.



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The Trustees must apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. Academy Trusts should consider the features of high-quality governance.

As an organisation, the Academy Trust has a range of responsibilities under current legislation and statutory guidance. Academy Trusts' responsibilities include such matters as safeguarding, health and safety and estates management. Ensuring strong governance in these areas will be a key priority for the board.

The Trustees and Headteacher must adhere to **The Seven Principles of Public Life:**

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

(Extract taken from the Academy Trust Handbook 2025: effective from 1 September 2025)

**Approved by the Board of trustees:** 16<sup>th</sup>  
September 2025

**Next review date:** 9<sup>th</sup> December 2025