



Governance Sub-Committee

Terms of Reference

CHAIR: To be appointed at the full Governors' meeting held during the Summer Term.

MEMBERSHIP: The full Governing Body shall establish the membership of the Governance Sub-Committee comprising at least 3 Governors at its October meeting.

IN ATTENDANCE: The Principal of JCG and the Head Teacher of JCP will be entitled to attend any meeting of Governance Sub-Committee but will not be entitled to vote thereat. The Principal of JCG and the Head Teacher of JCP will be entitled to nominate a member of staff to attend in their absence.

Any person may be invited by the Governance Sub-Committee to attend a meeting to provide expert information/advice as required from time to time. For the avoidance of doubt, any such attendee will not be entitled to vote at the meeting.

TERM OF OFFICE: One year.

CLERK: The full Governing Body shall appoint a member of staff of the College to act as the clerk of the Governance Sub-Committee.

The role of the clerk is to arrange sub-committee meetings by written notice, circulate the agenda, prepare minutes of such meetings and draft recommendations for decision by the full Governing Body. For the avoidance of doubt, the clerk will not have any voting rights.

QUORUM: 2 Governors.

MEETINGS: The Governance Sub-Committee shall meet at least once every term before the full Governors' meetings and at such other times as the Chair of the Governance Sub-Committee decides.

As far as practicable, meetings will be scheduled in advance for the full academic year.

Any Governor may request additional meetings of the Governance Sub-Committee through the Chairman of such sub-committee and these will be organised by the Clerk.

Unless otherwise agreed, written notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed shall be forwarded by the clerk to each member of the Governance Sub-Committee, the Principal of JCG, the Head Teacher of JCP and any other person invited by the Governance Sub-Committee to attend.

MAIN PURPOSE:

The function of the Governance Sub-Committee is to consider matters relating to the Governance of the school and act as a link between the school, parents, community and other stakeholders.

DUTIES:

The duties of the Governance Sub-Committee are as follows, to:

1. ensure correct governance of the College in accordance with the Education (Jersey) Law 1999 and the Governors' Handbook and good practice;
2. ensure the appointment of the Chairman and Vice-Chairman of the Board at the full Governing Body's meeting each October;
3. ensure that the College has a vision and strategy to achieve the vision that all Governors recognize. In this regard, the Governance Sub-Committee is to:-
 - 3.1 ensure the College has a medium to long-term strategy approved by the full Governing Body and that this is communicated to parents, staff and students;
 - 3.2 ensure the School Development Plan, aligned to the overall agreed strategy for College and prepared by the College's leadership team, is approved by the Board of Governors annually;
 - 3.3 ensure the Governing Body receives status reports from the College as to progress along the plan during the course of the academic year to satisfy the Governing Body's oversight role;
 - 3.4 define an annual full Board agenda cycle and circulate this to the Board and College leadership team for discussion at the beginning of each school year or at the Annual Away Day;
 - 3.5 annually review the Sub Committee membership, ToRs and KPIs in light of Strategy and Performance; and
 - 3.6 agree the format for, and coordinate, an annual self-assessment of the Governing Body;
4. attract and retain a high performing Governing Body;
 - 4.1 agree and review the process for electing Parent and Staff Governors on to the Governing Body as required and ensure that such process is followed;

- 4.2 agree and review the process for recruiting Invited Governors on to the Board and to ensure such process is followed;
 - 4.3 approve for ratification by the Board of the ad hoc nomination of new Governors or co-opted members by Sub committees;
 - 4.4 annually review and agree Governor succession plans and terms of office;
 - 4.5 to ensure that all Governors have clear DBS checks;
 - 4.6 maintain a register of training for Governors;
 - 4.7 to agree a comprehensive induction for new Governors;
 - 4.8 regularly review the terms of office for Governors and ensure an appropriate and effective succession planning strategy is agreed and implemented, as required, in a timely manner;
 - 4.9 regularly conduct a SWOT analysis of Governors' skill sets and align future recruitment of Governors on to the Board accordingly; and
 - 4.10 review Governor attendance at full Board and sub-committee meetings.
5. to drive communication and promotion of strategy and ethos of the Board to stakeholders:-
 - 5.1 receive surveys of governors, pupils, parents and staff for trends/actions requiring subsequent consideration by the College/Governing Body;
 - 5.2 agree the Governors' Annual Report to the Department and to the parents;
 - 5.3 ensure the College website is updated in relation to Governors and governing issues;
 - 5.4 coordinate with the College's Parents Association to promote aims of governance;
6. to adopt ESC's formal procedure for dealing with complaints and implement the complaints procedure where necessary; and
 7. to periodically review the Terms of Reference for the Governance Sub-Committee.