Christ the King College

Full Governing Body Terms of Reference 2026-2027

The Governing Body will at all times act in accordance with the Vision and Mission of the College

MEMBERSHIP:

The Governing Body shall consist of:

- Eight Foundation Governors
  - Four Anglican
  - Four Catholic
- Two Parent Governors
- On Local Authority appointed Governor
- One Co-opted Governor
- One Staff Governor
- Headteacher

All Governors will be appointed for a 4-year Term of Office.

The number of Foundation Governors must always exceed the total number of other governors by 2, as set out in the Instrument of Government and the Diocesan Guidelines on Governance.

The Governing Body will ensure that it creates an environment which enables it to recruit and retain effective Governors, and which encourages the participation of all groups and sections of the community.

The Governing Body will be proactive in recruiting Governors whose appointment is their responsibility.

ELECTION OF CHAIR AND VICE-CHAIR

The Chair and Vice-Chairs will be elected for a one-year period of office, or as the Governing Body shall determine.

Candidates may self-nominate at any time in advance and at the election meeting.

The clerk will take the Chair for the election of the Chairperson.

Elections are conducted at the first Autumn Term meeting or at any point following resignation.

Candidates will be able to make a personal statement to the meeting before the vote if they wish. Candidates are to withdraw from the vote, even if uncontested.

Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

APPOINTMENT OF CLERK

The Clerk is to have a Contract of Employment that includes specific provisions in relation to their work as clerk.

The Governing Body will arrange for the clerk, an opportunity to discuss their role with Governors on an annual basis.

The Governing Body will support the clerk in their continuing professional development.

MEETINGS

All meetings are to start and end with a prayer

The Governing Body will, as far as possible, plan its business across the year to take account of the College's internal management cycle and the ready availability of information and reports.

An annual diary of business will be published at the start of the year noting dates for all meetings.

The Governing Body will meet at least five times per year.

The recording and distribution of the Agenda and Minutes will be stored on Microsoft Teams where all governors will have access and the clerk. Confidential items are to be held on separate sheets. Signed Minutes are available for interested parties.

Governors will receive relevant information sufficiently in advance of meetings to enable sound discussion and decisions to be made. They will be expected to have read papers / documents before the meeting.

Recording the acceptance of apologies implies the consent of the Governing Body for a governor to be absent. Consent for absence may also be granted by the Governing Body on request from governors who know they will be unable to attend meetings for an extended period. Where the Governing Body is not satisfied with the reason given for non-attendance, this will be recorded explicitly in the Minutes.

Governing Body meetings are to have a published start and stop times with extension beyond to be agreed before the scheduled stop time.

Governors who are unable to attend in person may do so over an online platform provided they can be seen and heard by all in the meeting.

GOVERNING BODY ORGANISATION

The following committees and work groups are to be formed:

- Business and Management (Committee)
- Quality of Education (Committee)
- Foundation (Committee)
- Strategic Leadership (Committee)
- Pay (Working Group from Business and Management Committee)
- Head's Performance Review (Working Group from Strategic Leadership)

Each Committee is to appoint a Chair at their first meeting of the academic year.

A quorum at a Full Governing Body meeting is half of all appointed Governors.
The Governing Body is required to review its overall committee effectiveness, structure and membership annually.

Terms of Reference must be reviewed annually by the Strategic Leadership Committee for effectiveness, structure and membership then recommended to the Full Governing Body for approval.

Ad hoc working parties do not require Terms of Reference.

A Discipline Committee is only to be formed as necessary.

DELEGATION

The Governing Body has delegated various functions to the committees in point 5.

Policy/Document Title	Approval by	Scrutinised by
Admissions	FGB	S/Leadership
Allegations of Abuse Against Staff	FGB	B & M
Allergens & Anaphylaxis	B & M	B & M
Anti-Bullying	Foundation	Foundation
AI Policy	B & M	B & M
Attendance Management Staff (IWC Adopted)	FGB	B & M
Accessibility Plan & Policy	FGB	Q of E
Behaviour for Learning Policy	FGB	Foundation
Behaviour Principles Written Statement	FGB	Foundation
Capability Procedure (Support Staff) IWC Adopted	FGB	B & M
Careers	Q of E	Q of E
Charges and Remissions	FGB	B & M
Child Protection & Safeguarding	FGB	Foundation
Collective Worship	Foundation	Foundation
Complaints Procedure	FGB	B & M
Cyber Security Policy	FGB	B & M
Data Protection/Freedom of Information/GDPR	FGB	B & M
Drugs and Alcohol (Pupils)	FGB	Foundation
Disciplinary Policy & Procedure (IWC Adopted)	FGB	B & M
Educational Trips & School Visits	Q of E	Q of E
Equality Information and Objectives	FGB	Foundation
Equality Information and Objectives Statement	FGB	Foundation
Exam Policy	Q of E	Q of E
Exam Access Arrangements Policy	FGB	Q of E
Early Careers Teacher Induction	B&M	B & M
Emergency Management and Disaster Recovery Plan	FGB	B & M
Family Friendly (Maternity & Paternity) (IWC Adopted)	B & M	B & M
First Aid	B & M	B & M
Flexible Working (IWC Adopted)	B & M	B & M
Freedom of Information Policy and Publication Scheme	FGB	B & M
Governors' Allowances	FGB	B & M
Governor Code of Conduct	FGB	S/Leadership
Governor Vision, Mission & Strategy	FGB	S/Leadership
Governors Delegation Planner	FGB	S/Leadership
Governors' Scheme of Delegation	FGB	B & M
Healthy Eating & Living Policy	Foundation	Foundation
Health and Safety	FGB	B & M
Independent Learning (Homework) Policy	Q of E	Q of E

Infection Control Policy	B & M	B & M
Invacuation, Lockdown and Evacuation Policy	FGB	B & M
Low-Level Safeguarding Concerns Policy	FGB	Foundation
Learning Feedback Policy	FGB	Q of E
Legionella Policy	B & M	B & M
Lettings Inc Mini Bus Policy	B & M	B & M
Online Safety	B & M	B & M
Parent Code of Conduct	FGB	B & M
Personal Electronic Devices Policy (Pupils)	Q of E	Q of E
Pupil Attendance & Absence Policy	FGB	Foundation
Pupils with additional Health Needs Attendance Policy	Foundation	Foundation
Physical Intervention	Foundation	Foundation
Provider Access Statement	Q of E	Q of E
Probation Policy	FGB	B & M
Relationships, Sex & Health Education	Foundation	Foundation
Resolution Policy (incl Grievance & Dignity at work) IWC	FGB	B & M
Restructuring, Redundancy and Redeployment Policy	FGB	B & M
Safer Recruitment	FGB	B & M
Suspensions & Exclusions	FGB	Foundation
Security Policy	FGB	B & M
Special Educational Needs & Disabilities Policy	FGB	Q of E
SEN Information Report	FGB	Q of E
Shared Parental Leave Policy (IWC Adopted)	B & M	B & M
Special Leave Policy	FGB	B & M
Staff Code of Conduct	FGB	B & M
Staff Wellbeing	B & M	B & M
Student Mobile Phone Policy	FGB	Foundation
Supporting Pupils with Medical Conditions	B & M	B & M
Teaching and Learning	FGB	Q of E
Teacher Pay (IWC Adopted)	FGB	B & M
Teacher Performance management, Appraisal & Capability	FGB	B & M
Uniform Policy	FGB	Foundation
Violence Towards Staff	FGB	B & M
Volunteer Policy & Code of Conduct	FGB	B & M
Whistle Blowing	FGB	B & M
16-19 Bursary Fund Policy, statement & Application Form	B & M	B & M

TERMS OF REFERENCE

The Governing Body has four core functions

- Ensuring the clarity of vision, ethos, and strategic direction of the college.

- Holding the Headteacher to account for the educational performance of the college and its students and the performance management of staff.
- Overseeing the financial performance of the college and making sure money is well spent.
- Ensuring the voice of stakeholders is heard

To achieve this, the committee will:

Act as admitting authority for the College through the Strategic Leadership Committee and In Year Admissions, through all Committees.

Set the PAN.

Be responsible for buildings and land.

Be the employer of staff and set staff policies.

Appoint the Headteacher and Deputies.

Work on all strategic matters.

Ensure the Governing Body creates a culture that enables students and staff to excel.

Maintain and support Catholic and Anglican ethos of the College.

Approve and monitor the budget.

Determine staffing requirements of the College.

Appoint and terminate staff contracts.

Set the strategic directions of the College.

Provide resources within budget.

Assess and challenge performance.

Approve the curriculum.

Approve non-delegated policies.

Act as a grievance and appeals body as required.

Act as a critical friend to the College.

STRATEGY

The Governing Body is to:

- Develop a strategy for the continuous improvement of the College based upon a triennial review.

- The review is to include a review of the Mission Statement, a full SWOT analysis and lay the strategic direction for the 2-7 year timescale, including a thorough review of the external environment.

- The strategy review is to consult all stakeholders during its development.

- The strategy is to be the source document for policy and the College Development Plan to which it is to be directly linked.

- Develop a
  Site Strategy
  ICT Strategy

- Require information from the Headteacher on:

  Progress against the Strategy
  Progress against the College Development Plan
  Effectiveness of the Performance Management Policy
  College self-evaluation
  Section 48/SIAMS Inspection
  Fulfilment of statutory responsibilities as listed in Ofsted Form S3 (section on Corporate Governance)
  Student achievement, Value Added and progress
  Performance Data

  Be made aware of and make use of inspection reports from external advisors. Those provided by HIAS or similar to the Chair of Governors (except those named individual staff) will be circulated to the Governing Body.

  Be made aware and make use of external inspection reports from the Diocesan advisers and Section 48/SIAMS inspection and self-review.

  Seek to be Exceptional in terms of the Ofsted descriptors on College governance.

  Provide a safe environment for all members of the community.

GOVERNOR RELATIONSHIPS

The Governing Body and Headteacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The Governing Body will use staff and governor time appropriately, sensitively and effectively.

The Governing Body will conduct its business in a way which has due regard to the need for the Headteacher and staff to maintain a reasonable work/life balance.

In planning the frequency and times of meetings, the Governing Body will have regard to the equality of opportunity to serve current and future governors.

All Governors will be encouraged to contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion.

The Governing Body is to resolve conflict openly through discussion, corporate decision-making and acceptance of the majority view.

New Governors will be welcomed and provided with appropriate induction and training.

VALUE FOR MONEY STATEMENT

The Governing Body intends that the 'Best Value' principles should be applied to all matters within the College where resources, management and allocation are considered: These principles are:

- Compare
- Challenge
- Compete
- Consult

Compare: The use of target setting, performance management and benchmarking is informed by the use of data available to the College and to individual teachers. The FFT, ALPS, Value Added Graphs and the results of tests, reading tests and other data are considered regularly by the governors and teachers. The use of soft data and the results of questionnaires inform judgements concerning the College's performance in relation to other Colleges and nationally.

Challenge: The Governing Body uses advisors and information gained to set targets and to inform the best next steps, to consolidate previous developments. The Headteacher sets targets for all year groups, giving a realistic but challenging set of goals for students and staff. Students are encouraged to self-evaluate and work with both group and individual targets.

Compete: The College will operate in accordance with the Local Authority's Scheme of Financing Schools and, when seeking quotes or commissioning the supply of goods and/or services, will undertake due diligence checks which include ensuring minimum standards are met with regards to health and safety.

The Governing Body is mindful of European legislation and details of the tendering process and Local Government requirements.

Consult: In developing policies, the Governing Body will consult parents directly where relevant. Parents' views are represented through Parent Governors and directly by attitude questionnaires – which will also cover Governors, staff and students.

The parents are also consulted in the development of the strategy as key shareholders in the College.

A review of Value for Money is incorporated within the SFVS.

REGISTER OF BUSINESS INTERESTS

The Register of Business Interests is to be completed annually in September and updated with changes throughout the year. Any relevant business, financial, and pecuniary interests will be published on the school's website.

SUSPENSION OF GOVERNORS

Suspension is a last resort only and will be in accordance with DfE Guidance.

GOVERNORS' ALLOWANCES

Governors are permitted to claim reasonable expenses in accordance with the policy.

MONITORING REPORTS THROUGH THIS COMMITTEE

Report	Frequency
Development Plan publication	Yearly
Headteachers Report	Each Term
Development Plan monitoring	Yearly
College at a glance data dashboard	Annually
Health and Safety	Yearly
Behaviour	Yearly
Safeguarding	Each meeting
Department Visits	Each meeting

Other reports may be issued as required by the committee in line with the Terms of References.

Signed: 

Date: 21st July 2026