

# **Biddenham International School & Sports College**

## **The Governing Board - Constitution and Terms of Reference 2023/24**

### **Membership**

The governing board shall consist of 13 governors including the head teacher, comprising the following:

- 2 parent governors
- 1 local authority governor
- 1 Principal
- 1 staff governor
- 2 partnership governors
- 6 co-opted governors

The fully constituted governing board may co-opt whomsoever it wishes as 'Associate Members' in order to fulfil its duties effectively and efficiently.

The Chair may not be an employee of the school.

### **Quorum**

The quorum shall be one half the membership of the full governing board at any given time (rounded up to a whole number).

### **Terms of Reference**

Biddenham International School and Sports College governing board will take a strategic role to oversee the management of the school and will act as a critical friend by providing challenge and support. The governing board will be accountable for its decisions, as a Maintained School to Bedford Borough Council.

It will set the aims and objectives of the school and agree the School Development plan. It will monitor and review policies, targets and priorities. In fulfilling its role, it will:

- agree constitutional matters, including procedures where the governing board has discretion. This includes the size and make-up of the governing board set out in the Instrument of Government. It will therefore carry out a regular audit of the skills and competences of the governors, to ensure that it can carry out its responsibilities. It will recruit new members as vacancies arise and appoint new governors where appropriate. The governing board will ensure that there is training available for governors to develop and improve their skills and knowledge. The governing board can suspend a governor.
- Hold at least four governing board meetings a year. There will usually be two governing board meetings in the autumn term, and one in each of the subsequent terms. Additional meetings will be called as required. In order to go ahead, there needs to be a quorum of governors. The quorum is half the number of governors on the governing board. Papers will be distributed via Governorhub at least one week in advance of the meeting.
- Appoint the chair and vice chair (or confirm in post if the governing board has agreed to a longer term than one year for each position). This will happen at the first governing board meeting of the new academic year. The governing board also can remove the chair or vice chair if necessary. The governing board is also responsible for appointing

or removing the clerk to the governors. The governing board will ensure that all governors have access to training, and that the clerk has training to enable him/her to advise the governing board appropriately.

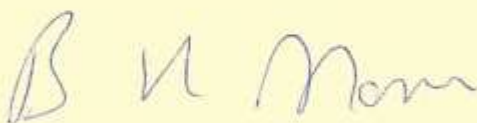
- Will establish the committees of the governing board. The committees are Business & Welfare, Curriculum; Strategy; Pay; and ad hoc committees such as appointment, disciplinary and appeal committees. It will agree terms of reference with each committee, setting out which functions will be delegated to those committees. It will receive the minutes of each committee meeting identifying decisions made and with a summary of any recommendations from the committee meeting to be considered by the governing board. These arrangements will be reviewed on an annual basis. It is anticipated that each lay member of the governing board will be a member of one committee. It is also anticipated that governors will come into school at least once a year to follow up a line of enquiry, and have access to senior staff, staff, and students. This will be reported in brief to the governing board, using a template devised for the purpose.
- Agree the first formal budget plan of the financial year and receive termly updates from the school business manager.
- Receive an annual report on Safeguarding; it will monitor the review of all policies in accordance with an agreed calendar carried out by the committees.
- Governors will be involved in the appointment of senior members of staff and will be responsible for appraising the Executive Principal.

These Terms of Reference have been reviewed, approved and formally adopted by the Full Governing Board on **Wednesday 20<sup>th</sup> September 2023**.

**Signed by Chair of Governors:** .....

## **Instrument of Government for Biddenham International School and Sports College**

1. The name of the school is **Biddenham International School and Sports College**.
2. The school is a Foundation school without a Foundation.
3. The name of the governing board is "**The Governing Board of Biddenham International School and Sports College**".
4. The governing board shall consist of:
  - a) 2 parent governors
  - b) 1 Local Authority governor
  - c) 1 head teacher
  - d) 1 staff governor
  - e) 2 partnership governors
  - f) 6 co-opted governors
5. The total number of governors is 13.
6. This Instrument of Government comes into effect on 4<sup>th</sup> December 2017.
8. This Instrument of Government was made by order of Bedford Borough Council, as Local Authority on 4<sup>th</sup> December 2017.
9. A copy of the Instrument must be supplied to every member of the governing board.



Barbara Morris  
Assistant Chief Executive (Law & Governance)  
Duly authorised officer