



ARTICLES OF GOVERNANCE

The Royal Grammar School
September 2020

ARTICLES OF GOVERNANCE

1. Interpretation. In these Articles unless the context otherwise requires -

“The Company” and “The Charity” means The Royal Grammar School Worcester, registered as a private company limited by guarantee (Registration Number 6251081) and as a Charity (Registration Number 1120644). The Company trades under the name of “The Royal Grammar School Worcester”.

‘The School’ means The Royal Grammar School Worcester (RGSW), comprising RGS Worcester in the Upper Tything, RGS The Grange at Claines, RGS Springfield in Britannia Square and RGS Dodderhill in Droitwich.

‘The Board of Governors’ is the governing body made up of the individual Governors.

‘The Governors’ means the individual Directors of the Company who are also required to be a member of the Company and a trustee of the Charity.

‘The Heads’ means the Head of RGS Worcester, the Head of RGS The Grange, the Head of RGS Springfield and the Head of RGS Dodderhill.

‘The Strategy Group’ and ‘Officers’ means the Head of RGS Worcester, the Head RGS The Grange, the Head of RGS Springfield, the Head of RGS Dodderhill and the Director of Finance and Operations (DFO).

“Teaching Staff” means teachers at the School and non-teachers directly associated with the teaching function including librarians, laboratory technicians, sports coaches, classroom assistants, expedition leaders and CCF Staff Instructors

2. Governance and Conduct of The School.

a. The Governors intend that The School provides the best possible education, consistent with affordability, for the children in and around the City of Worcester. To this end entry into RGS Worcester will be based on academic selection. RGS The Grange and RGS Springfield exist to prepare as many children as possible for RGS Worcester ensuring that those who are unable to achieve the entry standards are given full support in finding an alternative school best suited to their abilities and means.

b. The School shall be conducted in accordance with the provisions of these Articles in the premises appropriated from time to time by the Governors for use for that purpose.

c. The Governors shall hold ordinary meetings on a termly basis, and at the first meeting of each year shall appoint or reappoint from among their number the Chair of Governors and Chair and members of a Finance and General Purposes Committee (F&GP), an Education Committee (EC) and Nomination Committee (NC). Subject to any specific delegated authority from the Governors, the F&GP, EC and NC will be enabling, rather than executive, committees intended to conduct preparatory work to facilitate the decision making of the Governors and to monitor the implementation of the Governors’ decisions. The F&GP will deal with finance and general matters. The EC will provide support and advice to the Heads and ensure consistency in the educational objectives throughout The School. The NC will be responsible for succession planning, ensuring that the Board of Governors maintains the level of skills to allow it to function efficiently. The NC will have responsibility for managing the process for recruitment of new Governors. It will also be responsible for reviewing the performance of the committees and existing Governors. The Governors may appoint or authorise other committees or sub-

committees from time to time. The agenda for, and minutes of, all committee or sub-committee meetings are to be circulated to all Governors and the Strategy Group.

d. The Governors shall determine the aims, policies and plans of the School and will appoint as members of the Strategy Group Heads of RGS Worcester, RGS The Grange, RGS Springfield, RGS Dodderhill and DFO. Members of the Strategy Group, also known as Officers, will be the principal advisers to the Board and also the principal executive officers in the carrying out of policy decisions. They are required to cooperate closely and harmoniously in pursuing their functions and in discharging their responsibilities as set out in their respective contracts of employment, and shall all cooperate in fostering the interests of the whole School. Subject to the provisions hereinafter contained and to the assignment of duties and responsibilities by the respective contracts of employment, the Head of RGS Worcester will be the Senior Officer and will chair formal meetings of the Strategy Group on a regular basis but not less than each half term.

3. Officers of The Charity

a. The Heads will be directly responsible to the Governors for all educational matters in their school. The Head of RGS Dodderhill will be responsible through the Head of RGS Worcester.

b. The Governors, after consulting the Heads, shall appoint the DFO who will be responsible to the Governors for all non-educational matters in The School, including the business administration, financial coordination, upkeep of the premises and general administration of the whole School. The DFO will also act as Company Secretary and Clerk to the Governors.

c. The DFO will be required to work in support of each of the Heads to achieve the efficient day to day running of their respective schools.

d. The Heads will confer with the DFO on the financial soundness of any proposals they wish to advance, and on the financial implications of policy resolutions of the Board. The Heads will also ensure that the DFO is kept informed of any matters relating to finance, including staff appointments, remission or collection of fees, and trading activities.

e. The Heads and DFO shall attend as of right all meetings of the Governing Body, the F&GP, the EC, the NC and any other committees or sub-committees established from time to time which are relevant to the discharge of their responsibilities. The Governors reserve the right to confer in private when appropriate, for example when discussing issues relating to the Heads and DFO who may be invited to leave a meeting on such occasions. These occasions will be kept to a minimum and the Governors will inform those concerned of the outcome as soon as possible afterwards.

4. The Heads

a. The Heads shall each take and hold office as Head of RGS Worcester, RGS The Grange, RGS Springfield and RGS Dodderhill respectively under these Articles on the terms and subject to the conditions of a contract to be made between them and the Governors in accordance with the provisions hereafter in this Article contained.

b. Subject as in this article before provided, the Heads shall be appointed by the Governors, normally after due public advertisement. Each Head shall be a University graduate, or possess a qualification of equivalent status, and shall be a qualified teacher.

c. The Heads shall give their full-time personal attention to their duties to the School and shall not hold any external office or appointment without the prior approval of the Governors.

d. Subject as in this article before provided, the Heads shall be employed under a contract of service in writing with the Governors which, except in the case of dismissal for misconduct or other good and urgent cause, shall be determinable only upon two terms notice in writing taking effect at the end of a term or such other notice as is provided for therein and given by the Governors or the Head as the case may be.

e. Acting in consultation with the EC, the Heads shall advise the Governors on all educational policy matters. They will ensure that unauthorised policies are not implemented and will exercise due care to avoid making statements in general documentation or making organisational changes which impinge on policy without first obtaining the approval of the Governors.

5. Teachers

a. Every Teacher in The School shall take and hold office as Teacher under these Articles on the terms and subject to the conditions of a contract to be made between them and the Governors as approved by the Governors from time to time, such contract to be issued by the DFO on behalf of the Governors.

b. The Heads shall within the limits of the establishment of staff approved by, and subject to such staffing policy and procedures as shall be laid down by the Governors, have power to appoint teaching staff to the service of the Governors. The Heads will consult with the DFO beforehand on the financial implications of all staff appointments.

6. The Director of Finance and Operations (DFO)

a. The DFO shall take and hold the office of DFO of the School under these Articles on the terms and subject to the conditions of a contract to be made between him and the Governors in accordance with the provisions hereafter in this Article contained.

b. Subject as in this article before provided, the DFO shall be appointed by the Governors after due public advertisement. The DFO should have appropriate qualifications, or experience in, general management and finance or engineering.

c. Subject as in this article before provided, the DFO shall be employed under a contract of service in writing with the Governors which, except in the case of dismissal for misconduct or other good and urgent cause, shall be determinable only upon two terms notice in writing taking effect at the end of a term or such other notice as is provided for therein and given by the Governors or the DFO as the case may be.

d. The DFO shall give full-time personal attention to the duties to The School and shall not hold any external office or appointment without the prior approval of the Governors.

e. The DFO alone is authorised by the Governors to sign purchase orders and contracts on behalf of the Governors, and is to control all financial and trading activities within The School, in consultation with the Heads and the Chair of the F&GP where appropriate. The DFO may delegate authority to the School Accountant for the signing of purchase orders in accordance with defined thresholds.

f. The DFO shall advise the Governors, and consult with the Heads where appropriate, on non-educational policy matters. He will ensure that unauthorised policies and procedures are not implemented and will exercise due care to avoid making statements in general documentation, implementing procedures or otherwise making organisational changes which impinge on policy without the prior approval of the Governors.

7. The Education and Business Development Team

- a. Every member of The School's Non-teaching staff will form the Education and Business Development Team. They will hold office on the terms and subject to the conditions of a contract to be made between them and the Governors as approved by the Governors from time to time, such contract to be issued by the DFO on behalf of the Governors.
- b. The DFO shall within the limits of the establishment of staff, and subject to the staffing policies and procedures approved by the Governors have power to appoint members of the non-teaching Staff to the service of the Governors.

8. Jurisdiction of Governors over School arrangements

- a. In consultation with and taking into account the advice from the Heads, the Governors shall determine and approve policies on all matters which impact on the general educational character of the School. The Governors shall also approve policies related to Health and Safety, Safeguarding, data protection, finance, litigation or otherwise required by, or referable to, any Act of Parliament or Statutory Regulation.
- b. The Governors shall fully consider any views and proposals relating to any matter within the province of the Governors which may be submitted to them from time to time by the Heads or the DFO, except that when such views arise from the failure to reach accord between the Heads or between one or more of the Heads and the DFO, then they should jointly, and not separately, present the situation to the Governors, through the Chair or his or her appointed representative, for resolution.
- c. The Governors shall, in consultation with the Heads and the DFO, make suitable arrangements to enable the Staff of the School to submit to the Governors in writing their views and proposals concerning any matters relating to the conduct of The School.
- d. The Governors shall appoint representatives from among their number to liaise with the staff of each of the schools. This is to provide an opportunity for direct discussion between governors and staff, but is specifically not intended to by-pass the management lines.

9. Jurisdiction of Heads over School arrangements

- a. Subject to conformity with the terms of Article 8.a, and of his or her contract of employment and to ensuring continuity throughout the School and to ensuring that any substantial change is reported to the Governors, the Head of RGS Worcester shall have under his or her control in respect of RGS Worcester the choice of books, the method of teaching, the arrangement of classes and school hours, and generally the whole internal organisation, management and discipline including the power of expelling pupils or suspending them from attendance, for any cause considered by the Head of RGS Worcester to be adequate: provided that prior to expelling any pupil the Head of RGS Worcester shall confer with the Chair of Governors. The like authority and responsibilities shall be vested in the Head of RGS The Grange and the Head of RGS Springfield on the same terms in relation to their respective schools, subject to consultation with the Head of RGS Worcester. The Head of RGS Dodderhill will report directly to the Head of RGS Worcester.
- b. The Heads shall each consult with their Deputies, and other Teachers as they so wish, in the form of regular and formalised meetings of the Senior Management of their respective schools. The Heads are to ensure that their Senior Managers and Teachers are well briefed on all matters being referred to the Governors and are kept well informed as to the intentions and decisions of The Governors.

c. The Heads are to ensure that the Governors' policies are fully implemented and shall bring to the attention of the Governors any errors or omissions in, or other amendments required to, the approved policies of the Governors. The Heads are to ensure that unauthorised policies and procedures are not implemented and are to take great care that they do not inadvertently make statements in general documentation, implement procedures or otherwise make organisational changes which impinge on policy without first obtaining the approval of the Governors.

d. The Heads shall be mindful of those matters within their own schools which impact upon or affect The School as a whole and shall confer regularly thereon. In particular the Heads of RGS The Grange, RGS Springfield and RGS Dodderhill shall be required to defer to the views of the Head of RGS Worcester in relation to all issues affecting the interests of RGS Worcester.

10. To whom The School is open The School shall be open to every child of good character, sufficient health and with the potential to meet the required academic standards of the School who has attained the age of 2 years and has not at the commencement of a school year attained the age of 19 unless the Governors in any particular case otherwise decide.

11. Admission to School

a. Applications for admission to The School shall be made to the Registrar according to a form approved by the Governors and delivered to all applicants.

b. The Registrar shall keep a register of applications for admission, showing the date of every application and of the admission, withdrawal, or rejection of the applicant and of the cause of any rejection and the age of each applicant.

c. No applicant shall be admitted to The School unless the Head concerned is satisfied that the child is capable of profiting from the education given in The School and after being found fit for admission in an examination under the direction of the Head, graduated according to the age of the applicant, or, where appropriate, in some other assessment approved by the Governors.

12. Fees

a. The tuition and other fees payable by or in respect of pupils attending The School shall be such as may from time to time be prescribed by the Governors.

b. All payments in respect of fees shall be due on or before the first day of each term and shall be made in accordance with arrangements approved by the Governors.

13. Examinations The examinations of the School shall be such as the Governors, after consultation with the Heads, shall approve provided that in RGS Worcester and RGS Dodderhill (Year Seven and above) at least once in each year there shall be an examination of pupils not taking external examinations by the teaching staff of the School, and a report thereon shall be made to the Governors should they so require.

14. School Uniform The pupils of the School shall wear such school uniform, if any, as the Governors may prescribe.

15. Reports and Returns Each of the Heads shall make a yearly report to the Governors, to be submitted through the EC, and shall also provide them with such other information as they may from time to time require.

16. Copies of Articles A copy of these Articles shall be promulgated on the school website.

Sponsor – Bursar

Reviewed, Amended and Endorsed by the Chair of Governors: June 2011, October 2011, September 2012, February 2013, June 2013, August 2019 to include the addition of RGS Dodderhill, the change in title from Bursar to Director of Finance and Operations (DFO) and the creation of the new role of Deputy DFO. Endorsed by the Chair of Governors and August 2020 to remove any reference to the Deputy DFO.