

Full Governing Body

Terms of Reference

Approved by: Full Governing Body **Date:**

Implemented on: September 2024

Review due by: September 2026

Purpose:

Our board has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders/head teacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/school and making sure its money is well spent
- The main responsibilities to be managed by the board are outlined below

Membership:

A chair and vice-chair will be elected and a clerk will be appointed.

The governing body will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Governance handbook for maintained schools. The governing body consists of 4 Co-opted Governors, 1 Local Authority Governor, 4 Parent Governors and 1 Staff Governors and the Headteacher. All governors will be appointed for a 4 – year term of office.

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 consider associate membership for those individuals who would not otherwise be qualified to be governors.

Quorum

The quorum for a meeting of the governing body and any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body.

The membership of the governing body does not include vacant positions on the governing body.

Appointment of Clerk

The meetings will be clerked by an independent clerk.

Election of the Chair and Vice Chair

The chair and vice chair will be elected for one year at a time. Candidates may self-nominate any time before a vote. Candidates will be able to make a personal statement to the meeting before the vote if they wish. The clerk will take the chair for the election.

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

Meetings

An annual calendar of dates for main and committee meetings will be set and published.

The first meeting of each term will include an update from the Head teacher on progress towards the School Development Plan and an update on academic progress/other relevant performance data.

The governing body will hold the minimum number of meetings necessary to ensure the school's strategic business is properly addressed.

Governors will receive relevant information a week before meetings to enable sound discussion and decisions.

Recording the acceptance of apologies does not imply the governing body's consent for a governor to be absent regarding the Disqualification Regulations for non-attendance.

Consent for absence may be granted by the governing body on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or the chair.

The governing body will aim to complete full governing body and committee meetings within two hours.

The governing body will ensure that there is an opportunity at least annually for all parents who wish to do so to meet with governors.

Governing Body Organisation

Committee Structure

- The governing body will review its overall committee effectiveness, structure and membership annually.
- Subject to Regulations, the governing body will make provision for staff dismissal and appeal and pupil discipline.
- Terms of reference must be reviewed annually by each committee at their first meeting of the academic year for subsequent ratification by the governing body.
- Committees will elect their own chair annually.
- Committees will be clerked by a trained individual who is not a member of the committee.

Delegation

In addition to responsibilities retained at governing body level by Regulations, the governing body will not delegate:

- Approval of the school development plan
- Approval of the first annual budget in each financial year
- Approval of statutory and other key policies

School Improvement

The governing body will seek a shared understanding of the school's key strengths and weaknesses. The governors will participate in the completion and updating of the Self-Evaluation Form (SEF) and consider its contents.

The governing body will be actively involved in the planning and agenda for school improvement and contribute to the school's strategic development.

The governors will consider a variety of internal and external information and use this to inform decision making.

Governors will visit the school regularly to review progress against the School Development Plan in key curriculum areas.

The governing body will require a written report from the Head teacher including:

- Pupil achievement and progress
- Performance data
- Progress against the School Improvement Plan
- Effectiveness of the Performance Management Policy
- School self-evaluation

- Fulfilment of statutory responsibilities

The governing body will be made aware and make use of external inspection reports from the school's Leadership and Learning Partner/Ofsted/County Council officers.

Governor Relationships

The governing body and Head teacher 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, in the way it conducts its business, consider the need for the Head teacher, staff and governors 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 of current and future governors.

All governors should contribute to discussions, support the decision-making process and maintain appropriate levels of confidentiality and discretion. Conflict is best resolved openly through discussion, decision-making and acceptance of the majority view. Where this cannot be achieved, suspension of a governor will be used as a last resort in accordance with regulations.

New governors will be welcomed and provided with appropriate induction and training. All governors will undertake training relevant to their role. All governors will share the workload and take on additional responsibility at an appropriate time.

Training

All Governors are expected to attend training and keep up to date regarding changes to policies and procedures which impact on the school and its pupils. The clerk will provide regular updates of when this training is available.