



## **FULL GOVERNING BODY TERMS OF REFERENCE**

The Governing Body takes a strategic role, acts as a critical friend to the school and is accountable for its decisions, operating under the following terms of reference. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

### **Chair and Vice-Chair**

The chair and vice- chair will be elected for one year at a time. Candidates may self-nominate at any time in advance of a vote. The clerk will take the chair for the election of the chair.

If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.

If either the chair or vice-chair resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 10 days to elect their successors.

The chair can be removed from office by the governors following procedures set out in Regulation 7 of the School Governance (Procedures) (England) Regulations

### **Calendar of Meetings**

The governing board will meet at least three times per academic year.

Committees will meet at a frequency determined by the governing board.

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

### **Meetings**

Meetings will start at times which are acceptable to the governing board and will be limited to 2 hours duration.

Governors will receive relevant information a week in advance of meetings to enable sound discussion and decisions to be made.

The clerk will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.

Where a governor sends an apology for absence with reason, the governing body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes (A copy of the approved draft minutes will be sent as soon as possible to the governor concerned).

Where a governor misses 3 consecutive meetings, the Chair will contact the Governor to ascertain whether they wish to continue in their role, and a decision will be made as to whether they will continue in the role.

### **Quorum**

The quorum for all business of the governing board is one half of the total number of governors in place; not including any governor vacancies.

Meetings which become inquorate will be discontinued.

### **Minutes of Meetings**

The minutes of meetings will be kept in a binder on consecutively numbered loose-leaf pages, each page initialled by the person signing them as a true record.

Within 10 school days of the meeting, the draft minutes will be sent by the clerk to the chair for checking.

Copies of the draft minutes, once 'approved' by the chair, will be sent to all members of the governing board within 21 days of the meeting.

The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing board and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.

Those matters which the governing board determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

### **Access to Meetings of the Governing Body**

Apart from governors, the only people entitled to attend a meeting of the governing body are the head teacher (where he/she has chosen not to be a governor), the clerk and, where appropriate, associate members. No substitute members are permitted.

Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.

If a meeting is to be opened to parents/the public, reasonable notice will be given.

### **Pecuniary and Personal Interest**

The governing board will maintain a register of the pecuniary interests of its members

As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.

### **Complaints and Staff Discipline**

The governing board will establish procedures for dealing with general complaints and will abide by the LA's curriculum complaint arrangements.

The governing board will establish procedures for dealing with staff disciplinary matters and staff grievances.

### **Delegation of Functions**

No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 19.1) unless authority to do so has been delegated formally by resolution of the governing body.

Where required under the school government regulations and in other cases in order to ensure the most efficient conduct of its business, the governing body will:

- delegate work to committees, individual members of the governing board and/or the head teacher, if not a governor;
- set up working groups to provide information and/or make recommendations to the governing board.

In delegating functions to individuals, the governing board will have regard to the restrictions set out in Regulation 17 of the School Governance (Procedures) (England) Regulations 2003 (as amended).

## **Committees**

Committees to which the governing board has delegated any of its functions will act strictly in accordance with the terms of delegation.

When establishing committees the governing board will ensure compliance with the regulations concerning the constitution of the committees and will:

- determine the membership (including non-governors where permitted and appropriate);
- determine the reserve membership to cover for the absence of ordinary members;
- appoint the chair of each committee annually/allow the committee to elect its chair;
- establish and record terms of reference;
- review the membership and terms of reference annually;
- determine arrangements for reporting back;

The head teacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.

Associate governors cannot vote on issues relating to admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing board, and cannot serve on committees relating to staff appointments, grievance, discipline and dismissal.

The governing board will establish committees for the following purposes:

- A staff dismissal appeal
- A pupil discipline (exclusions)
- Pupil admissions (aided and foundation schools only)
- Staff matters (pay, discipline and grievance)
- pay appeals
- Complaints
- Performance management of the head teacher

All committees with delegated powers will keep formal minutes, and copies will be circulated to all governors for information.

## **Safeguarding Pupils**

All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing board.

Any governor refusing to undertake the checks will be disqualified from membership of the governing board.

## **Code of Conduct**

Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the Autumn term meeting.