



Full Governing Body – Terms of Reference

Membership

The governing body will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies. The governing body consists of 3 Community Governors, 3 Authority Governors, 5 Parent Governors and 4 Staff Governors (one of which will be 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. Mentors will be allocated to new governors.

The governing body will consider for associate membership those individuals who would not otherwise be qualified to be governors.

Election of 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. 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 of the chair.

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 will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability. The clerk will have an annual performance review.

The governing body will support the clerk in their continuing professional development, for example, the clerks' accreditation programme, the clerks' development programme, support meetings and whole governing body training.

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 on progress towards the School Improvement Plan and the second meeting in each term will include an update on academic progress/other relevant performance data.

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

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

Recording the acceptance of apologies does not imply the consent of the governing body for a governor to be absent with regard to 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 improvement 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 key strengths and weaknesses of the school. 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 will contribute to the strategic development of the school.

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 Improvement Plan in key curriculum areas.

The governing body will require a written report from the Headteacher 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 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, in the way it conducts its business, have regard to the need for the headteacher, 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 current 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.