



## Governing Body Terms of Reference

Statutory (For Annual Review. Reviewed: September 2022)

### PRIMARY PURPOSE

There are three key responsibilities of the Governing Body:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent.

The Governing Body will ensure that the vision, ethos and strategic direction are in accordance with the School Mission Statement, policies and other key documents.

### 1. Membership

1. The Governing Body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full Governing Body meeting.
2. The quorum should consist of at least 50% of governors.
3. All governors will be appointed for a four-year (4 year) term of office.
4. 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.
5. The Governing Body will be proactive in recruiting governors, whose appointment is their responsibility.
6. The Governing Body will consider for associate membership those individuals who would not otherwise be qualified to be governors.
7. The Clerk will inform the Governing Body of any impending vacancies one term in advance.
8. Members of the Governing Body will give a term's notice of their intention to resign or to not stand for re-election whenever possible.

### 2. Election of Chair and Vice-Chair

1. Any changes to the Governing Body's arrangements for elections (detailed below) will be agreed by the full Governing Body in advance of any election.
2. The Chair and/or Vice-Chair will be elected for a defined term of office, which will usually be for one (1) year. At the end of their term they may stand for re-election.
3. Candidates may self-nominate at any time up to one (1) week prior to the meeting at which the Chair/Vice-Chair will be elected.
4. The Clerk will include names on the agenda which will be distributed at least seven (7) days prior to the meeting.
5. Nominations will only be accepted at the meeting if there have been no names submitted to appear on the agenda.
6. Candidates will be able to make a short personal statement to the meeting before the vote if they so wish.



## Governing Body Terms of Reference

Statutory (For Annual Review. Reviewed: September 2022)

7. The Clerk will take the chair for the election of the chairperson.
8. A vote will always be held by secret ballot with the candidate receiving the largest number of votes being elected. In the event of a single nomination the ballot paper will give the option to elect or to not elect.

### 3. Appointment of Clerk

1. The Clerk will be provided under contract from Governor Services, unless or until the contract is terminated.
2. The terms and conditions for clerking will be provided by Governor Services and must be adhered to.
3. 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.

### 4. Meetings

1. An annual calendar of dates for main and committee meetings will be agreed, set and published. Consideration will be given to individual governors' availability with dates and times being agreed which do not consistently disadvantage the same person/people.
2. The Governing Body will, as far as possible, plan its business across the year to take account of the school's internal management cycle and the ready availability of information and reports.
3. The Governing Body will hold at least the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
4. The programme of meeting agendas will have a focus on the governors' responsibilities in monitoring progress and evaluating outcomes of the School Improvement Plan, within the full range of Governing Body responsibilities.
5. Agendas and all supporting papers will be circulated at least seven (7) days prior to meeting dates to enable sound discussion and for decisions to be made.
6. 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 Chair.
7. The Governing Body will aim to complete full governing body (FGB) and committee meetings within two hours.
8. Governors will make themselves available to meet with parents who wish to do so at key times during the year, for example parents' evenings and admission events.



## Governing Body Terms of Reference

Statutory (For Annual Review. Reviewed: September 2022)

### 5. Governing Body organisation

#### 1. Committee structure

- a) The Governing Body are required to review its overall committee effectiveness, structure and membership annually.
- b) The Governing Body will appoint a Finance and Pay Committee and a HT Performance Panel annually. All other business remains under the remit of the Governing Body.
- c) Governor Committees to hear Appeals, Disciplinary or other matters are held by a minimum of three (3) members of the Governing Body.
- d) Subject to regulations, the Governing Body will make provision for staff disciplinary and appeal, pupil discipline and admissions committees by reviewing the terms of reference each year.
- e) Terms of reference must be reviewed annually by the Governing Body at their first meeting of the academic year for ratification.
- f) Committees will elect their own chair, who will not be a member of staff or an associate member.
- g) Committees will be clerked by a trained individual who is not a member of the committee.

#### 2. Delegation

In addition to responsibilities retained at Governing Body level by regulations, the Governing Body will not delegate:

- a) approval of the school strategic plan or school improvement plan
- b) approval of the first annual budget in each financial year
- c) approval of statutory and other key policies (see Appendix 1).

#### 3. Delegation of Financial Authority

In circumstances where there was an immediate need, unbudgeted expenditure up to the following amounts is delegated:

- a) the HT has delegated authority for unbudgeted expenditure up to £5,000
- b) the Finance and Pay Committee have delegated authority for unbudgeted expenditure up to £10,000
- c) all unbudgeted expenditure above £15,000 must be approved at FGB
- d) no more than £100 petty cash would be kept at the school

Any amounts committed would be brought to the next FGB for discussion and approval.

#### 4. Recruitment

The HT has authority to recruit on a like-for-like basis with salaries offered being within the terms of the Pay Policy.

#### 5. Delegations of other matters

The FGB will review the list of delegated responsibilities at least once in each academic year.



## Governing Body Terms of Reference

Statutory (For Annual Review. Reviewed: September 2022)

### 6. School improvement

The Governing Body:

1. will seek a shared understanding of the key strengths and weaknesses of the school.
2. will participate in the completion and updating of the Self-Evaluation Form (SEF) and consider its contents.
3. is continuously self-evaluative about its own performance.
4. is involved in the planning and agenda for school improvement and contributes to the strategic development of the school.
5. uses a variety of internal and external information and takes appropriate action on it.
6. considers the need to seek a view from the local authority as part of preparation for the Head Teacher's performance management review.
7. requires written information from the Head Teacher on:
  - a. Pupil achievement and progress
  - b. Performance Data
  - c. Progress against the School Improvement Plan
  - d. Effectiveness of the Performance Management Policy
8. will be made aware and make use of external inspection reports from SIPs/CSA advisers as well as from County Council officers. Those provided by HIAS to the Chair of governors (except those naming individual staff) will be circulated to all members of the Governing Body.
9. should be aware of the Ofsted Leadership and Management Criteria (Appendix 2).



## Governing Body Terms of Reference

Statutory (For Annual Review. Reviewed: September 2022)

### 7. Governor relationships

1. 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.
2. The Governing Body will use staff and governor time appropriately, sensitively and effectively.
3. The Governing Body will be mindful of the need for the Head Teacher, staff and governors to maintain a reasonable work/life balance.
4. 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.
5. All governors will contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion.
6. The Governing Body believes conflict is best resolved openly through discussion, corporate 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.
7. New governors will be welcomed and provided with appropriate induction and training.
8. All governors will share the workload and take on additional responsibility at an appropriate time.
9. All governors will undertake training relevant to their role.



## Governing Body Terms of Reference

Statutory (For Annual Review. Reviewed: September 2022)

### Appendix 1

#### Policies

The current cycle of management of policies and documents for review by Governing Body is available in the School Office. Documents are being uploaded to Governor Hub for ease of review.

The List of Statutory Policies and other duties can be found on:

<https://www.gov.uk/government/collections/statutory-guidance-schools>

and the following to be published online

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

---

### Appendix 2

#### Ofsted Inspection Handbook

This document details the procedures for an Ofsted inspection and also includes the Grade Descriptors

<https://www.gov.uk/government/publications/school-inspection-handbook-eif>

---

### Appendix 3

#### Governors Handbook

<https://www.gov.uk/government/publications/governance-handbook>