

## Governing Body – Terms of Reference 2018 - 2019

### Full Governing Body

#### Membership

- Thirteen Governors plus any associate and ex-officio members as per our Instrument of Government.
- The Chair should be appointed at the beginning of the first meeting of each school year by the Body. The Chair must not be an Associate member;
- In the absence of the Chair, the Body shall choose an Acting Chair for that meeting from among their number. This must not be an Associate member;
- In the absence of a Clerk, the Body shall choose a Clerk for that meeting from among their number;
- Members are required to declare an interest in any matter that affects them. Having declared an interest the member is required to leave the room and take no further part in the discussions on that item;
- For any Governing Body meeting and vote the quorum must be one half (rounded up to a whole number) of the complete membership of the full Governing Body, excluding vacancies or associates. (If the full membership is 13 and there are 2 vacancies, then the quorum for a Governing Body meeting is 6 governors (one half of 11 rounded up)).

#### Disqualification

Any staff member, other than the Executive Principal, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Executive Principal or any other Governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

#### Meetings

- Will be held at least termly. A calendar will be published at the beginning of the school year. Additional meetings will be called if required;
- Will not be open to the public but minutes will be available for inspection, except for Part II minutes which include details of staff and/or pupils and are confidential;
- Will be open to any member of the Governing Body that would like to attend including Associates and Ex-officio members and all persons serving on any of the sub-Committees. Agendas will be circulated to all Governors;
- Voting rights are restricted to the full Governors. Associate and ex-officio members have no voting rights;
- In the event of a tied vote the Chair or Acting Chair shall have a second or casting vote;
- Minutes will record those present, the date and any votes, decisions, action points, recommendations or challenges;
- Minutes should be produced within 15 working days following the meeting and will be sent to Governors by email for comment and update as necessary. Minutes will be formally approved at the next Full Governing Body meeting. Items that are deemed confidential by the Governing Body shall be recorded in a separate minute and reported verbally at the next Full Governing Body meeting. Any such confidential minute does not have to be made available for inspection.

## General Terms

*The Governing Body will take a strategic role, act as a critical friend to the ALP and be accountable for its decisions. The Governing Body will set aims and objectives and review, agree and monitor policies, targets and priorities*

- To be responsible for producing an annual work program for the Full Governing Body;
- To contribute to the ALP and Schools' Development Plans, setting the strategic directions and, in conjunction with senior leaders, setting the priorities for the schools within the Partnership;
- To act as an analytical partner for all staff and provide challenge to school leaders;
- Monitor and evaluate the effectiveness of leadership and management, including Governance;
- Arrangements and operation of the performance management procedure for the Executive Principal;
- To ensure the Governors have a clear understanding of the vision and aims, strengths and weaknesses of the school so they can effectively contribute to the schools' self-evaluation processes;
- Devising Governor induction, support and training and ensuring Governors take part;
- Monitor Governor attendance and publish on website;
- Encourage Governors to visit schools and carry out monitoring activities and report accordingly;
- Review Governing Body membership termly;
- Elect Governors for the following responsibilities: Safeguarding, SEN, Pupil Premium/Sports Funding, Executive Principal's performance management, EYFS, H&S or as deemed appropriate to needs;
- Delegate duties and responsibilities and appoint members to the Committees;
- Receive summative reports at least termly from the QAC, FRC and any other temporary Committee - temporary Committees would include Exclusions, Grievance Hearings, Appeal Hearings and Admissions;
- In collaboration with the Committees, determine the sequence, timing and membership of Governor monitoring activities;
- To liaise and consult with Committees where necessary;
- To review and adopt relevant policies as per the policy database;
- Appointment of staff at Deputy Head of School level and above;
- Appeals panels on staff disciplinary, capability and pay progression matters (first panel is FRC);
- Appoint or remove the Clerk;
- The suspension, dismissal and removal of suspension, of a Governor and of the Executive Principal if required;
- Consider complaints from parents and the wider community as applicable;
- Monitor the ALP's publicity, public presentation and relationships with the wider community;
- Broker external professional services, if deemed necessary, in order to drive School Improvement, provide challenge and achieve a greater depth of knowledge;
- *Although primary responsibilities for Health & Safety and Safeguarding are delegated to the FRC, all committees are expected to consider these when undertaking all Committee functions and whilst making any decisions.*

## Terms for Governors with Specific Responsibilities

- Make focused visits to the school as often as necessary/identified;
- Report back after visits in full ensuring that you demonstrate the challenge you have provided and detailing recommendations made for improvement;
- Explore specific aspects within the link subject area to gain a deeper understanding of relevant issues;
- Establish regular contact with your link members of staff in school;
- Provide support, encouragement and some challenge for your link members of staff in school;
- Attend relevant training;
- Monitor and evaluate the IMPACT of all relevant policies and procedures within the link subject area;
- Familiarise yourself with the within the link subject area in the School Development Plan to make the most effective input.

The Governing Body carry out systematic monitoring through a range of strategies:

Monitoring Activity	Impact
Formal Governing Body meetings	Meeting statutory responsibilities and opportunities to celebrate success and challenge performance
Committee meetings	Monitoring specific aspects of school performance
Link Governor visits	Monitoring specific aspects of school performance and observing policy in practice
Monitoring progress of School Development and other action plans	Ensuring good progress against agreed school improvement priorities
Making effective use of objective information	Triangulating the information provided by the school and benchmarking school performance against national data
Commissioning external reviews of teaching and learning	
Benchmarking budget expenditure	
Robust performance management of the Executive Principal	Ensuring the Executive Principal receives the training he needs to carry out his responsibilities as effectively as possible
Programme of school visits linked to the school improvement priorities	Triangulating the information provided by the school and seeing policy in practice
Discussing 'impact on pupils' at all meetings	Ensuring the FGB can demonstrate the impact of its work on improved pupil outcomes
Asking and recording 'questions and responses' in meetings	Demonstrates the FGB 'knows its school' and hold the school to account for its performance
Recording an action log in all meetings and holding Governors to account for completion	Ensures agreed actions are followed up and incremental improvement is achieved
Reviewing policies – ensure they meet legal and operational requirements	Demonstrates the FGB meets statutory duties and ensures the school is operating within a safe legal framework
Meetings with pupils, parents and staff	Demonstrates the FGB role in engaging with all stakeholders and ensures the school provision reflects needs and aspirations of the whole community
Commissioning questionnaires and ensuring improvements are addressed	
Attendance at parents evening and events	
Regular meetings between Chair and Executive Principal	Ensures there is effective communication regarding day to day issues as well as those needing urgent attention
Termly budget reports	Monitoring expenditure against agreed priorities
Governors performance dashboard	High level of strategic report on all aspects of school performance targets
Governor induction, training and support	Allows Governors to fulfil their duties as thoroughly as possible

The Executive Principal has the authority to make decisions if a delay in making that decision is likely to be detrimental to the interests of the school, a pupil at the school or their parents, or a person that works at the school.

**Chair of ALP:**

**Date:**

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