



TERMS OF REFERENCE FULL GOVERNING BOARD

COMPOSITION

The Governing Board is made up of 12 governors as detailed in the Instrument of Government.

QUORUM

The quorum for any Governing Board meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Board, excluding vacancies.

OBJECTIVES

1. Setting the strategic direction.
2. Holding the Head Teacher to account for school improvement, education performance and management of staff.
3. Overseeing the finances to ensure money is well-spent.

ACTIVITIES

Building the team:

- Appoint or remove the clerk.
- Elect a Chair and Vice Chair.
- Plan for governor succession.
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint co-opted governors.
- Appoint any fixed term Associate Member/s with specific skills or knowledge appropriate to the needs of the School Development Plan
- Provide induction, support and training for governors.
- If required, consider the suspension of a governor.

Structure and responsibilities:

- Hold at least 3 meetings per year.
- Set dates of meetings for the year ahead.
- Review the committee structure annually.
- Review governors roles annually, including ensuring all statutory roles (i.e. safeguarding and SEN leads) are filled.

Compliance:

- Review, adopt and monitor those statutory School Policies that are determined by education and other legislation (according to the School Governors Guide to the Law) – and as listed in the School Policy folder.
- Review and monitor compliance, policies and procedures relating to safeguarding.
- Maintain and update a file of pecuniary interest declarations annually.

Strategic leadership

- Set and support the long-term strategic direction.
- Review, approve and monitor the School Development Plan, with a particular focus on the leadership and management objectives.

- Monitor educational initiatives at national and local level
- Identify and assess potential strategic collaborative relationships and alliances, including ensuring the Governing Board is represented at relevant external meetings

Accountability

- Receive Headteacher reports.
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure.
- Monitor pupil performance and discuss targets (including internal and national assessments) via Curriculum Committee.
- Review and monitor the level of exclusions and pupil attendance.
- Monitor behaviour logs and any incidents of bullying.
- Gather and respond to stakeholder views (including pupils, staff and parents)
- Monitor the level and nature of complaints.
- In consultation with the Headteacher and F&GP Committee determine the staffing structure of the school, including any processes leading to appointments or staff reductions.
- Ensure at least two governors are appointed and trained to complete the Headteacher's Performance Management.
- Oversee the operations, staffing and policies of the Hatherop After School Club.

Finances:

- Review and approve the annual budget via the F&GP committee.
- Consider recommendations on staff salaries made by the Headteacher or Headteacher Performance Management governors via the F&GP committee.

Self-evaluation:

- To initiate and report on self-evaluation findings and suggested focuses for improvement to governance.

Disqualification

If the subject for consideration is the pay, performance or discipline of a member of staff, no member of staff (other than the Headteacher) may attend. No governor may attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Approved at FGB meeting on 21st September 2022.

Date of next review: September 2023