

Terms of Reference

Full Governing Body

- Membership** : The governing body will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Department for Education Governance Handbook. The governing body consists of: 2 Parent Governors, 1 Local Authority Governor, 1 Staff Governor, 1 Headteacher and 8 Co-opted Governors. All governors will be appointed for a 4-year term of office.
- Quorum** : 50% of the current membership (i.e. quorum does not include vacant positions)
- Chair** : To be appointed by the governing body at its first meeting in the Autumn term, to continue in office until the first meeting of the Governing Body in the following Autumn term.
- Clerk** : A named individual, who can be a governor (including the Chair) but not the Headteacher, will be appointed by the Governing Body at its first meeting in the Autumn Term.
- Voting** : All governors have voting rights. The chair shall have the casting vote.
- Confidentiality** : Absolute confidentiality must be maintained in respect of any item concerning individuals
- Meetings** : The governing body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- Reporting back** : A written report will be made to the next ordinary meeting of the Governing Body, which will include decisions made.
- Remit**

The Governing Body will take a strategic leadership role making sure that every child receives the best possible education by:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher 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.

Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Full Governing Body will:

- Appoint or remove the clerk;
- Elect a Chair and Vice Chair;
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors;

- Note term dates for the academic year and the TAD days;
- Receive Headteacher reports;
- Review and monitor attainment and national test results;
- Review the level of exclusions;
- Monitor attendance of pupils/staff/governors;
- Review, adopt and monitor Statutory and other School Policies;
- Agree Curriculum plans;
- Set pupil performance targets;
- If required, consider the suspension of a governor;
- Provide induction for new governors;
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure;
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers;
- Review, approve and monitor the School Improvement Plan;
- Elect Link Governors for specific areas including: Literacy, Numeracy, Equality, SEN, Safeguarding and Child Protection, Prevent and Health and Safety;
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management;
- Maintain and update annually a file of pecuniary interest declarations;
- Review, adopt and monitor a governors' expenses policy;
- Review annually the delegation of functions and committee structure;
- Organise support and training for governors