

WHITCHURCH COMMUNITY PRIMARY SCHOOL

Governing Body Terms Of Reference

The Governing Body (GB) needs to take a strategic role, act as a challenging friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities.

GB Minutes will be available except for Part II, confidential, business.

In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Role of the Chair of the GB

- ❖ To ensure the business of the GB is conducted properly, in accordance with legal delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- ❖ To establish and foster an effective relationship with the Headteacher (HT) based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the GB acts as a sounding board to the HT and provides strategic direction.

Disqualification – HT, Staff Governors, Staff Members

The Role of the Clerk to the GB

- ❖ To work effectively with the Chair, the other Governors and the HT to support the GB
- ❖ To advise the GB on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the GB
- ❖ To receive items for Agenda from any Governor up to 2 weeks prior to a full GB meeting and prepare that Agenda with Chair and HT for despatch in time to arrive 1 week before the meeting
- ❖ To attend meetings of the GB and ensure minutes are taken
- ❖ To prepare draft minutes for Chair within 1 week of any meeting and despatch to FGB within 2 weeks of meeting
- ❖ To maintain a register of members of the GB and report vacancies to the GB
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the GB from time to time

Disqualification – Governors, Associate Members, HT

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To receive items for Agenda from any Governor up to 2 weeks prior to meetings and prepare that Agenda for with Chair and HT for despatch 1 week before meeting

- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To prepare draft minutes for Chair within 1 week after any meeting and for despatch to Committee within 2 weeks of meeting
- ❖ To perform such other functions with respect to the Committee as may be determined by the GB from time to time

Disqualification – HT

The GB will / can

- **agree constitutional matters***, including procedures where the GB has discretion
- recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **hold at least three full GB meetings a year***
- **appoint or remove the Chair and Vice-Chair***
- **appoint or remove a Clerk to the GB***
- **establish the committees of the GB and their terms of reference***
- **appoint or remove a Clerk to each committee***
- **suspend a Governor***
- **decide which functions of the GB will be delegated to committees, groups and individuals***
- **receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the GB is necessary***
- **review the delegation arrangements annually***
- approve the first formal budget plan of the financial year
- maintain a schedule of review of all mandatory and discretionary policies including Health & Safety and to make appropriate revisions as required
- Note term dates for the academic year and agree the occasional days
- Receive HT reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Agree Curriculum plans
- Set pupil performance targets
- Provide induction for new Governors
- Encourage Governors to visit school and to review, adopt and monitor a Governors' visit policy and feedback procedure
- Encourage all Governors to take up training appropriate opportunities
- Review, adopt and monitor the procedures for dealing with complaints from parents or carers
- Review, approve and monitor the SIP or equivalent
- Annually elect Governors for the following responsibilities SEN, Looked After Children, Child Protection and Health and Safety
- Ensure at least 3 Governors are appointed and trained to complete the HT Performance Management process

*these matters **cannot** be delegated to either a committee or an individual

Constitution is as per Instrument of Government