

GOVERNING BODY STRUCTURE & TERMS OF REFERENCE FULL GOVERNING BODY

Purpose

The Full Governing Body (FGB) has a strategic role concerning the management of the school taking into account the requirements of legislation, act as a critical friend to the Headteacher, be accountable for its decisions and act in the best interests of the school. The Full Governing Board may delegate any of its statutory functions to a committee, a working/steering group, a Governor or to the Headteacher, subject to prescribed restrictions.

The FGB has the following core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction of the school;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent; and
- Ensuring the voices of stakeholders are heard.

In order to meet these functions, the FGB will delegate some responsibilities (determined through Governor Links and other terms of reference) to the governors of the FGB.

Headteacher's Delegation:

As lead professional, the Headteacher will be responsible for the operational day to day management of the school, lead the school towards the set targets and manage the budget and any alterations to the budget, including virement.

The Headteacher will give the Governing Body enough information for the Governors to feel confident that those delegated responsibilities and the Headteacher's own responsibilities, have been met. The Governing Body will ensure it receives enough information and evidence to allow it to monitor the school's achievements and progress.

Membership and Election

The FGB will be formed in categories of governorship as in the Instrument of Government: this will include elected parents and staff and appointed co-opted and LA governors. Membership will be skills based. Non-voting Associate Members will also be invited to attend and contribute to Governing Board meetings and their membership will also be skills based. A Chair and Vice Chair will be elected and a Clerk will be appointed.

Governors are elected by Parents, Staff or the Governing Body. The Headteacher will automatically be a Governor by virtue of their office. Nominations and elections will be sought for Parents and Staff Governor posts. The Governing Body will nominate and elect Co-opted, Local Authority and Associate Governors. When a Governor's term of office comes to an end or a vacant post arises, the above processes will be applied.

Quorum: This will be one half of the membership of the Governing Body.

Meetings: The Governing Body will meet at least 3 times a year, spread evenly across the year. Should the Chair be unavailable to attend a Governing Body meeting, the vice chair will step up or a temporary chair will be elected for that meeting. Meeting agendas and supportive documents shall be circulated at least seven days in advance of the meeting.

Agenda, Supportive Documentation and Minutes

- An agenda for each meeting will include all the tasks which the Governing Body is required to consider.
- The agenda and supportive documents shall be circulated at least seven days in advance of the meeting.
- The minutes of the Governing Body meetings will be shared with all Governors and made available to the public.
- Where confidential matters are discussed, the Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the FGB. Confidential Part 2 Minutes will not be made available to the public
- Establish and review a Governor's Code of Conduct

- Ensure the Headteacher provides such reports as requested by the FGB to enable it to undertake its role

Election, Voting and Disqualification

- Governors will make decisions by voting at FGB meetings
- Elect or remove Chair or Vice-Chair
- Appoint or remove a Clerk to the Governing Body
- Recruit new governors and co-opt associate members according to their skills
- Hold Governor elections in accordance with statutory guidance
- To establish the committees of the FGB and their terms of reference
- To appoint the Chair of any committee
- To suspend or remove a governor
- Governors of the school must declare conflicts of interest.
- If a Governor has a direct or indirect interest in a matter to be decided by the FGB, and this could affect the way they do their duties they must tell the FGB and must not vote on the issue.
- Any Governor who, without the consent of the Governing Body, has failed to attend their Full Governing Body meetings for a continuous period of six months, beginning with the date of the first meeting missed, would be disqualified from continuing to hold office as a Governor

Policies and Compliance: The Governing Body will ensure the school has in place all DfE statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. The DfE recommends that all statutory policies are reviewed annually. All in-school and non-statutory policies will be ratified in line with the School Policies Schedule.

Planning, review and monitoring

- Set dates of meetings for the year ahead
- To regularly monitor the attendance of Governors at Governing Body meetings.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To ensure the school has a Complaints Procedure for Staff and that staff know how to raise concerns and make a complaint.
- To ensure that the statutory required information is published on the school's website.
- To ensure that the governing body complies with all other legal duties placed upon them.
- To monitor the data provided by the school, LA and DfE and ensure necessary action is taken.
- To review regularly the school's progress against School Improvement Plan.
- To ensure that all learners receive a broad and balanced, inclusive education in line with statutory requirements.
- Receive reports from governors with governor link responsibilities
- To ensure compliance with local and national guidance and regulations by monitoring information provided by the school, Governance Clerk, LA and DfE and ensure necessary action is taken by the Governing Body

Safeguarding and SEND

- To ensure Governors confirm they have read, understood and sign the following documents, annually:
 - Child Protection Policy
 - DfE Keeping Children Safe in Education
 - Governor Code of Conduct
- To ensure that health and safety regulations are followed
- To receive a SEND report

Governor Links

- Establish governor link roles and responsibilities and of reporting during Full Governing Board meetings
- Delegate functions to governor link roles and working/steering groups
- Ensure that governor link and working/steering groups are approved by the FGB