



Walter Infant School

Full Governing Body Terms of Reference

DOCUMENT HISTORY

Version	Action	By	Date
1.0	New Terms of reference	Chair of Governors	Approved by FGB 22.3.17
1.0	Reviewed – no changes made.	FGB	Approved 13.9.17
2	Reviewed and brought into line with NGA Governor's Code of Conduct	FGB	Approved 18.9.18
3	Revised – (removing duplication with Code of Conduct)	FGB	Approved 19.9.19

Next Review Date: September 2020

1 Purpose

The Full Governing Body (FGB) works as a 'whole team' and has the principle focus to ensuring the children in the school have the best education possible. To achieve this, the FGB has the following core strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

The Governing Body recognises that the headteacher is responsible for the implementation of policy, day to day management of the school and the implementation of the curriculum.

The Governing Body will allocate assignments or activities from the business of the meetings which will be recorded in the minutes.

The Governing Body may wish to delegate monitoring activities to groups or individuals. This could apply to statutory functions, and/or the priorities of the School Development Plan.

In each case where a function has been delegated there is a statutory duty to report any action or decision to the Governing Body at the next meeting.

2 Membership of the Governing Body (as per the Instrument of Government)

The Governing Body will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies.

The Governing Body consists of:

- Seven co-opted governors
- Two Parent governors
- One LA governor
- One Head Teacher
- One Staff governor

All governors will be appointed for a 4-year term of office.

The Governing Body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community. Mentors will be allocated to new governors.

3 Election of Chair and vice-Chair

The Chair and Vice Chair will be elected for one year at a time. Candidates may self-nominate at any time in advance of a vote. Candidates will be able to make a personal statement to the meeting before the vote if they wish.

The Clerk will take the Chair for the election of the Chair. Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

The Chair of Governors will also appoint a Clerk to the Governing Body, this will be a paid role and they will be employed by the school.

4 Meetings

An annual calendar of dates for committee meetings will be set and published.

The Governing Body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.

For the meeting to be quorate 50% governors in post, rounded up, including the Headteacher are to be present.

Where a governor's pattern of attendance is causing concern this will be alerted to by the Clerk or the Chair.

The Governing Body will ensure that there is an opportunity at least annually for all parents who wish to do so to meet with governors.

The Full Governing Body meeting will receive the minutes of the Finance committee and other committees that may be developed as a result of the work of the Governing Body.

5 Committees

5.1 The following committee(s) shall be established and meet on a **scheduled** basis with their own terms of reference:

- a Finance Committee (meet at least once per term)

5.2 The following committee(s) shall be established on an **ad hoc** basis as and when required under their own terms of reference:

- a Pay Committee (meet at least once per year)

Minutes of all committee meetings shall be received and noted at the next FGB meeting, if possible.

6 The Role of the Clerk

The Clerk will be employed by the school. The purpose of the Clerk's role is to:

- Provide advice to the Governing Body on governance, constitutional and procedural matters.
- Provide effective administrative support to the Governing Body and its committees.
- Ensure the Governing Body is properly constituted.
- Manage information effectively in accordance with legal requirements.

The Clerk is the 'constitutional conscience' of the Governing Body and s/he should be accountable to the Governing Body. It is therefore important that there is a clear separation of functions and lines of reporting. The main responsibility for managing the relationship between the Clerk and the Governing Body should rest with the Chair of Governors. Governing Bodies need to make sure that the Clerk receives adequate remuneration, is annually appraised, and receives appropriate training/support.