

## Terms of Reference Full Governing Body 2019 - 2020

<b>Title</b>	Full Governing Body
<b>Membership</b>	To consist of a minimum of ten governors, one of whom will be appointed Chairperson. The Headteacher will be an ex-officio member.
<b>Quorum</b>	To consist of four members
<b>Meetings</b>	At least once a term
<b>Minutes</b>	To be circulated to all members as soon as possible after the meeting, and to all Governors (at least 7 days before the next Governing Body meeting) preferably with the agenda and papers for the next meeting
<b>Minute Taker</b>	Stockport Governor Services
<b>Review</b>	Membership and terms of reference to be reviewed annually at the first meeting of the Governing Body at the beginning of each academic year

### **Remit**

1. The attached 'Terms of Reference and Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher
2. The attached Terms of Reference for the, Steering Group, Teaching and Learning Committee, and the Resources Committee outlines their respective responsibilities
3. Monitoring activities against the priorities of the School Plan.

The main responsibilities to be managed by the Governing Body are outlined below:

- To draw up the Instrument of Government and any amendments
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office.
- Elect (or remove) the Chair and Vice Chair.
- To hold at least 3 Governing Body meetings each year.
- To appoint and remove Co-opted, and any associate members.
- To suspend a governor.
- To decide which functions of the Governing Body will be delegated and to whom.
- To receive reports from any team, pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.
- To review the delegation arrangements annually.
- To recruit new governors as vacancies arise.
- To set up a register of Governors' Business Interests.
- To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference – Link areas.
- To arrange a suitable induction process and mentoring for newly appointed or elected governors
- To audit individual and collective development needs and promote appropriate training.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To receive reports on bullying, homophobic and racial incidents.

- To establish and keep under review a protocol for governor visits to the school.
- To carry out an annual review of the structure of the Governing Body
- To audit individual and collective development needs and promote appropriate training.
- To ensure the school has in place all statutory policies and to keep these under review on a regular basis. To delegate policies for review and approval to Committees, individuals or groups of governors, except for those policies which require review and approval by the Full Governing Body

## **General**

To discharge duties in respect of pupils with special needs by appointing a 'SEND governor'

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- Take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement.
- To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body.
- To review regularly how the school is regarded by pupils and parents.
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age, disability or sexual orientation.
- To ensure that the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To ensure that the governing body complies with all legal requirements placed upon them.

## **Budget**

To approve the first formal budget plan each year.

- To annually review and approve the Finance Policy and agree levels of delegation.

## **Staffing**

To make Headteacher and Deputy Headteacher appointments

- To establish a governor panel to hear staff appeals against dismissal and redundancy.

Appraisal and Performance Management

- To establish and review and approve annually the Appraisal and Pay
- To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.

## **Health & Safety**

To ensure that High Lane Primary is Health and Safety compliant.