



Terms of Reference – Full Governing Body

Quorum	The governing body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full governing body meeting of not less than 4, of which must not include more than 2 staff governors, including the Headteacher
Meetings	<p>An annual calendar of dates for main and committee meetings will be set and published in September.</p> <p>Meetings will focus the work of the governing body on its three core functions and provide evidence that it is monitoring progress and evaluating outcomes across the schools, to ensure that the school improvement plan is successfully implemented, as well as meeting its statutory responsibilities.</p> <p>Governors will receive relevant information sufficiently in advance of meetings to enable informed discussion to take place and considered decisions to be made.</p> <p>Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support and appropriate challenge through the questions they ask.</p> <p>Governors should advise if they are unable to attend a meeting and it is the decision of the governors in attendance as to whether an apology is accepted.</p> <p>Where a governor's pattern of attendance is causing concern, they will be alerted to this by the Clerk or Chair.</p> <p>If a governor is unable to attend a meeting in person, it will be acceptable for the governor to use skype/messenger as an alternative method of attendance. The governor must adhere to General Data Protection Regulations (GDPR) in relation to confidentiality. Contact details will be shared ahead of the meeting and tested to ensure that connectivity does not delay the prompt start of the meeting</p> <p>The governing body will operate with monthly Full Governing Board (FGB) meetings.</p> <p>The governing body will aim to complete full governing board and committee meetings within two hours.</p> <p>Any additions to the agenda (any other business) will only be dealt with if agreed by the board at the beginning of the meeting.</p>
Committees	<p>The governing body will hold a Pay and HR committee to determine the pay and performance for teachers and Headteachers, maintaining HR policies, staff structure, performance management and audit.</p> <p>Subject to regulations, the governing body will set up staff discipline and dismissal, pupil discipline, complaints and appeal committees as and when required</p> <p>The governing body is required, on an annual basis to:</p> <ul style="list-style-type: none"> o review the constitution and membership of its committees o review the terms of reference of its committees



Membership of the FGB	<p>All governors will be appointed for a 4-year term of office.</p> <p>The governing body will be proactive in recruiting governors whose appointment is their responsibility.</p> <p>The governing body will seek to recruit those people with the relevant skills and experience needed to strengthen the board whilst looking to maintain strong stakeholder representation from the local community.</p> <p>Governors will be recruited according to the instrument of governance which came to effect on 1st September 2016.</p>
Electing the chair and vice chair	<p>The chair and vice chair will be elected for one year unless decided otherwise by the FGB and their term of office will end on the day before the first full governing body meeting following the anniversary of their appointment.</p> <p>Candidates should self-nominate wherever possible prior to the first FGB of the academic year through the clerk.</p> <p>If they wish to, candidates will be able to make a personal statement to the meeting before the vote.</p> <p>The clerk will conduct the election of the chair.</p> <p>The body will make a decision on how they all wish to vote, either by a show of hands or a secret ballot.</p>
Approval at meetings	<p>Documents which have been reviewed and discussed at FGB and require amendments may be approved by email after the meeting. On occasion, it may be necessary for governors to review and approve a document which covers a non-statutory responsibility by email between meeting. In this case, the comments will be recorded at the next FGB when the approval can be ratified.</p>
Powers of FGB relating to finance and premises	<p>Finance</p> <p>Review the budget in the term prior to the beginning of the financial period, relating it to the School Improvement Plan including a 3-year financial plan.</p> <p>Review the budget 6 times a year and raising any concerns to the HT.</p> <p>Review the annual budget each year and formally approval.</p> <p>Annual review of financial procedures to ensure compliance with the HCC Financial Statement of Expectations.</p> <p>Annual review of the Scheme for Financial Management of Schools and the Manual of Financial Practice and Procedures.</p> <p>Ensure best value under SFVS review and take responsibility for any other delegated finance and personnel policies.</p> <p>Ensure governor involvement in the completion of the Schools Financial Value Standards (SFVS). Monitor and evaluate the implementation and impact of it and any ensure completion of actions arising, and formally approval.</p>



	<p>To ensure the school budget is spent in a way that maximises the educational opportunities for all pupils, reflects the Improvement Plan priorities agreed by the GB and takes account of safeguarding needs.</p> <p>To benchmark school spending plans against LA and other budget data and consider the implications. Annually</p> <p>To ensure all funds, including the School Fund Account and any other unofficial funds, are audited annually and are approved at FGB. Annually</p> <p>To respond to any formal reports on the audit of the school's finances.</p> <p>To monitor and evaluate the impact of Pupil Premium Funding.</p> <p>To monitor SLAs, funding and contractual issues and to oversee the preparation, implementation and regular review of all contracts. To authorise the acceptance of quotations exceeding £20k where the recommended quote is not the lowest; or where three written quotations are not available for anything over £5k in value. Annually</p> <p>The Head Teacher can authorise items of expenditure up to the value of £15,000 (fifteen thousand pounds). All other items must be drawn to the attention of the committee.</p> <p>Premises</p> <p>To liaise with Grange Junior School on any aspect relating to shared premises.</p> <p>To provide support and guidance to the Headteacher on all matters relating to school premises, grounds, security & health and safety.</p> <p>To inspect the premises annually to develop and prioritise building improvement and development plans with a view to informing the School Improvement Plan and the provision of an appropriate, safe and attractive working and social environment. Annually</p> <p>To monitor all premises-related contracts with regard to best value and make recommendations for renewal or change as appropriate. Annually</p> <p>To monitor and review the GB's health and safety policy, ensuring that risk assessments are carried out as appropriate. This will include a regular, at least termly, school walkabout by a nominated governor and site staff. Annually/termly</p> <p>Ensure the completion of the annual H&S Audit, approve the audit and send for ratification at the next Full Governing Board meeting. Annually</p>
Clerk/ minutes	<p>The clerk shall keep notes of the proceedings of the hearing. Once the notes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way.</p> <p>The FGB should limit the number of confidential minutes where possible. If a section is confidential these should be on a separate set of minutes. These notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff.</p>
Approved at FGB	17 th September 2019
Date of Next Review	Autumn term 2020

