**Little Stoke Primary School**

**Governing Body Terms of Reference**

**The Governing Body needs to take a strategic role, act as a critical 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.**

**Governing Body meetings will be closed to the public with signed Minutes available on request.**

**These Terms of Reference set out the requirements and are to be used in accordance with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013, The School Governance (Constitution) (England) Regulations 2012, The Governance Handbook and the Constitution of Governing Bodies of Maintained Schools Statutory Guidance.**

**The Full Governing Body will;**

Election/Appointments/Membership

o Determine the, length of the term of office in advance for a Chair and Vice-Chair.

O Elect the Chair and Vice Chair

o Appoint or remove the clerk

o Follow the regulations , information in Handbook, and Constitution Regulations and Statutory Guidance when appointing, re-appointing, electing governors & associate members to fill vacancies, or add to the strength of the governing body, having regard to procedural advice from the L.A. Refer also to the regulations with regard to voting rights for Associate members.

o Provide induction for new governors

o The governing body may suspend a governor for a fixed period of up to six

months under circumstances set out in Regulation 17. Regulations regarding qualification and disqualification of governors set out in Schedule 4 Qualifications and disqualifications of The School Governance (Constitution) (England) Regulations 2012 will be addressed.

General

o Review the Instrument of Governance annually, and succession plan regularly, having regard to the skills of the F.G.B.

Meetings

o Hold at least 3 meetings per year, of duration of not more than 2 hours.

o Understand all meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors.

o Meetings to be closed with members of the G.B attending or others by prior agreement.

o Written notice of meetings, together with agenda and any papers to be considered at the meeting, will be sent to arrive seven days before the meeting – except where the chair calls an urgent meeting at short notice. The LA must be notified if the meeting involves consideration of a change of school category.

o New governors must attend a FGB meeting prior to them being put on the circulation list for papers, and have signed the eligibility to be a governor, confidentiality statement, pecuniary Interest and governor code of conduct forms.

o Non-receipt of notice of a meeting will not invalidate the meeting.

o The quorum for all business of the governing body is one half of the total

number of governors in place; not including any governor vacancies.

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

o Members must physically attend a meeting in order to vote/participate.

oThe clerk will keep a record of those governors and all other persons present at meetings of the Governing Body and its Committees. There will be an agenda item at each meeting to receive and decide on the acceptance of apologies for absence.

o The clerk to the governing body must ensure that minutes of the proceedings of a meeting of the governing body are drawn up (circulated as draft minutes following consideration by the Chair and Headteacher) and signed (subject to the approval of the governing body) by the chair at the next meeting.

o Those matters which the Governing Board determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

o Set dates of meetings for the year ahead, taking into account required timescales/deadlines needed to be met by the School/ governing body.

**Disqualification**

o Any member of staff other than the Headteacher, when the subject for consideration

is the pay, performance or discipline of any other member of staff. The Headteacher

or any governor may not attend when he/she is the subject under discussion or there

is a perceived conflict of interest

Committees & Working Groups

o Determine the constitution, membership and terms of reference of any committee decided to establish and review them annually.

o Committee(s) elect their Chair annually from their members. The Headteacher cannot Chair or Clerk any meeting (Committee, FGB or W.G)

o The governing body may remove the chair to any committee from office at any time.

oIn establishing working groups the governing body will: determine the membership, including non-governors, and appoint the Chair; determine procedures for reporting back.

o The governing body will establish committees for purposes such as Complaints and Exclusions as required:

Responsibilities

o Review annually the delegation of functions. Members recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or to an individual.See section 8 if the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 with regard to urgent action.

o The governing body will prepare a policy on the payment of expenses of governors.

o Receive & review Head teacher reports, other reports/results/ plans/ policies/procedures and targets in order to effectively carry out its role. .

o Encourage governors to visit school and to review, adopt and monitor a

governors’ visit/monitoring policy and feedback procedure.

Annually elect governors for the following responsibilities:-

* Child Protection/Safeguarding
* SEND
* Health & Safety
* Pupil Premium (D.P), Looked After Children (L.A.C)
* Pay Panel
* Headteacher’s Performance Management

o Ensure at least 3 governors are appointed and trained to complete the

Headteacher’s Performance Management

o Maintain and update annually a file of pecuniary interest declarations, & details published on School Website

o Annually complete Code of conduct and Confidentiality declaration forms

o Organise support and training for governors.

o Maintain a Schedule for policy reviews.

**Safeguarding Pupils**

o All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing body. (Governors are required to complete an eligibility form). L.S.P policy is all governors undertake an enhanced DBS check including a check against the barring list; at Little Stoke Primary School the safety of all pupils is always the prime consideration.

o Any governor refusing to undertake any checks as determined by the governing body or complete the relevant eligibility form will be disqualified from membership of the governing body.

o There will be a standard agenda item on Safeguarding & SEND at FGB meetings.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed Chair of Governors for F.G.B on \_\_\_\_\_\_\_\_

REVIEW DATE July 2019