**Full Governing Board Terms of Reference**

**Purpose**

The Governing Board is to carry out its functions with the aim of taking a largely strategic role in the governance of the school. This includes setting up a strategic framework for the school, agreeing its aims and objectives in-line with the School Development Plan and reviewing progress. The Governing Board must act as a corporate board, and in doing so conduct its business with due regard for the [DfE’s *The Governance Handbook*](https://www.egfl.org.uk/school-effectiveness/school-governance/statutory-regulations-and-guidance/governance-handbook-and)*.* (Academies:Articles of Association and the Funding Agreement with the DfE.)

The Core Functions of school governance are

* ensuring clarity of vision, ethos and strategic direction
* holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
* overseeing the financial performance of the organisation and making sure its money is well spent

**DELEGATION BY THE GOVERNING BOARD**

The Governing Board is to determine which functions are to be delegated to committees, groups and individuals, to receive reports from any individual or committee to whom a decision has been delegated and to consider whether further action is necessary.

**Headteacher**

As "lead professional" the Headteacher will be responsible for formulating and implementing the policies, for leading the school towards the set targets and for discharging many responsibilities on the governing board's behalf, as well as for discharging responsibilities imposed directly on her.

Headteachers should provide to the Governing Board enough information for the governors to feel confident that those delegated responsibilities, and the Headteacher’s own responsibilities, have been met. The Governing Board should make sure they have enough information to allow them to check on the school’s achievements and progress, over time and in comparison with similar schools.

**Membership –** as per the Instrument of Governance (Articles for Academies)

**Quorum** – 50% of the number of governors in post rounded up (or see Articles for Academies)

**Disqualification –** as per Regulation 17 and Schedule 4 of Constitution Regulations [2012](http://www.legislation.gov.uk/uksi/2012/1034/made) (Articles for Academies)

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| **Terms of reference:*** To conduct its business with due regard for the *Governance Handbook* and statutory legislation (Academies: also Articles of Association, Academies Financial Handbook and The Funding Agreement with the DofE)
* To agree constitutional matters\*, including procedures where the Governing Board has discretion
* To recruit new members as vacancies arise and to appoint new governors\* as set out in the Instrument of Governance (or Articles of Association)
* To hold at least three Governing Board meetings a year\*
* To appoint or remove the Chair and Vice Chair\*
* To appoint or remove a Clerk to the Governing Board\*
* To establish the committees of the Governing Board and their terms of reference\*
* To appoint the Chair of any committee *(if not delegated to the committee itself)*
* To appoint or remove a Clerk to each committee\*
* To suspend or remove a governor\*
* To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*
* To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary\*
* To approve the first formal budget plan of the financial year
* To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
* To review the delegation arrangements annually\*
* To undertake evaluations and reviews as agreed
* Any items which individual governing boards may wish to include

\***these matters cannot be delegated to either a committee or an individual** |

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

**Please note:** The DofE recommends that GBs record non-statutory procedures and decisions, including recording delegation in Standing Orders.

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| **Name of Governor** | **Category** | **Term of Office**  |
| Ms Shelagh O’Shea | Headteacher | 1st Sept, 2004 - |
| Ms Allison Blair | Chair and Co-opted Governor | 5th February 2019 - - 4th February 2022 |
| Ms Darshan Sachdev | Co-opted and Deputy Chair | 1st Mar 2018 - 1st Mar 2022 |
| Ms Rickiesha MJ Williams  | Co-opted | 1st January 2018 -1st January 2022 |
| Mr Ben Shipton | Staff Governor | 1st Sept 2020- 1st Sept 2024 |
| Mr Chris Summers | LEA Governor (Councillor) | May 2017 – May 2021 |
| Ms Helen Green  | Co-opted | 1st October 2018 – 1st October 2022 |
| Ms Magdalena Flynn | Parent Governor | 1st December 2018 –1st December 2022 |
| Ms Lynn Young | Co-opted Governor | 1st December 2018 – 1st December 2022 |
| Ms Anna Mylvaganam | Co-opted Governor | 23rd July 2020 – 23rd July 2024 |
| Mr Ade Banjoko | Co-opted Governor | 2nd October 2020 – 2nd October 2024 |
| Linda Fawkes | Governor Support Clerk |  |

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| **Governor on Sabbatical from February 2020 to January 2021** |  |  |
| Mr Behrouz Emani | Co-opted | 1st October 2017 1st October 2021 |

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|  The Role of the Chair of Governors  |
| • To ensure the business of the Committee is conducted properly, in accordance with legal requirements • To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making |
| Disqualification: The Headteacher, staff governors, pupils, staff members |

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| The Role of the Clerk to the Governing Body and committees |
| To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body To advise the Governing Body on constitutional and procedural matters, duties and powers and to offer advice on best practice in governanceTo maintain copies of all terms of reference and membership of committees • To convene meetings of the Governing Body To ensure supporting paperwork is available on time To attend meetings of the Governing Body and ensure minutes are taken To ensure that the minutes are published on the school website To follow up agreed action points with those responsibleTo maintain a register of attendance and report this to the Governing Body To keep an electronic record of membership which is secure and which complies with the Data Protection Act To provide an up-to-date list of governors to new and re-appointed governors and to keep the Head and Governing Body informed of any changesTo notify the LA of any changes in Governing Body membershipTo maintain the register of pecuniary interests and ensure it is reviewed regularly To ensure any DBS checks are carried out on governors To maintain a record of training undertaken by governors To send new governors induction materials To deal with all correspondence relating to Governing Body membershipTo give and receive notices in accordance with relevant regulations To keep the Governors section of the school web-site up-to-date and in accordance with statutory requirementsTo perform such other functions as may be determined by the Governing Body from time to time |
| Disqualification: Governors, Associate Members, the Headteacher |

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| The Role of the Chair of a committee  |
| To ensure the business of the Committee is conducted properly, in accordance with legal requirementsTo ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making |
| Disqualification: Staffing and resource committee-any person employed to work at the School |

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| **The Finance and Resources Committee - Terms of reference** |
| **1.Membership**The committee shall consist of five or more governors including no less than 3 governors not permanently employed by the school or headteacher. Non-governors may be co-opted by the committee but the full governing body must determine their voting rights. The majority of committee members must be members of the governing body and no vote can be taken unless the majority of members present are governors.  |
| **2.Quorum**The quorum shall be a minimum of 3 governors which must include the headteacher and 1 governor not permanently employed by the school.  |
| **3.Meetings** Meetings should take place at least twice a term and otherwise as necessary. Agendas should be discussed and drafted by the Chair and Headteacher. Any major items must be included on the agenda and not introduced under Any Other Business unless the meeting deems it to be extremely urgent. **4.Minutes**Each meeting shall delegate a governor or appoint a clerk to take minutes, which shall be circulated to all governors before or at the next full governing body meeting. The head cannot take minutes (statutory).  |
| **5.Chair**The Committee shall elect annually a Chair and Vice-Chair. (The committee may not be chaired by non-governors or anyone employed by the school).  |
| **6.Terms of Reference*** to provide guidance and assistance to the headteacher and governing body in all matters relating to budget and finance
* to discuss and adopt the budget (with any amendments that are agreed), and to recommend it to the FGB who must approve the first formal budget plan of the financial year
* to consider the governing body’s budgetary priorities with particular reference to the School’s Development Plan, previous OFSTED Report and DfE directives
* to prepare and review financial policy statements including consideration of long term financial planning and resourcing
* to recommend practical working limits for the scheme of delegation to the Full Governing Body
* the power to transfer between budget headings (virement) within their delegated limits as per the scheme of delegation
* to monitor expenditure against budget, evaluate outcomes and report the financial situation to the governing body at least three times a year
* to approve teacher pay recommendations, to monitor that these have been moderated effectively by the school leadership team and in accordance with the school pay and appraisal policies and to report summarised outcomes to the full governing body
* to receive and, where appropriate, respond to periodic audit reports of public funds
* to explore all possible sources of income for the school and secure only those funds which conform to the aims and ethos of the school
* to adopt and adhere to current LA School’s Model Financial Regulations and Standing Orders
* To ensure the audit of private funds for the presentation to the full GB.
* To evaluate risks relating to probity and solvency and present mitigation recommendations to the FGB
* to complete and submit the Schools Financial Value Standard as directed by the DfE
* the headteacher’s performance review group will be formed from this committee and its members will have received the appropriate training.
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| To clarify the division of financial responsibilities, **the headteacher shall be responsible for:*** drawing up the proposed budget options for delegated funds, special purpose grants and other anticipated income for consideration and approval by the governing body
* incurring expenditure within delegated limits once the budget has been agreed
* submitting regular monitoring reports of expenditure against budget to the finance committee.

The governing body is required to hold a number of statutory policies and guidance documents. However, the drafting of them should be delegated to members of the senior leadership team for the full GB or appropriate committee (if delegated right to) approves. The Head of Business and Finance is responsible for the day to day administration of the budget and systems as delegated by the head teacher/governors. They will attend finance and resource committee meetings and will prepare and distribute financial information, reports and any other information as required and as per the agenda.  |

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| Hearing Committee |
| Terms of Reference:To make any determination to dismiss any member of staff (unless delegated to the Headteacher)To make any decisions under the Governing Body’s personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\* To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body’s personnel procedures (unless delegated to the Headteacher) To make any determination under the School Pay PolicyTo make any determination or decision under the Governing Body’s General Complaints Procedure for parents and othersTo make any determination or decision under the Governing Body’s Curriculum Complaints Procedure, in respect of National Curriculum disapplication’s, and the operation of the Governing Body’s Charging PolicyTo make any other determination as required\*cannot be delegated to an individual  |
| Membership – not less than 3 members of the Governing Body – to be agreed(NB. The number appointed to this Committee directly affects the number required for an Appeal Committee) |
| Disqualification – The Headteacher Staff governors (It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member) |
| Quorum: (Minimum 3) 3 |
| Names of Governors on committee: |

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| Appeals Committee |
| Terms of Reference:To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*To consider any appeal against a decision short of dismissal under the Governing Body’s personnelprocedures e.g. disciplinary, grievance, capability\*To consider any appeal against selection for redundancy\*To consider any appeals under the Pay PolicyTo consider any appeals under the Flexible Working PolicyTo consider any other appeals as required\*cannot be delegated to an individual |
| Membership – no fewer members than the Hearings Committee – 3 |
| Disqualification – The Headteacher, Staff governors, any members of the Hearings Committee (It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member) |
| Quorum (minimum of 3) 3 |
| Names of Governors on committee: |

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| Pupils Discipline Committee (statutory) |
| Terms of Reference:To consider representations from parents in the case of exclusions of 5 days or less (Committee may not reinstate)To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion) |
| Membership – 3 or as requiredNB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion , the Chair has the casting vote. |
| Disqualification – The HeadteacherAny Governor with prior knowledge of the pupil or the incident.(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member) |
| Quorum: 3 or as required |
| Names of Governors on committee:  |