



**Terms Of Reference – Full Governing Body  
(Approved 01 October 2020)**

**1. Membership**

- 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 at 50% or above.
- 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.
- The governing body will be proactive in recruiting governors whose appointment is their responsibility.
- The governing body will consider for associate membership those individuals who would not otherwise be qualified to be governors.

**2. Election of chair and vice-chair**

- Any changes to the governing body's arrangements for elections (below) will be made in advance of any election.
- 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 chairman.
- Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

**3. Appointment of Clerk**

- The clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.
- The governing body will arrange for the clerk to discuss their role with governors on an annual basis.
- The governing body will support the clerk in their continuing professional development, for example, the clerks' accreditation programme, the clerks' development programme, support meetings, and whole governing body training.

**4. Meetings**

- An annual calendar of dates for main and committee meetings will be set and published.
- The governing body will, as far as possible, plan its business across the year to take account of the school's internal management cycle and the ready availability of information and reports.
- The governing body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- The programme of meeting agendas will have a focus on the governors' responsibilities in monitoring progress and evaluating outcomes of the School Improvement Plan, within the full range of governing body responsibilities.
- Governors will receive relevant information sufficiently in advance of meetings to enable sound discussion and decisions to be made.



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- Recording the acceptance of apologies does not imply the consent of the governing body for a governor to be absent with regard to the Disqualification Regulations for non-attendance.
- Consent for absence may be granted by the governing body on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or chair.
- The governing body will aim to complete full governing body and committee meetings within two hours.

**5. Governing Body Organisation:**

a) Committee structure

- The governing body are required to review its overall committee effectiveness, structure and membership annually.
- Subject to Regulations, the governing body will make provision for staff dismissal and appeal, pupil discipline and (in voluntary aided and foundation schools) admissions committees.
- Terms of reference must be reviewed annually by each committee at their first meeting of the academic year for subsequent ratification by the governing body.
- Committees will elect their own chair annually, who will not be a member of staff or an associate member.
- Committees will be clerked by a trained individual who is not a member of the committee.

b) Delegation:

In addition to responsibilities retained at governing body level by Regulations, the governing body will not delegate:

- approval of the school strategic plan or school improvement plan;
- approval of the first annual budget in each financial year;
- approval of statutory and other key policies.

**6. School Improvement - The governing body:**

- will seek a shared understanding of the key strengths and weaknesses of the school;
- will participate in the completion and updating of the Ofsted Self-Evaluation Form (SEF) and consider its contents;
- will self-evaluate its own performance;
- has involvement in the planning and agenda for school improvement and contributes to the strategic development of the school;
- uses a variety of internal and external information and takes appropriate action on it;
- considers the need to seek a view from the LEA as part of preparation for the headteacher's performance management review;
- requires written information from the head teacher on:
  - Pupil achievement and progress
  - Performance Data
  - Progress against the School Improvement Plan
  - Effectiveness of the Performance Management Policy
  - Staffing update



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- will be made aware and make use of external inspection reports from LLPRs as well as from County Council officers. Those provided by HIAS to the chair of governors (except those naming individual staff) will be available to all members of the governing body;

## **7. Governor Relationships**

- The governing body and headteacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.
- The governing body will use staff and governor time appropriately, sensitively and effectively.
- The governing body will, in the way it conducts its business, have regard to the need for the headteacher and staff to maintain a reasonable work/life balance.
- In planning the frequency and times of meetings the governing body will have regard to the equality of opportunity to serve of current and future governors.
- All governors will contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion.
- The governing body believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view. Where this cannot be achieved, suspension of a governor will be used as a last resort, in accordance with current Regulations.
- New governors will be welcomed and provided with appropriate induction and training.
- All governors will share the workload and take on additional responsibility at an appropriate time.
- All governors will undertake training relevant to their role