



PURBROOK INFANT SCHOOL
Aldermoor Road East, Purbrook PO7 5NQ
Telephone: 023 9261 0761



Terms of Reference – Full Governing Body

(Approved on 21 September 2023)

1. Establishment

The Governing Board of Purbrook Infant School was established by an Instrument of Governance effective from 20 November 2014 and signed by the Deputy Chief Executive and Director of Children's Service for Hampshire.

2. Membership

- The Governing Board will have a membership of twelve (12) people, of which three (3) will be parent Governors; one (1) Local Authority Governor; six (6) Co-opted Governors; and two (2) Staff Governors
- The Governing Board 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, with the exception of the Head Teacher who will remain a member during their time as Head.
- 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 can bring required skills to the Board and who would not otherwise be qualified to be governors.

3. 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 at the first Board meeting of each academic year.
- 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.
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4. Appointment of Clerk

- The Hampshire County Council operates a process whereby they can appoint a clerk to the Governing Board. The clerk's contract of employment will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.
- In January each year the Governor Services Coordinator will contact the Chair of Governors suggesting the charges that will be part of the Service level Agreement for the coming year. The chair in consultation with the School Business Manager will decide if they wish to continue with the arrangement.

- The Governing Board will arrange for the clerk to discuss their role with governors on an annual basis.
- The Governing Board will support the clerk in their continuing professional development, for example, the clerks' accreditation programme, the clerks' development programme, support meetings, and whole Governing Board training.

5. Meetings

- An annual calendar of dates for main and committee meetings will be set and published.
- The Governing Board 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 Board 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.
- Recording the acceptance of apologies does not imply the consent of the Governing Board 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 Board will aim to complete full Governing Board and committee meetings within two hours.

5. Governing Body Organisation:

a) Committee structure

- The Governing Board are required to review its overall committee effectiveness, structure and membership annually.
- Subject to Regulations, the Governing Board 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 Board.
- 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 Board level by Regulations, the Governing Board 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 Board:

- 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;
- is involved 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;
- 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 Board;
- 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

7. Governor Relationships

- The Governing Board and Head Teacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.
- The Governing Board will use staff and governor time appropriately, sensitively and effectively.
- The Governing Board will, in the way it conducts its business, have regard to the need for the Head Teacher and staff to maintain a reasonable work/life balance.
- In planning the frequency and times of meetings the Governing Board 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 Board 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