



Full Governing Body: Terms of Reference

2023-24 Academic Year

Membership of the Full Governing Body (FGB)

The FGB must have a minimum of 7 members including 2 parent governors, the Headteacher, a staff governor, a local authority governor and at least 2 foundation governors. The Chair and Deputy Chair will be appointed by a vote of the governors at the start of each academic year.



Meetings of the FGB

- The FGB will convene each academic half term, 6 times per year, with a set up meeting at the start of each academic year. (Set Up: September, Autumn 1: October, Autumn 2: December, Spring 1: February, Spring 2: March, Summer 1: May, Summer 2: July)
- The FGB is quorate when one half of the governing body membership, (rounded up and excluding vacancies) are in attendance.
- FGB meetings will not be open to the public, but minutes shall be made available if requested. Information relating to a named person or any other matter that the FGB considers confidential do not have to be made available for inspection.
- In the absence of the Chair, the Deputy Chair will become Acting Chair for that meeting.
- In the absence of the Clerk, the Chair shall choose a Clerk for that meeting from among the governors.
- The meeting agenda and associated documents shall be circulated to all governors no later than 7 days prior to the meeting.
- The governing body can invite any person to present at an FGB meeting and take part in discussions, with agreement from the Chair, but only governors have voting rights.
- Any decisions taken must be determined by a majority of votes of governors present and voting. In the event a vote is tied, the Chair will have the deciding vote.
- The FGB will delegate responsibilities to the relevant Committees.
- The draft minutes and actions of each meeting will be circulated within 10 days of the meeting taking place and will be presented for finalisation at the next FGB by the Chair of Governors (or in their absence, the Deputy Chair).



Procedures of the FGB

The FGB will:

- appoint the Chair and Deputy Chair* of the FGB through a vote at the start of each academic year. Governors can nominate themselves or others for these roles to the Clerk of Governors no less than 1 week before the first FGB meeting of the academic year. Governors are not permitted to nominate themselves in the meeting, unless there have been no nominations received.
- remove the Chair or Deputy Chair* where necessary.
- appoint or remove the Clerk* to the Governing Body.
- must agree constitutional matters*, including procedures where the Governing Body has discretion.
- will recruit new governors as vacancies arise and will appoint new governors* where appropriate.
- establish the committees of the governing body and their Terms of Reference*.
- appoint the Chair of any committees (if not delegated to the committee itself), and remove the Chair where necessary*.
- appoint or remove a Clerk to each committee*.
- suspend a governor*, where necessary.
- decide which functions of the FGB will be delegated to committees, groups or individuals*.
- receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.*
- review the delegation arrangements annually*.



* Denotes an action which cannot be delegated

Objectives of the FGB

- Ensure clarity of vision, ethos and strategic direction (through the school improvement plan)
- Hold the executive leaders to account for the educational performance of the school and its pupils
- Hold the executive leaders to account for the effective and efficient performance management of staff
- Oversee the financial performance of the school and make sure its money is spent well, including the pupil premium
- Contribute to, and agree, the priorities for the school improvement plan, and monitor and evaluate the impact of the plan, including areas of improvement identified following Ofsted inspection and the Statutory Inspection of Anglican and Methodist Schools (SIAMs)
- Review and agree the school's policies in collaboration with the Headteacher and school staff
- Monitor and evaluate how the school deals with its statutory obligations



Inputs and Outputs of the FGB

Inputs:*

- Policies for review and approval: Safeguarding and Child Protection, Child on Child Abuse, Extremism and Radicalisation, Health and Safety, Anti-bullying, Online Safety, Social Media, Acceptable use of IT, Communications, Confidential Reporting Code, Uncollected Children, School Uniform, Code of Conduct, Searching, Screening and Confiscation, Separated Parents.
- School improvement plan and proposed targets for improvement.
- Headteacher report.
- Recommendations from the Committees.
- Link governor reports (excluding curriculum link governors).
- Statutory assessment, attainment and progression data for YASS pupils, and local and national benchmarking data.
- Themes from staff and parent surveys.
- School budget and financial reports.
- Recommendations from external reviews of the school (e.g. Ofsted, SIAMS, local school improvement advisers).

Outputs:*

- Agreed mission, values and long-term ambitious vision for the school, and with the senior leadership team, a strategy for achieving this.
- All pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education.
- Decide the number of staff, review and agree the staff structure, and agreeing progression of all staff pay.
- Appoint to key roles for the school: Head teacher and teaching staff.
- Identify and celebrate pupil and staff achievement.
- Ensure that the school fulfils its statutory duties by reviewing and agreeing school policies.
- Setting the school's budget and ensuring it is managed effectively together with premises and other resources
- Robust risk management procedures are in place and that risk control measures are appropriate and effective.
- Engagement plan where parents, pupils, staff and the wider community are involved, consulted and informed as appropriate.

*This list is not exhaustive

