



## **Full Governing Body Terms of Reference**

**Adopted by the governors:**

**28th November 2016**

**Reviewed at the AGM on:  
3<sup>rd</sup> October 2017**

Signed by the Chair: .....

**Next due to be reviewed:  
October 2018**

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 agree, monitor and review policies, targets and priorities

### Terms of reference:

- **To agree constitutional matters\***, including procedures where the governing body has discretion
- To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
- **To hold at least three governing body meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To appoint or remove a Clerk to the governing body\***
- **To establish the committees of the governing body 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 a governor\***
- **To appoint or remove the Headteacher and deputy Headteacher\***
- **To decide which functions of the governing body 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 body is necessary\***
- To ensure that the governing body complies with the requirements of the Freedom of Information Act to publish a publication scheme and put in place procedures for dealing with requests for information
- To establish a policy which decides what expenses should be paid to governors and associate members to ensure they are not out of pocket for the valuable work they do for the school
- **To approve the first formal budget plan of the financial year**
- To approve the Health and Safety Policy and to approve revisions where appropriate
- To determine and approve, in the first instance, all Personnel policies and thereafter delegate their review to the Resources Committee
- To ensure that there are effective confidential reporting arrangements for staff and governors
- To ensure that any pecuniary interests are declared at each meeting by everyone present
- **To review the delegation arrangements annually\***
- *Any items which individual governing bodies may wish to include*

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

**Reporting arrangements must be established between the governing body and its standing committees which ensures a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.**

**Quorum:** The quorum for a full governing body meeting and vote must be one half (rounded-up to the nearest whole number) of the complete membership of the governing body, excluding any governor vacancies. For Standing Committees, the quorum is a minimum of three full governors.

## PANELS

### Headteachers' Performance Review Panel

<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
Mrs Margherita Finney	12 September 2016
Mrs Pat Daly	12 September 2016
<b>Quorum:</b>	<b>A minimum of 2 governors is required</b>
<b>Terms of reference</b>	
<ol style="list-style-type: none"><li>1. To make the necessary arrangements to meet with an appropriate, independent External Adviser to discuss the Head Teacher's objectives in the Autumn term</li><li>2. During the Autumn term, agree with the Head Teacher, with the advice of the External Adviser, the previous year's performance in relation to:<ul style="list-style-type: none"><li>• Specific objectives set as part of the formal job planning process</li><li>• Overall management of the school, using the National Standards for Head Teachers as a guidance document</li></ul></li><li>3. To agree with the Head Teacher new performance objectives for the forthcoming year, and the success criteria by which these will be reviewed. All objectives must be clear, concise, measurable and challenging and will cover Leadership and Management and Pupil Progress.</li><li>4. To monitor throughout the year the performance of the Head Teacher against the agreed objectives, taking into account any relevant changes to the school's circumstances. Hold at least one interim review with the Head Teacher halfway through the year, formally agreeing any adjustments to objectives or success criteria in light of better data, and more interim reviews if significant underperformance has been observed.</li><li>5. To make recommendations to the Full Governing Body in respect of any award of performance point/s leading to a review of the salary.</li></ol>	

**Membership of the following panels will be convened as and when needed:**

## **Hearings 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 or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's Charging Policy:
- *Additional items which individual governing bodies may wish to include*

**\* cannot be delegated to an individual**

**Membership** – Not less than 3 members of the governing body plus 2 reserves  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**NOTE:** 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

<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	
------------------------------------------------------------------------------------	--

## **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 personnel procedures e.g. disciplinary, grievance, capability\**
- *To consider any appeal against selection for redundancy\**
- *Any items which individual governing bodies may wish to include*

**\* cannot be delegated to an individual**

**Membership** – no fewer members than the Hearings Committee including 2 reserves

**Disqualification** – The Headteacher  
Any members of the Hearings Committee

**NOTE:** 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

<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	
------------------------------------------------------------------------------------	--

## ***Admissions Committee (Foundation Schools)***

### **Terms of reference:**

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school\*
- To review admissions arrangements annually and in accordance with legislation and to make recommendations for changes to the governing body
- *Any items which individual governing bodies may wish to include*

\* cannot be delegated to an individual

**The governing body of a Foundation school may delegate the governing body's responsibility in relation to Admissions matters to an Admissions Committee. Such a committee must consist of the Headteacher together with at least two other governors.**

**NOTE:** The Headteacher is a member of the Admissions Committee and is entitled to vote whether or not he/she has elected to be a governor

<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	
------------------------------------------------------------------------------------	--

**NOTE:** The governing body of a Foundation school is required to establish an appeal panel to deal with appeals from parents against decisions to refuse admission. The appeal panel is independent and does not include governors from the school.

## ***Pupil Discipline Committee***

### **Terms of reference:**

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- 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 6<sup>th</sup> and 50<sup>th</sup> 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 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the governing body.
- Liaise with the Performance and Standards Committee to review the School Behaviour and Discipline Policy, and make recommendations on changes to the governing body or relevant committee
- *Any items which individual governing bodies may wish to include*

**Membership – 3 or 5.**

**Quorum: 3**

**NB:** 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.

<b>Disqualification:</b>	The Headteacher
	Any governor with prior knowledge of the pupil or the incident.

**NOTE:** It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member

Clerking support may be provided by the LEA's Pupil Discipline Clerking Service if purchased