

Governing Body of Branfil Primary School

Terms of Reference for Full Governing Body

Purpose

- To ensure clarity of vision, ethos and strategic direction
- To hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent

Membership

- Twelve governors: 1 Headteacher, 1 LA governor, 1 staff governor, 2 parent governors, 7 co-opted governors
- A chair and vice-chair will be elected and a clerk will be appointed

Quorum

- Six governors

Meetings

- The committee will meet at least three times a year. Minutes of the meetings will be made available to the public
- For meetings where the chair is unavailable the vice-chair will step up

Policies and compliance

The governing body will review and ratify:

- School Improvement Plan (SIP)
- Self-evaluation form (SEF)
- Behaviour Principles Written Statement – present for consultation
- SEND policy
- Instrument of Government
- Minutes of, and papers considered at, meetings of the Governing Body and its committees
- Register of Business Interests of Headteacher and Governors
- Staff discipline, conduct and grievance procedures
- Code of Conduct for Governors
- Governor Visits policy
- Residential school trips - approval
- Times of school sessions and term dates, including Inset days, and holidays
- Single Central Record – checked by HT termly and Chair of Governing Body termly
- Scheme of delegation (in finance policy)

- Appoint selection panel for senior leadership team posts
- Ratify or reject decisions of appointed selection panels
- Dismissal of HT
- Statement of procedures for dealing with allegations of abuse against staff (in Whistleblowing Policy) – Chair of full GB
- Website meets all statutory requirements for information to be published
- Appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body
- Appoint and remove co-opted and local authority governors
- Agree governor induction and training programme
- Publish proposals to change category of school
- Consider forming or joining a group of schools (academies, federations)
- Appoint and dismiss the clerk to governors
- Set up and publish a register of governors’ business and pecuniary interests
- Set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record
- Decide whether to exercise delegation of functions to individuals or committees
- Regulate the GB procedures (where not set out in law)
- Review progress against strategic plan and evaluate GB performance
- Ensure policies and practices outlined in the Prevent duty are incorporated into the child protection policy

Approved and adopted by the Governing Body	
Next review date	