



Headteacher: Ms T Wilden B.A. (HONS)

Date of review October 2021
Date of next review September 2022

FULL GOVERNING BOARD TERMS OF REFERENCE 2021-2022

This document is in addition to the FGB Code of Conduct Policy 2021-2022

Membership

- The GB will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full GB meeting of not less than 50 % of governors in post.
- All governors will be appointed for a 4-year term of office.
- The GB 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 GB will be proactive in succession planning to ensure vacancies are filled in a timely way.
- The GB will seek to recruit people with the relevant skills and experience needed to deliver good governance.
- The GB will publish on the school's website all of the information relating to its structure and membership as required by the Constitution Regulations Guidance, August 2015, section 25.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance...pdf

Meetings

- Once per half term.
- An annual calendar of dates for main and committee meetings will be set and published.
- The GB will plan its business across the year to take account of the school's internal management cycle and the availability of information and reports that are needed for it to effectively hold senior leaders to account.
- The GB will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.



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- Meetings will focus the work of the GB on its three core functions and meeting its statutory responsibilities. Minutes of meetings will demonstrate that the GB is monitoring progress, evaluating outcomes across the school and that it is ensuring that the school improvement plan is being successfully implemented.
- Governors will receive relevant information sufficiently in advance of meetings for them to be able to review it, leading to informed discussions and sound decision making.
- Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support, and appropriate challenge through the questions they ask.
- Where possible questions coming out of the paperwork to be considered at the meeting should be tabled in advance via the clerk.
- The submission of apologies should not be taken as the GB giving consent to the absence with regard to the disqualification regulations for non-attendance, each case will be considered on its own merits.
 - *Consent for absence may be granted by the GB 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 a concern, they will be alerted to this by the clerk or chair.*
- The GB will aim to complete full GB and committee meetings within two hours.
- Any additions to the agenda (any other business) will only be dealt with if agreed by governors at the beginning of the meeting.

Election of chair and vice-chair

Changes to the GB's arrangements for elections in these standing orders will be made in advance of any election.

- The chair and vice chair will be elected for one year and their term of office will end on the day of the first full GB meeting following the anniversary of their appointment.
- Candidates should self-nominate and do so in time to have their name included on the agenda for the meeting at which the election of officers will take place.



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Self-nomination at the meeting will only be accepted if no one has put them self forward on the agenda.

- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- Where an election is contested voting will be by secret ballot.

Appointment of the clerk to the GB

- The clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show their hours, rate of pay, method of payment, overtime pay and period of notice.
- The GB will arrange for the clerk to discuss their role with the chair of governors on an annual basis.
- The GB will support the clerk in their continuing professional development, by enabling them to participate in the Clerks' Accreditation programme, the Clerks' Development Programme, The Professional Clerks' programme, Clerks' Support meetings and inviting them to attend their whole GB training sessions.

GB organisation

a) Committee structure

- The GB at TVS operates four committees
 - Curriculum and Pupil Achievement– attainment, progress, behaviour, SEND, etc.
 - Finance and General Purposes – finance, staffing, buildings, etc.
 - Pay Committee
 - Headteacher Performance Review Committee
- Subject to regulations, the GB will set up staff dismissal and appeal, pupil discipline panels as required.
- The GB is required, on an annual basis to:
 - review the constitution and membership of its committees
 - review the terms of reference of its committees – this task will be undertaken by the committees, it is suggested at their last meeting of the academic year and brought to the GB for agreement



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- set the quorum for its committees
- Terms of reference must show the date of the meeting at which they were agreed and be signed by the chair
- 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, except for Pay and HTPR committee which can be clerked by a governor present.
- The overall effectiveness of the committee structure and the way it works to support the core functions of the GB will be reviewed annually.

b) Delegation

- In addition to responsibilities retained at GB level by regulations, the GB will not delegate:
 - approval of the school improvement plan
 - approval of the first annual budget in each financial year
 - approval of key policies – these policies will be identified in the GB policy schedule.

c) General

- The GB will ensure that there are opportunities for parents to engage with governors so that their views can be considered by governors.

Financial Scheme of Delegation

- Power is delegated to the Head Teacher with regard to day to day management to implement expenditure related to the Improvement Plan and manage the budget to achieve agreed objectives within specified budget headings.
- Expenditure in excess of the Headteacher's delegated limits (£5000) and School Business Manager which is (£1000) must be recommended by the finance committee and submitted to the full Governing Board for approval.
- Travel Claims; Chair of Governors to sign Head Teacher's travel claim, Head Teacher to sign all others.



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School Improvement

The GB:

- will focus on gaining a shared understanding of the key strengths and weaknesses of the school
- will be actively engage with school self-evaluation
- will continuously self-evaluate its own performance
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction for the school
- will use a variety of internal and external information / data to hold the school to account and, where required, take appropriate action to drive up standards
- will require written information from the headteacher covering:
 - pupil achievement and progress
 - an analysis of the school's performance data, including vulnerable groups, with details on how pupil premium has been used and the impact it has had
 - progress regarding the implementation of the school improvement plan
 - budget monitoring and forward financial planning
 - the effectiveness of performance management in the school
 - how it impacts on the quality of teaching and standards
 - how CPD is being used to improve performance
 - strategic staffing issues
 - behaviour and exclusions
 - attendance data
- require the headteacher to provide a report for each of its meetings
- will receive and make use of external reports from the Local Authority, where appropriate (except those naming individual staff)
- understand the requirements of the Ofsted Leadership and Management criteria.
- will ensure that the school has in place all relevant statutory policies and meets all other statutory requirements.



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Governor relationships

The GB and headteacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The GB:

- will use staff and governor time appropriately, sensitively and effectively
- will have regard to the need for the headteacher and staff to maintain a reasonable work / life balance in the way it conducts its business
- will have regard to equality of opportunity for both current and future governors in planning the frequency and times of meetings
- believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view
- will be welcoming to new governors and ensure they receive appropriate induction and training

All governors will:

- share the workload and take on additional responsibilities as and when required to ensure the GB fulfils its core functions
- undertake a focused school visit at least twice a year
- undertake training relevant to their role
- contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion
- always act in the best interests of the pupils of the school
- conduct themselves in a manner that reflects the ethos or the religious character of the school
- uphold 'The Seven Principles of Public Life'
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- be mindful of internet security if e-mailing sensitive information and consider if it is appropriate to use a work e-mail address for governor business
- will only act within the delegated powers granted to them by the GB
- be respectful of the view of others and help to foster open and honest debate
- refer anyone with issues or concerns about the school to its Complaints Policy
- provide relevant business and pecuniary interests (as recorded in the register of interests) including, governance roles in other educational



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institutions, any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)

Governor conduct

Refer to TVS Governor Code of Conduct document.

Any conduct issues resulting from governors being in breach of school governance regulations or this code will be investigated in the first instance by chair, or the vice chair where the matter relates to the chair. All possible efforts will be made to resolve issues at this level and the suspension or removal of a governor will be only be considered as a last resort, in accordance with the relevant regulations.