

St Mary's C of E Aided Primary School, Pulborough

Full Governing Body Terms of Reference 2018-19

Membership

A maximum of 14 governors consisting of:

- 2 parent governors,
- 1 LA governor,
- 1 staff governor,
- 1 headteacher,
- 8 foundation governors, (5 of the foundation governors should be nominated by the Parochial Church Council for appointment by the Diocesan Board of Education. The Diocesan Board of Education shall appoint two foundation governors. The incumbent or priest-in-charge of the parish shall be a foundation governor ex-officio)
- 1 co-opted governor.

Quorum

50% of the current membership of the governing body.

Meetings

Not less than twice per term, with additional meetings as necessary.

The Governors will stringently hold the senior leaders to account for all aspects of the schools performance.

Terms of reference:

1. To uphold the distinctive Christian ethos of St. Mary's in all aspects of school life.
2. **To agree constitutional matters***, including procedures where the Governing Body has discretion
3. To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
4. **To hold at least six Governing Body meetings a year***
5. **To appoint or remove the Chair and Vice Chair***
6. **To appoint or remove a Clerk to the Governing Body***
7. **To establish the committees of the Governing Body and their terms of reference***
8. To appoint the Chair of any committee *(if not delegated to the committee itself)*
9. **To appoint or remove a Clerk to each committee***
10. **To suspend a governor***
11. **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
12. **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***
13. To approve the budget plan of the financial year
14. To keep and maintain all statutory policies and their practice under review and to make revisions where appropriate
15. **To review the delegation arrangements annually***
16. To ensure the schools arrangements for safeguarding pupils meets statutory requirements.
17. To keep under review the strategies for engaging with parents to the benefit of pupils, including those who find working with the school difficult.
18. With the headteacher the Governors will work to ensure that all staff model professional standards in all of their work and demonstrate high levels of respect and courtesy for pupils and others.

Points 1 and 14 of TOR amended/added September 2010

Points 16 to 19 added, pt 20 removed and statement changed Sept 2013

Membership amended to reflect instrument of government change Sept 15

- 19 The Governors will work with other school leaders to ensure a relentless focus on improving teaching and learning and provide focused professional development for all staff especially those that are newly qualified and at an early stage of their career. Searching performance management will challenge and support teachers' improvement with a goal that all teaching at St Mary's is outstanding.

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

The Role of the Chair of the Governing Body

1. To ensure the business of the Governing Body is conducted properly, in accordance with legal and West Sussex County Council delegation requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
3. To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

1. To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
2. To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
3. To convene meetings of the Governing Body
4. To attend meetings of the Governing Body and ensure minutes are taken
5. To maintain a register of members of the Governing Body and report vacancies to the Governing Body
6. To give and receive notices in accordance with relevant regulations
7. To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

1. To advise the Committee on procedural and legal matters
2. To convene meetings of the Committee
3. To attend meetings of the Committee and ensure minutes are taken
4. To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher