



# **St. Margaret's C of E Primary and Nursery School**

## **Governing Body**

### **Terms of Reference**

Adopted by the Governing Body: September 2022

Date for review: September 2023

Head Teacher's signature

A handwritten signature in black ink, appearing to read 'J. Hill'.

Chair of Governor's signature

A handwritten signature in black ink, appearing to read 'M. G. Emery'.

## The Governing Body

The Governing Body meets once per term (twice in the Autumn term), four times per academic year. At the first meeting of each academic year, the Governing Body must elect a Chair and Vice Chair. These roles should not be filled by any Governor who is employed in any capacity at the School.

In the absence of the Chair of the Governing Body from any meeting of the full Governing Body, the Vice Chair will assume the Chair's responsibilities.

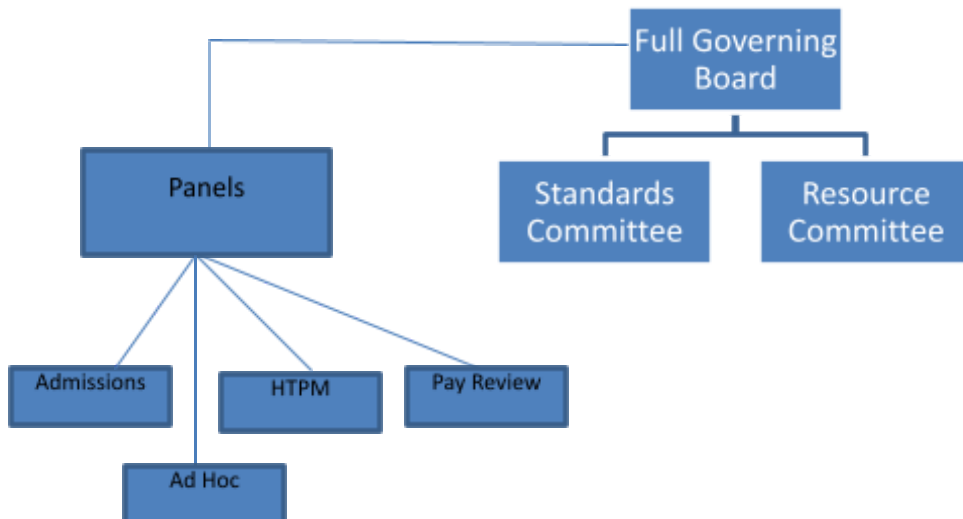
## The Governing Body Code of Conduct

Annually, in the first Full Governing Body meeting of the academic year all members of the Governing Body must agree to and sign the St Margaret's Governors' Code of Practice document.

## The Purpose of the Governing Body

The overarching purpose of the Governing Body is to add value to children's learning at our School, through supporting and challenging the Headteacher in delivering the School Improvement Plan and other priorities as they arise.

## Committee Structure



There are two Governors' Committees at St Margaret's School:

1. The Standards and Community Committee
2. The Resources Committee

There are also functional panels that meet at the appropriate time of the year:

1. Head teacher's Performance Review
2. Pupil Admissions
3. Pay review Committee
4. Admissions

Panels to deal with Pupil Discipline, Staff Dismissal, Staff Dismissal Appeal, Staff Recruitment, Staff Complaints and Parents' Complaints, and to deal with any other emerging issues outside normal Committee business, will be established as required.

The convening and membership of panels is managed by the Chair of the Governing Body and Headteacher and is supported by the Clerk to the Governing Body. The Terms of Reference for the Governing Body and its Committees are to be reviewed and agreed by the Governing Body at least annually in the Autumn Term.

### **Committee Membership**

The Governing Body agrees the membership of Committees and Panels. Each Committee shall consist of a minimum of six Governors:

- Four selected by the Governing Body.
- The Chair of the Governing Body.
- The Headteacher.

Associate members of the Governing Body will be given voting rights on all matters of the committee to which they are appointed.

Panels will consist of three non-staff governors.

### **Committee Chairs**

In the first meeting of the Autumn Term, each Committee will elect a Chair from within its members. When the Chair cannot attend a meeting, the Chair must invite another Governor to act as Chair.

## **Other Attendees**

In addition, as needed other Governors, teachers, other staff, parents or other persons may be co-opted or attend as observers by prior agreement. Such attendees will **not** have any voting rights on:

- Admissions.
- Pupil discipline.
- Election or appointment of Governors.
- The budget and financial commitments of the Governing Body.

Members of the Governing Body must always be in the majority of Committee members.

The membership of each committee is set out in its respective terms of reference.

## **Purpose of Committees**

The specific purpose of each Committee and Panel is set out in its terms of reference. The Headteacher and Chair of the Governing Body shall provide consistency and continuity between the Committees.

## **Quorum & Voting**

For the Governing Body, a Quorum shall consist of seven members, that is half of the Governing Body.

For the Committees, a Quorum shall consist of three members, that is half of the Governor members. Decisions must be agreed by the majority of voting Governors. In the event of an equal number of votes, the Chair has a casting vote. Committee meeting minutes, once agreed, will be available to the full Governing Body.

## **Meetings**

The Governing Body shall meet twice per term. One of the Governing Body meetings in the Spring Term will be a training or networking event for Governors.

Each Committee shall normally meet once per term, usually three weeks before a full Governing Body meeting.

Meeting dates for the academic year are set at the end of the previous academic year. Cancellation or change to the date of a meeting should be a rare occurrence and should be at no less than two weeks' notice.

When calling any extra committee meetings or Extraordinary meetings of the full Governing Body at least two weeks' notice should be given. This should only happen if there is an urgent need.

### **Agendas, Papers & Minutes**

In consultation with the Headteacher the Chair of the Governing Body or Chair of the Committee sets the agenda for each meeting. Additional items can be submitted by other committee members as prior to the meeting as previously notified AoB.

The Chair of the Governing Body or Chairs of Committees should provide agendas to the Clerk for distribution at least ten days before the date of the meeting. The Clerk will distribute agendas and any supporting papers by email to all relevant parties no later than seven days before the meeting to ensure sufficient time for them to be read and assimilated.

Within seven days of each meeting the Clerk should send draft minutes to Chairs and the Headteacher – for agreement. After these are agreed the minutes are made available to the full Governing Body at least ten days before the next full Governing Body meeting at which the minutes would be agreed as a full and accurate record of the meeting. Such minutes would then be signed by the Chair of the relevant meeting.

### **Confidentiality**

Agendas, minutes, reports or papers are filed by the Clerk and must be made available to any interested person on request, in accordance with the Freedom of Information Act.

Any items deemed confidential shall remain as such and shall be filed accordingly.

Any information must be requested in writing and must adhere to the GDPR Data Protection law that came into effect in May 2018. The school's GDPR compliance Officer is responsible for ensuring that any breaches of confidentiality are reported to the correct authorities in an appropriate and timely manner.

### **Reporting to the Governing Body**

In advance of each meeting of the Governing Body, a brief report shall be submitted by each Committee Chair. At the full Governing Body governors will have the opportunity to ask questions in relation to the report. However, further discussion of issues should be avoided. The role of the Governing Body is to ratify any decisions taken by the relevant committee.

## **Responsibilities of the Governing Body**

The full Governing Body retains, and cannot delegate, responsibility for the following:

- The establishment of the instrument of government and constitution of the Governing Body, and any amendments thereafter.
- The establishment and regulation of Governing Body procedures and terms of reference.
- The election or removal of the Chair or Vice Chair of the Governing Body Chair.
- The appointment or removal of the Clerk to the Governing Body.
- In consultation with the Diocese of Chichester the appointment or removal of Foundation Governors.
- The holding of a full Governing Body meeting at least six times in a school year.
- The agreeing of the structure and membership of Governing Body Committees and Panels.
- If needed the removal of Chairs of Committees and Panels
- The Delegation of Governing Body functions to Committees or Individuals
- Governor induction, training and succession planning policies
- The maintaining of a Register of Governors' Pecuniary and Business Interests
- The Appointment of the Headteacher and Deputy Headteacher(s)
- The appointment of such disciplinary panels as may be needed in regard to the suspending, and/or removing of the Headteacher.
- The appointment of such disciplinary panels as may be needed in regard to the suspending, and/or removing of other staff.
- The Governing Body is the employer but the appointment of staff including Assistant Headteachers, Middle leaders, classroom teachers and other support staff can be delegated to the Headteacher. The Governing Body should be kept informed of any such appointments, and should, as far as possible, be involved through, for example, membership of the interviewing panel.
- The decision whether to give the Chief Education Officer and the Diocesan Authority advisory rights.

- The approval of the School Improvement Plan and, if needed, any OFSTED Action Plan or SIAMS Action Plan.
- The Approval of the School Premises Development Plan.

In addition, the following decisions, if needed, should be taken by the full Governing Body

- To alter or close the school.
- To make arrangements for buildings insurance and personal liability– the Governing Body to seek advice from the LA, or the Diocese as appropriate.
- To develop a school buildings strategy and contribute as required to LA Asset Management Planning arrangements.
- To establish a health and safety policy.
- To publish proposals to change the category of the school.
- To set times of school sessions and the dates of school terms and holidays.
- To discharge duties in respect of pupils with special needs by appointing a “responsible person.”
- To consider in the interests of St Margaret’s:
  - o Forming a soft or hard federation with another school.
  - o Joining an existing federation.
  - o Requests from other schools to join the federation.
  - o Leaving a federation.
  - o The process of Academisation.
- To decide, under an Extended Schools agenda, whether to offer additional activities and to what form these should take, and to decide to cease providing extended school provision.
- To adopt and promote a Confidential Reporting Policy.
- To establish, close or otherwise change the purpose, hours, or admission arrangements for the school’s private nursery.
- To agree, on recommendation from the Resources Committee, the budget and other financial arrangements for the school’s private nursery.