



Full Governing Body

Terms of Reference

1. Membership

The following full governors are members: Neil Brading, Richard Border, Amanda Dickson, Henry Cooke, Laura Edwards, Kathryn Keeping, Angela Dowley, Sarah Nisbett, Helen King, Sarah Varnom, Doreen Rose and Nicci Boddam-Whetham.

Clerk - Gemma Peace

*Associate member(s) - Vicki Stephens
Jo George*

Associate members cannot vote (specify any rules the governing body has agreed).

2. Quorum

The quorum is 6

3. Meetings

Members of the Full Governing Body are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the chair decides the issue needs urgent attention.

4. Chairmanship

The Full Governing Body will be chaired by Sarah Varnom and the Vice Chair is Laura Edwards.

If the Chair is absent from a meeting, the Vice Chair may be elected to take the chair for the duration of that meeting.

5. Partnership with the Headteacher

In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The headteacher is entitled (but not obliged) to attend all Full Governing Body meetings and has full voting rights (provided s/he is a governor).

6. Minutes

The minutes of the meeting should be circulated within 7 days of the meeting.

7. Terms of Reference

The Full Governing Body has delegated powers to carry out the following specific tasks:

1. To ensure that the school contributes to community cohesion
2. To appeal against Local Authority directions to admit pupil(s)
3. To agree or reject curriculum policy
4. Ensure that the curriculum contributes to community cohesion
5. To ensure that appropriate targets are set for all pupils
6. To contribute towards, engage with and monitor school self-evaluation
7. To ensure that recommendations following Ofsted inspection are incorporated into the School Development Plan
8. To agree priorities for the School Development Plan
9. To approve the School Development Plan
10. To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea
11. To decide to offer additional activities under extended services provision - or to cease provision
12. To approve the first formal budget plan each financial year
13. To receive & consider monitoring reports at least 3 times per year
14. To enter into contracts (above set financial limit)
15. To receive, and where appropriate respond to reports from the Local Authority's auditors
16. To draw up an instrument of government and any amendments thereafter
17. To agree proposals to change category of school

18. To consider forming, joining or leaving a federation
19. To consider the possibility of academy status
20. To elect (and remove) the chair and vice-chair of a permanent or temporary GB
21. To appoint and dismiss the clerk to the GB
22. To appoint and remove co-opted governors
23. To appoint and remove associate members
24. To decide on voting rights for associate members of committees, except where restrictions apply
25. To set up a Register of Governors' Business Interests
26. To approve and set up an Expenses Scheme
27. To consider whether or not to exercise delegation of functions to individuals or committees
28. To regulate the GB procedures (where not set out in law) e.g. Standing Orders
29. To establish and review committees annually.
30. Agree a policy and protocol for governor visits to the school
31. To monitor the school website and ensure compliance
32. To ensure that the school has an effective complaints policy
33. To review the overall pattern and use of exclusions within the school.
34. To set attendance targets
35. To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task
36. To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority
37. To appoint Headteacher (on recommendation of selection panel)
38. To appoint Deputy Head (on recommendation of selection panel)
39. To determine staff complement
40. To approve applications for early retirement, secondment and leave of absence not covered by local agreements

41. To establish and annually review an appraisal policy

42. The Governing Body will monitor school Pay Policy to check whether it is up to date.

In addition the Full Governing Body will:

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the Governing Body.
- Contribute to Governing Body and school self review with particular reference to the school's Self Evaluation Form.
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.

The Full Governing Body reviewed and agreed these Terms of Reference on 13th September 2017