

**Rushey Mead Primary School**  
**Full Governing Body**  
**Terms of Reference – Academic Year 2022/23**

**SUMMARY**

All Governing Body rules and regulations apply within the School Governance (Roles, Procedures and Allowances (England) Regulations 2013.

The Full Governing Body will be required to carry out three meetings in every school year.

In addition to the Full Governing Body, there will be two task-based committees which will be required to meet at least once per term.

The two task-based committees are:

- School Improvement Committee
- Staffing and Finance Committee

There are six governor committees which have a specific remit, which requires them to meet on an ad hoc basis. These committees are:

- Complaints Committee
- Appeals Committee
- Admissions Committee
- Pupil Discipline Committee
- Staff Disciplinary Committee
- Headteacher's Performance Management Committee/Pay Review Committee

**Membership of Full Governing Body**

- All governors have a right to attend meetings of the Governing Body.
- All governors have an equal say on the Governing Body and a right to vote.

**Clerk to Full Governing Body**

The Clerk to the Full Governing Body is Natalie Tegala-Patel.

**Quorum**

The Governing Body is quorate if half (rounded up to a whole number) of its membership is present. The membership does not include vacant positions on the governing body.

## Meetings

- The Governing Body shall hold at least three meetings in every school year.
- Each Governor must be given at least seven clear days' notice before the date of a meeting. The notice in writing is to include a copy of the agenda.
- If the chair or vice chair so determines that there are matters demanding urgent attention, written notice and the copy of the agendas can be given within shorter periods.
- The minutes of the meeting shall be drawn up and entered into a book/file kept by the clerk and shall be signed at the next meeting by the chair (subject to the approval of the Governing Body).
- The minutes shall include all appointments made at the meeting, the names of governors present and all the proceedings of the meeting.

## Chair of Full Governing Body

The chair and vice-chair shall be elected every year and will cease to hold office if:

- S/he ceases to be a governor
- S/he is employed to work at the school
- S/he is removed from office

Part 3 of the School Governance (Roles, Procedures and Allowances) (England) Regulation 2013 states:

*'Prior to the election of the chair and vice-chair, the governing body must determine the date on which the term of office of the chair and vice-chair will end.'*

## Standing Orders

- The terms of reference outlining the Governing Body's responsibilities, including the areas that will be delegated, are subject to the School Governance (Roles, Procedures and Allowances (England) Regulations 2013. These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year.
- No alteration or addition to the terms of reference shall be made, except by the Governing Body.
- The agenda before any meeting shall be distributed to all governors at least 7 clear days before the meeting.
- All committee minutes will be reported and circulated to the Full Governing Body.
- Where there is an equality of votes on any issue relating to the Governing Body's responsibility, the chair will have the casting vote.

### **Terms of Reference**

- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To hold at least three meetings per year.
- To appoint or remove the chair and vice-chair.
- To appoint or remove the clerk to the Governing Body and each committee.
- To establish the committees of the Governing Body and their terms of reference, including their delegated responsibilities and those of individuals, and review annually.
- To suspend a governor.
- To agree the programme of work and calendar of meetings for the Governing Body and relevant committees for the school year, based on known cycles of school development planning, school improvement, financial management, staffing issues and communicating with parents.
- To approve the budget proposed by the Staffing and Finance Committee.
- To receive reports from any individual or committee in line with delegated responsibilities, including the approval of the school's budget.
- To monitor the progress of work being done by committees and individuals.
- To consider recommendations made by committees with regard to the working of the Governing Body.
- To establish and keep under review a protocol for the Governing Body.
- To establish and keep under review arrangements for governors' visits to the school and involvement in monitoring and reviewing provision.
- To oversee arrangements for governor involvement in formulating and monitoring the school action/improvement plan, including receiving information in relation to school self-review (SEF).
- To review and approve the staffing structure of the school, taking into account workforce reform based on plans presented by the Headteacher and approved in draft by the Staffing and Finance Committee.
- To oversee the recruitment of staff in line with the agreed procedures and to review the school's strategy for improving the recruitment and retention of staff.
- To receive information on existing pupil numbers and take responsibility for monitoring demographic information and its likely impact on the school's admission numbers.
- To receive regular reports and information in relation to progress of pupils and extended school/community projects, in line with the school action plan/improvement plan priorities.



Signed..... Chair of the Full Governing Body

Sue Welford

Dated: 28/11/2022

Review date: September 2023.

Approved by the Governing Body at the Full Governing Body meeting held on 28<sup>th</sup> November, 2022.