



FULL GOVERNING BODY (FGB) TERMS OF REFERENCE 2024 - 2025



Purpose

The Full Governing Body (FGB) establishes the overall strategic framework for the governance of the school.

A governing body and its governors **must**, as required by [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

The FGB has the following core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- overseeing the financial performance of the organisation and making sure its money is well spent.
- ensuring the voices of stakeholders are heard

Membership

Membership of the Full Governing Body will consist of 11 governors in line with our constitution and instrument for but may be supplemented with Associate Governors who bring additional skills and/or experience to the team.

It will be formed in categories of governorship and includes elected parents, appointed co-opted and LA governors, an elected member of staff and the headteacher. Associate Members will also be invited to attend and contribute to Governing Board meetings as required and agreed by the board.

- 4 parent governors
- 4 co-opted governors
- 1 local authority governor
- 2 staff governors (one of which must be the Headteacher)
- Associate governors invited to supplement the skills of the governing body – currently 2
- 1 Clerk
- Total: 13 governors plus 1 Clerk

Quorum

7 committee members must be present for the meeting to be quorate.

Meetings

The Full Governing Body will meet at least 4 times annually

- A kick-off business meeting in September to establish committees, agree meeting dates and elect the Chair and Vice Chair

- One meeting each term to receive the headteachers and chair of governors reports, the minutes and actions of the the working committees and other working groups and fulfil our statutory duties
- Others will be scheduled as required

Code of Conduct

The Governing body will review and agree to abide by our code of conduct annually and will use this code to help us understand and fulfil our strategic and supportive roles & responsibilities.

- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
- We will develop, share and live the ethos and values of our school.
- We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
- We will work collectively for the benefit of the school.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the school and local community.
- We will stand by the decisions that we make as a collective.

Terms of Reference

Planning, review and monitoring

- Review, approve and monitor the School Development Plan (SDP) and the School Evaluation Form (SEF)
- Receive regular updates on pupil progress and attainment
- Receive reports from the headteacher, the chair of governors and governors with governor link responsibilities
- Monitor the activities of the committees through the minutes of their meetings and authorise committee terms of reference.
- Review Admissions and the level of exclusions and attendance
- Involve all stakeholders in review of values and vision for the school
- Approval of Annual Budget and authorisation of the 3 year financial plan
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school
- Authorising financial priorities through the School Development Plan
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis
- Receive and consider proposals for change of status

Structure and Training

- Establish and review an Instrument of Government
- Ensure governing body information is recorded and kept up to date on the DfE's national database of governors (GIAS).
- Establish and review a Governor's Code of Conduct
- Elect or remove Chair or Vice-Chair
- Appoint or remove Clerk
- Recruit new governors and co-opt associate members according to their skills.
- Hold Governor elections in accordance with statutory guidance

- Provide induction of new governors
- Organise support and training for governors
- Review the effectiveness of the governing board

Governance Structure

- Establish and review annually the delegation of functions, committee structure and roles and responsibilities
- Delegate functions to governor link roles and working/steering groups
- Maintain and update annually a file of pecuniary interest declarations

Head Teacher Performance Management

- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
- To arrange the appointment of an External Adviser to review the HT Performance and give guidance on key objectives for the year
- Meet with the HT to outline/set the HT's key objectives
- Meet at least twice a year with HT to discuss objectives/progress
- Measure the results of the previous year during the Autumn Term in the following academic year.

Marketing and Stakeholder (parents, pupils, teachers) Collaboration

- Ensure the school's website fulfils the statutory requirements
- Engage with parents and other stakeholders
- Ensure information about the role, structure and objectives of the governing body are made available to all stakeholders

These terms of reference will be reviewed annually.

Date of next review: Autumn term 2025