



## FOXHILLS FEDERATION

### TERMS OF REFERENCE FOR FULL GOVERNING BODY

<b>Status</b>	Current	<b>Approval</b>	FGB
<b>Review frequency</b>	Annual	<b>Author (role)</b>	Chair of Governors
<b>Date written</b>	September 2022	<b>Date approved</b>	28 <sup>th</sup> September 2023
<b>Date of next review</b>	October 2024	<b>Date withdrawn</b>	N/A

#### Governors' Core functions are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of the staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

#### 1. Introduction

This document outlines working structure and practice for the Governing Body for the next school year. It will be reviewed annually.

#### 2. Constitution and Authority

- The Governing Body is set up in accordance with the Instrument of Government dated 4<sup>th</sup> May 2022
- The Governing Body abides by the regulations laid down in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013  
<https://www.legislation.gov.uk/ukxi/2013/1624/made>
- Information relevant to the GB is disseminated to the Governing Body via the Clerk, Chair or Headteacher. Issues are discussed and decisions taken at Full Governing Body meetings where minutes are recorded approved and adopted following each meeting
- Formal, unrestricted minutes from Full Governing Body meetings are, once approved, available on the websites of the Infant and Junior Schools.
- Any matter the Governing Body deems to be confidential should be agreed as such at the GB meeting and a separate minute recorded, marked as such, and printed (if necessary) on yellow paper. Such minutes will be known as Restricted Minutes
- The Chair and Vice Chair will be elected annually, and will hold office for 1 year . Both may stand for re-election. The Clerk will ensure that the election for Chair and Vice Chair is conducted in accordance with School Governance Regulations cited above

#### 3. Evaluation and Reporting. The Governing Body will:

- Evaluate their previous year's work at the first meeting of the Autumn Term
- Establish priorities consequent upon that evaluation
- Communicate the main aspects of the GB's work to parents termly via a newsletter
- Convene a meeting for parents should 15 parents make such a request

#### 4. Agenda and Minutes of Governing Body Meetings

- Dates for GB meeting for the following Academic Year will be defined at the last meeting of the preceding Summer Term
- The Clerk will keep a record of suggested agenda items. Governors wishing a particular matter to be discussed should inform the Clerk at 2 weeks prior to the meeting
- The Clerk, Chair and Headteacher will agree the agenda 2 weeks prior to each meeting.

- The agenda and relevant papers will be circulated to the Board at least one week prior to each meeting
- Minutes (unsigned) will be circulated by email approximately 2 weeks after each meeting

## **5. Standing items for inclusion on each agenda**

### **Headteacher's Report**

- A written report will be provided at the second meeting of the Autumn and Summer Terms, and at the Spring Term meeting. A brief verbal report on any outstanding matters will be included in the first meeting of the Autumn and Summer Terms.

### **Development Training Governor's report, and governors' reports on training**

- DTG (Development & Training Governor) to brief governors on available courses and briefings
- Governors to provide a brief report on courses they have attended on the Governor Training Feedback form

### **Governor visits to school for any reason. Governors must:**

- Check in electronically.
- Ensure they are familiar with the Protocol for School Visits
- Report back to GB on any formal or monitoring visits made

### **Chairman's Action and Correspondence**

- The Chair will formally record any decision or action taken within delegated powers by recording them for the next Full Governing Body meeting

### **Reports from Committees**

- Minutes of committee meetings will be circulated with the FGB agenda, with the exception of the Pay Committee and Headteacher Performance Management Committee

## **6. Committees The number of committees will be defined by the GB and will include:**

- Children's Learning and Achievement
- Finance and Resources
- Safeguarding
- Pay Committee
- Headteacher Performance Management Committee
- Additional committees/working parties may be set up as needed, and appropriate Terms of Reference will be defined by the GB.

## **7. Committees will operate within the Terms of Reference specific to the committee. The following defines their roles and responsibilities to the GB**

- Membership of committees to be agreed at the first meeting of the Autumn Term
- Each committee shall review its terms of reference annually and recommend any alterations to the Governing Body. A Chair and Vice Chair (if deemed necessary) should be elected annually at the first meeting of the Autumn Term. Meeting dates are scheduled by the Clerk and Chairman of each committee
- Committees will be responsible for the maintenance and approval (or recommendation to the FGB if necessary) of policies listed in their terms of reference
- An agenda will be circulated by the Clerk seven days before each meeting. This should be copied to the Chair of Governors and the Headteacher.
- Committees must present written minutes to the next meeting of the Governing Body; must indicate which matters (if any) have been resolved and which are recommended to the Governing Body for approval
- The Headteacher has the right to attend every meeting of all committees
- The Chair of the Governing Body is an ex-officio member of every committee. Each full member of a committee, including the Headteacher (where a governor and a member of the committee) and the Chair of the Governing Body, has a single vote
- All committees may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice or to contribute to discussion
- Each committee will include in their terms of reference the obligation to consider the relevant parts of the School Strategic Plan and policies for regular monitoring and reviewing
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## **Structure for Decision Making**

- Committees will bring forward recommendations to the Full Governing Body for its approval

- Where Committees recommend a certain course of action it should be adopted unless there are overriding reasons against its adoption

**8. Delegation. The Governing Body will delegate the following responsibilities to the Headteacher:**

- The appointment of all teaching and support staff below the level of Deputy Headteacher and Senior Leadership posts.
- A group of no more than 4 governors will assist the HT in the preparation of the job description/person specification for a DHT or SLT post, and will discuss the interview format with the HT/DHT, though they will not all take part in the interview. Governors reserve the right to be consulted and possibly involved in other appointments below that of DHT
- Decisions on the remission of charges whilst reserving the right to hear appeals from parents on such decisions
- Variations between budget headings in any year which:
  - Do not exceed £10k
  - Do not increase or decrease the overall previously approved budget plan by more than £5,000 and
  - Do not move the overall budget from a surplus into deficit for the year or in the case of a budgeted deficit, to an overall greater deficit
- The Governing Body delegates in principle to the Headteacher the authority to make contract renewal, termination and dismissal decisions in accordance with the Manual of Personnel Practice although acknowledging that there may be instances where delegation of specific dismissals is not appropriate.