



FOXHILLS FEDERATION

TERMS OF REFERENCE FOR BOARD OF GOVERNORS

Status	Current	Approval	FGB
Review frequency	Annual	Author (role)	Chair of Governors
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1. Introduction

This document defines the working structure and practice for the Governing Body for the next school year. It provides a framework to enable the Board of Governors to undertake its work efficiently, and to fulfil its legal obligations. The Board will meet seven times per year, according to the schedule set by the Clerk. This does not preclude the calling of Extraordinary Meetings should such be necessary.

2. The Board of 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

In exercising these functions, the governing body must:

- Act with integrity, objectivity and honesty, and in the best interests of the federation as a whole
- Be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

3. Constitution and Authority

- The Governing Body is set up in accordance with the Federation Instrument of Government dated 4th 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 Board's work 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 Board's meeting and a separate minute recorded, marked as such, and printed (if necessary) on

yellow paper. Such minutes will be known as Restricted Minutes and will not be available in the public domain.

- The Chair and Vice Chair will be elected annually and will hold office for one 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

4. Structure for decision making:

The Headteacher/Chair/lead governors will put forward recommendations to the Board of Governors as agenda items. This does not preclude individual governors putting forward matters for discussion if they feel necessary. In both cases recommendations should be accompanied by the appropriate paperwork.

All proposals will be decided by a majority vote of the board, which may be a secret ballot if requested.

The Chair of Governors will have a casting vote if necessary.

5. 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 Board's work to parents termly via a newsletter

6. Agenda and Minutes of Governing Body Meetings

- Dates for meetings for the following Academic Year will be defined at the last meeting of the preceding Summer Term.
- The Clerk will keep a record of proposed agenda items. Governors wishing a particular matter to be discussed should inform the Clerk at least two weeks prior to the meeting
- The Clerk, Chair and Headteacher will agree the agenda two 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 to the Board by email approximately 2 weeks after each meeting

7. Standing items for inclusion on designated agendas (see meeting schedule)

- **Headteacher's Report**
A written report will be provided at the **second** meeting of each term. A brief verbal report on any outstanding matters will be included at all other meetings.
- **Development and Training Governor's report, and governors' reports on training**
Development & Training Governor to brief governors on upcoming courses and briefings. Governors should provide a brief report on courses they have attended on the Governor Training Feedback form
- **Chair's Report, Action and Correspondence. The Chair will**
Submit a brief written report termly, which must include any decisions or actions taken within delegated powers
- **Reports from lead governors/governors with specific responsibilities**

Written reports will be circulated with the agenda, with the exception of the Pay Committee and Headteacher Performance Management Committee, where minutes are confidential to those committees.

8. Lead Governors will be appointed to cover the following responsibilities. They will be supported by members of the board and will submit reports to the board in accordance with the meeting schedule.

- Children's Learning and Achievement
- Special Educational Needs (SEND)
- Finance and Resources
- Safeguarding
- Health and Safety
- Wellbeing
- Additional committees/working parties may be set up as needed, and appropriate Terms of Reference will be defined by the Board.

9. Headteacher Performance Management and Pay Committees.

Membership of these committees will be agreed at the first meeting of the Autumn Term. A governor cannot serve on both committees.

Terms of reference for each committee are defined in the Manual of Personnel Practice and Procedure, are 'localised' to the school and approved by the Governing Body. Each committee shall review its terms of reference annually and recommend any alterations to the Governing Body for consideration, given these do not impact on legal substance of the document. 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 Chair/Headteacher, though it should be noted that the HTPM meeting date is dependent upon the availability of the federation's Learning and Leadership Partner.

10. Committees to consider complaints, grievances, disciplinary matters, exclusions and appeals

Such committees will be convened as necessary by the Clerk to the governors and will consist of three governors. In all cases, governors with prior knowledge of the matter being considered cannot serve on these committees, neither may members of staff. Should there be insufficient governors to form a committee, the Clerk will approach the Chair/Clerk of Governors at Abbotswood Junior School, with whom Foxhills Federation has a collaborative agreement. This agreement must be renewed annually, at the start of the school year.

11. Delegation. The Board will delegate the following responsibilities to the Headteacher:

- All operational matters pertinent to the day-to-day running of the school, e.g. number of classes and size, allocation of responsibilities to staff, delivery of the curriculum.
- The appointment of all teaching and support staff below the level of Deputy Headteacher and Senior Leadership posts.
- The preparation of the job description/person specification for a Deputy or Assistant Headteacher. A group of no more than three governors will discuss the interview format with the Headteacher, though not all will take part in the interview. Governors reserve the right to be consulted and possibly involved in other appointments below those of Deputy/Assistant Headteacher

- 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 (unless there is a requirement to change due to financial reporting requirements)
 - 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.

12. Delegation. The Board will delegate the following responsibilities to the Chair of Governors:

- Facilitating a response to any urgent matter that occurs between meetings. This will be discussed with the Vice-Chair where possible and must be reported at the next meeting.
- Consulting with any external authorities as necessary, e.g. Governor Services, Education Personnel Services