

Ridgeway Infant School is a safe happy, place where everyone does their best!

GOVERNING BODY COMMITTEE TERMS OF REFERENCE (INCLUDING STANDING ORDERS)



Date agreed: 26th September 2017

Minute Ref: FGB 17/016

Signature of Chair of FGB:

Review Due: AUTUMN 2018

Responsibility of the Full Governing Body

FULL GOVERNING BODY

The FGB consists of 10 governors of different type and quantity, as follows:

2 Parent governors

1 LA governor

1 Headteacher

1 Staff governor

5 Co-opted governors (the total number of staff in this category must not exceed one-third of the total membership of the Governing Body)

The Full Governing Body fulfils all statutory duties. In addition it takes responsibility for the review of all policies held by the school, on a planned review schedule.

RESOURCES COMMITTEE

All 10 governors sit on the resources committee.

Remit: The resources committee assumes responsibility for all matters relating to staffing, buildings, Health and Safety, finance and pay. From time to time it will also manage matters that arise but are not directly related to pupils and their progress.

The actions carried out by this committee include, but are not limited to:

- ✓ Ensuring that the school budget is effectively managed, reviewed and audited.
- ✓ Agree day to day financial management powers for senior school staff.
- ✓ Ensure that buildings, equipment, procedures and working practices are safe and risks to health and safety are managed appropriately.
- ✓ Review the structure and effectiveness of the staffing structure to ensure value for money and good outcomes for children.
- ✓ Review professional development and its impact on the quality of provision.
- ✓ Review the annual salaries of all staff.

The resources committee has delegated powers to make decisions on behalf of the FGB.

PUPIL PROGRESS COMMITTEE

All 10 governors sit on the pupil progress committee.

Remit: The pupil progress committee assumes responsibility for all matters relating directly to pupils and/or their academic progress. The actions carried out by this committee include, but are not limited to:

- ✓ Monitoring attendance.
- ✓ Reviewing the effectiveness of the curriculum in meeting the needs of children.
- ✓ Monitoring and reviewing those elements of the school improvement plan that directly relate to pupils, including the schools progress towards those targets.
- ✓ Evaluate data – both internal and external – and hold school leaders to account for the performance of the school as a whole and for groups within school.

The pupil progress committee has delegated powers to make decisions on behalf of the FGB.

THE FIRST COMMITTEE

At least 3 eligible governors (not the Headteacher) are chosen to sit on this committee. The committee meet as when required.

Remit:

- ✓ To deal with all aspects of staff discipline and dismissals.
- ✓ To deal with all pupil exclusions in accordance with LA procedures.

This committee carries the same decision making powers as the Full Governing Body.

THE APPEALS COMMITTEE

The Appeals Committee shall have no fewer members than the First Committee (and shall not include the Headteacher) and must not contain any governor who is a member of the First Committee. Should there be insufficient governors available to convene an Appeals Committee from within the school, the Chair of the FGB may request support from the Governing Body of another local school. Independent (guest) governors are able to take full part in discussions and vote as required.

THE COMPLAINTS COMMITTEE

The Complaints Committee shall consist of three governors who have had no prior involvement in the investigation of a complaint. If the Governing Body is unable to find 3 governors without prior involvement, independent (guest) governors can be drawn from another governing body to sit on the panel. The panel should elect its own chair. The complaints panel will be clerked by a member of the school staff, the clerk to the governing body or another governor.

THE ROLE OF THE CHAIR

The Chair will ensure that all governors enjoy equality of opportunity to express their views. The Chair will regulate all debates and ensure that timings are adhered to. The Chair will work closely with the Headteacher and Clerk to Governors to build agendas at least 10 days ahead of meetings. (For further information regarding the wider roles and responsibility of the Chair see below)

THE ROLE OF THE VICE-CHAIR

The Vice-Chair undertakes the roles and responsibility in the Chair's absence. This includes Chairing meetings; ensuring that meetings are conducted appropriately and that timings are adhered to. In the event of a longer period of absence of the Chair, the Vice-Chair will draw up agendas for meetings in conjunction with the Headteacher and the Clerk.

THE ROLE OF THE WIDER GOVERNING BODY

All governors have a responsibility to read all appropriate reports ahead of meetings, to attend all meetings in a punctual manner and participate actively in discussions. All governors must maintain confidentiality and integrity as set out in the GB Code of Conduct.

FREQUENCY OF MEETINGS

- The annual cycle of meetings are planned and approved prior to the start of the academic year.
- FGB meetings take place at six week intervals throughout the academic year.
- Committee meetings take place one week before each FGB meeting.

MEETINGS

Ordinary Governing Body meetings will be held within the school building, will start at 6:15pm and will be limited to 2½ hours in total.

Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.

Any business not completed will become part of the agenda for the next meeting of the Governing Body.

AGENDA

The Agenda will be organised by the Clerk in consultation with the Head and Chair.

Any governor may place an item on the Agenda by contacting the Clerk not less than 10 days before the meeting.

Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting.

ATTENDANCE

Where a governor has sent an apology to the Clerk, the minutes will record the Governing Body's consent or otherwise to the absence.

The time of arrival and/or departure of any governor will be recorded in the minutes.

MINUTES

Within 7 working days of the meeting, the draft minutes will be sent by the Clerk to Head for checking.

The Head will check the minutes for factual inaccuracies and return to the Clerk for distribution.

Those minutes, which the Governing Body determines as confidential, will be minuted on a separate sheet and copies will not be publicly available.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

A copy of the minutes will be sent to the Governor Support Team.

CORRESPONDENCE

All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors.

The Clerk will receive and log all correspondence to the Governing Body.

The Clerk will present all significant items to the next meeting of the Governing Body.

DECISION MAKING

All decisions must be made by the Governing Body unless an individual or a Committee has been delegated to deal with a specific issue.

Only governors present at a meeting may vote. Proxy voting is not allowed unless a vote is being taken on changing the school name.

Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair tosses a coin.

Voting will be by a show of hands unless one governor requests a secret ballot.

Decisions of the Governing Body are binding on all its members.

URGENT ACTION

The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the delay in exercising a function is likely to be seriously detrimental to the interests of the School, a pupil at the School or their parents, or a person who works at the School. All such actions to be reported to the next meeting of the Governing Body by the Chair or Clerk.

PUBLIC STATEMENTS

No governor will make any public statement about any matter concerning the School without the authority of the Governing Body.

INFORMATION AND ADVICE

The Strategic Director for Children and Young People, or representative, will be invited to attend meetings in order to inform and advise the Governing Body.

Where expertise is needed but not available within the Governing Body, an appropriate non-governor may be invited in a non-voting capacity.

ACCESS TO MEETINGS

When the Head Teacher is absent, the Deputy Head Teacher will be permitted to attend but will have no vote.

The Deputy Head Teacher may attend meetings of the Governing Body as an observer, as part of their professional development.

The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

DELEGATION OF FUNCTIONS

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

COMMITTEES

Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of the delegation.

When establishing Committees, the Governing Body will:

- determine the membership
- select or confirm the Chair
- appoint a Clerk
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.

The Governing Body may appoint non-governors or Associate Members to Committees but they may not form a majority and have no vote unless the Governing Body specifically gives them a vote.

The Head Teacher has a right to attend any Committee meeting.

WORKING GROUPS

When establishing Working Groups, the Governing Body will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Group)
- determine procedures for reporting back.

The Head Teacher has a right to attend any Working Group meeting.

CONFIDENTIALITY

All governors have a duty not to discuss any confidential item of governors' business outside the meeting.

REVISION

The Governing Body will review these Terms of Reference (including Standing Orders) annually.

September 2017