



HOLTON LE CLAY SCHOOLS FEDERATION
Executive Headteacher: Mrs D Hunt

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HOLTON LE CLAY SCHOOLS GOVERNING BODY

Terms of Reference

The Governing Body must act with integrity, objectivity and honesty in the best interest of the school and be open about the decisions it makes and the actions it takes. In particular the governing body must be prepared to explain its decisions and actions to interested persons (though this does not mean the governing body is required to disclose information it has decided should be confidential).

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- Set dates of meetings for the year ahead
- Note term dates for the academic year
- Receive Executive Headteacher reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree Curriculum plans
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Development Plan
- Annually elect governors for the following responsibilities:- SEND, Safeguarding, Link, Year Group,
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations

- Review, adopt and monitor a governors' expenses policy and curriculum policy
- Review annually the delegation of functions and committee structure – Circle Model
- Organise support and training for governors
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals

The role of the Executive Headteacher

The Executive Headteacher is responsible for the internal organisation, management and control of the school and for the implementation of the governing body's strategic framework.

1. The Executive Headteacher will advise the governing body in determining and reviewing its strategic framework for the school. In particular the Executive Headteacher will formulate for consideration by the governing body aims and objectives for the school, policies to achieve its aims and objectives and targets for achievement of the governing body's aims and objectives.
2. The Executive Headteacher must at least once a year report to the governing body on progress towards achieving its aims and objectives, in particular towards meeting specific targets set.

Delegation of the Governing Body's functions

In deciding how to delegate its functions, the governing body must have regard to its overall strategic purpose and the responsibility of the Executive Headteacher for the operational management of the school.

Election Process of Chair and Vice-Chair

- Candidates can self-nominate or whether they must be proposed by other governors
- Nominees have to be present at the meeting in which the elections take place
- All governors on the board can vote in the election, including staff governors, the Executive Headteacher and candidates.
- You would only be restricted from voting if you had a financial or pecuniary interest in the outcome.
- All decisions made by the governing board must be made by a majority vote of the governors present and voting on the question. Even if there's only one nominee, they should be elected by a majority vote.
- In the event of a tied vote, the nominees should be asked to speak again before another vote is held. The current chair, or person acting as chair, shouldn't use their casting vote during an election. You should attempt to reach an agreement on who should be chair rather than deferring to one governor's choice.

Holton le Clay Schools Governing Body

3 core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;**
- Holding the Executive Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and**
- Overseeing the financial performance of the school and making sure its money is well spent.**

These terms of reference were approved at a Full Governors meeting on 1st October 2018 and will be reviewed annually at the first meeting of each academic year.

