Brighstone C.E. Aided Primary School

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Full Governing Body
Terms of Reference

Introduction

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation and will review these Standing Orders at least annually. In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

Terms of Reference for the Governing Body	
The Governing Body has resolved to conduct its business as a full governing body with two committees (Finance and Standards & Progress) plus time limited working groups (as and when necessary). The Full Governing Body will consist of 12 members made up of 2 parents, 1 LA, 2 Staff and 7 Foundation Governors. The quorum shall be one half of the complete membership of the Governing Body, excluding vacancies. The main responsibilities to be managed by the governing body are outlined below:	
Operational	• To elect (or remove) the Chair and Vice Chair • To elect Chairs of Committees • Minutes of all meetings will be taken by the Clerk and will be presented in draft format to the Full Governing Body (FGB) for approval at their next meeting. • To draw up the Instrument of Government and any amendments thereafter • To appoint (or dismiss) the Clerk to the governing body • To hold at least 4 Governing Body meetings each year • To remove parent or staff governors and any associate members • To recruit new governors as vacancies arise • To set up a register of Governors' Business Interests • To consider whether or not to exercise delegation of functions to individuals or committees • To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders • To suspend a governor • To draw up terms of reference for Committees and Working Groups • To review the delegation arrangements annually • To receive reports from Headteacher, committees, individual governor or working group to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary • To arrange a suitable induction process and mentoring for newly appointed or elected governors • To audit individual and collective development needs and promote appropriate training • To ensure the Headteacher provides such reports as requested by the Governing

	Body to enable it to undertake its role • To receive reports on racial incidents.
General	• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders • To take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement • To review regularly the School Improvement Plan • To review regularly how the school is regarded by pupils and parents • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. To approve policies on review. • To approve all school trips involving an overnight stay away from home • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. • To discharge duties in respect of pupils with special needs by appointing a 'responsible person' in school • To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint • To ensure that the governing body complies with all other legal duties placed upon them
Budget	• To approve the first formal budget plan each year • To engage in strategic planning • To agree a 3-year budget • To annually review and approve the Finance Policy and recommend levels of delegation • To make decisions in respect of service agreements and insurance
Staffing	• To make Headteacher and Deputy Headteacher appointments • To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character • To determine the staff complement • To agree a pay policy and pay discretions • To establish a governor panel to hear staff appeals against dismissal and redundancy • To dismiss the Headteacher • To end the suspension of Headteacher
Curriculum	• Approve a written policy on the provision of sex education.
Performance Management	• To determine the timing of the performance management review cycle of the headteacher and appoint two or three governors to act as reviewers
Discipline/ Exclusions	• To approve a Behaviour policy • To review the use of exclusion and to set up a panel to consider exclusions when necessary (see Exclusion guidance 2017).
Premises & Insurance	• To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements • To procure and maintain buildings, including a properly funded maintenance plan • To seek advice from the LA, diocese or trustees, where appropriate to ensure

	adequate levels of buildings insurance and personal liability • To receive annual site report.
Health & Safety	• To approve a Health & Safety policy • To receive an annual Health & Safety Inspection Report and agree any actions.
School Organisation	• To set the time of the school sessions and the dates of school terms and holidays. • To publish proposals to change category of school • To propose to alter or discontinue voluntary, foundation or special school status.
Federations	• To consider forming a federation or joining an existing federation • To consider requests from other schools to join the federation • To leave a federation
Extended Services	• To decide to offer additional activities and agree what form these should take • To cease providing extended services provision

Chair's signature.....

Date approved .....

Review due September 2019