



## Full Governing Board – Terms of Reference

The Governing Board 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 agree, monitor and review policies, targets and priorities. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain, their decisions and actions.

The Governing Board shall act as critical friend to the Executive Headteacher and Headteacher, that is to say they shall support them in their performance of their functions and provide constructive criticism.

### Membership:

10 Foundation Governors

4 Parent Governors

1 LA Governor

1 Staff Governor

1 Headteacher Governor - (Executive Principal)

1 Co-opted Governor - (Headteacher) - (full voting rights)

+ 1 Associate Member (ex LA) attends FGB meetings (granted committee voting rights only)

**Quorum:** 9 of 18 Governors

**Appointment of Chair:** Annually at the first Full Governing Board meeting\*.

**Appointment of Vice-Chair:** Annually at the first Full Governing Board meeting\*.

Where more than one governor is nominated the outcome will be decided by holding secret ballot.

**Disqualification:** as per Regulation 20 and Schedule 6 of the Constitution Regulations

**Clerk to the Committee:** To be determined by the Full Governing Board. The Governing Board can remove the clerk at any time.

**Meetings:** At least once termly and as otherwise required.

**Agendas/Papers:** To be circulated to all committee members at least one week before the meeting.

**Minutes/  
confidential  
minutes:**

To be circulated to all members of the Full Governing Board 1 week prior to the date of the meeting, and with the agenda/ papers for the next Full Governing Body meeting. Minutes to include items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.

**Main Terms of Reference:**

**\*these matters cannot be delegated to either a committee or an individual**

- **To draw up an Instrument of Government and any amendments thereafter\***
- **To agree constitutional matters\***, including procedures where the Governing Board has discretion
- To ensure compliance with local and national guidance and regulations
- **To regulate Governing Board procedures (where not set out in law)\***
- **To set up a Register of Governors' Business Interests\***
- To ensure risk management systems and a sound system of internal controls exist within the school
- To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
- **To suspend a governor\***
- **To hold at least three Governing Board meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To assign voting rights to for non-governors serving on committees\***
- **To consider whether or not to exercise delegations or functions to individuals or committees and draw up terms of reference as appropriate\***
- **To review delegation arrangements annually\***
- **To appoint or remove a Clerk to the Governing Board\***
- **To appoint or remove a Clerk to each committee\***
- **To consider the adoption of new policies before delegation to committees for review\***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary\***
- **To appoint or remove the Headteacher\***
- **To appoint or remove the Deputy Headteacher\***
- **To draw up and review admissions arrangements\***
- **To put in place and ensure delivery of extended school provision**

**Review:** Annual Review at the first Full Governing Board meeting.

**Ratified By Full  
Governing Board:**

Signed:  
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(Chair)

Date: 08.11.2018

**Date of next Review – Full Governing Board – 20.03.2019**