

St Swithun's Church of England VC Primary School

Full Governing Board

TERMS OF REFERENCE

A. COMPOSITION OF THE GOVERNING BODY

The governing body of the school consists of the following:

- (a) Six parent governors
- (b) One staff governor
- (c) The head teacher
- (d) One Authority Governor
- (e) Four co-opted governors
- (f) Three Foundation Governors

Clerk

The governing body has the right to co-opt non-voting members.
The term of office of governors is four years.

B. SUB-COMMITTEE STRUCTURE

- (a) Strategy and Planning committee
- (b) Finance and Management committee
- (c) Curriculum and Standards committee
- (d) Policy Working Group
- (e) Staff dismissal appeals committee
- (f) Pupil exclusion committee
- (g) Admissions committee
- (h) Admissions Appeals committee
- (i) Pay committee
- (j) Pay Appeals committee
- (k) Headteacher Performance Management committee

C. FREQUENCY OF MEETINGS

Meetings of the full governing body are held half termly (September or October, November, January, March, May, July). This does not preclude further special meetings as required.
Finance and Management and Curriculum and Standards committees to meet once prior to every FGB meeting (dates to be agreed at the first meeting of the governing body in each school year).
Head teacher performance management committee to meet twice a year.
Meetings of all other committees will be arranged as and when required.

A special meeting of the governing body or its sub-committees can be convened at the request of any three governors. This request to be addressed to the Clerk.

D. ELECTION

Governor membership of sub-committees should be determined following an election by the first meeting of the governing body in each school year.

Link governors and governors with special responsibilities to be agreed by the first meeting of the governing body in each school year.

Adopted January 2018 (to be reviewed annually)

E. MEMBERSHIP

Strategy and Planning

Head teacher
Chair of Governors
Chair of Finance and Management
Chair of Curriculum and Standards
Training Link Governor

Finance and Management

Headteacher
Parent Governor x 5
Co-opted Governor
Authority Governor
Foundation Governor
Finance Manager (non voting)

Curriculum and Standards

Headteacher
Parent Governor x 2
Co-opted Governor x 3
Foundation Governor x 1
Teaching representative

Policy Working Group

Headteacher
Deputy Headteacher
Parent Governor x 2
Co-opted Governor x 2

F. QUORUM

A quorum for governing body meetings is one half of the membership, two-thirds when considering election of chairman or governing body members; for sub-committees a quorum is generally one third or three plus the head teacher, whichever is the greater.

G. COMMUNICATION

Reports:

Committee minutes, together with a Head Teacher's report summarising issues, to be circulated to all members of the Governing Body seven days before each meeting of the full governing body. The Chair person of the sub-committee to give verbal report, answer questions and give further details to governors as required.

H. SCHOOL VISITS

Governors are welcome to visit the school at any time.

It would be appreciated if notice could be given of any intention to visit to ensure that the Head or a Deputy is available to assist with any enquiries.

In case of fire, or other emergencies, all visitors to the school are required to sign in at the office. We would be grateful if Governors would follow this code of practice.