St Swithun's Church of England VC Primary School

Full Governing Board

TERMS OF REFERENCE

A. COMPOSITION OF THE GOVERNING BOARD

The governing board of the school consists of the following:

(a) Four 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 board 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) Policy committee
(d) Staff dismissal appeals committee
(e) Pupil exclusion committee
(f) Admissions committee
(g) Admissions Appeals committee
(h) Pay committee
(i) Pay Appeals committee
(j) Headteacher Performance Management committee

C. FREQUENCY OF MEETINGS

Meetings of the full governing board are held half termly. This does not preclude further special meetings as required.
Strategy and Planning Committee to meet once a term.
Finance and Management committee to meet at least five times during the school year, preferably prior to a FGB meeting (dates to be agreed by the first meeting of the governing board in each school year).
Pay committee to meet at least once during the school year.
Head teacher performance management committee to meet three times a year.
Meetings of all other committees will be arranged as and when required.

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

D. MEETINGS PROTOCOL

Clerk to submit draft minutes to head and chair of meeting.

Head and chair to respond with any amendments, etc. within three working days.

Clerk to issue to all Governors as final draft.

Minutes to be formally agreed at next relevant meeting - that being the opportunity for those committee members to request any changes, for agreement.

E. ELECTION

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

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

F. MEMBERSHIP

Strategy and Planning
Head teacher
Chair of Governors
Chair of Finance and Management
Foundation Governor

Finance and Management
Headteacher
Parent Governor x 2
Co-opted Governor
Authority Governor
Foundation Governor
Finance Manager (non voting)

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

G. QUORUM

A quorum for governing board 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.

H. COMMUNICATION

Reports:
Committee minutes, together with a Head Teacher's report summarising issues, to be circulated to all members of the Governing Board at least seven days before each meeting of the Full Governing Board. The Chair of the committees to answer questions and give further details to governors as required.

I. 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.