



ST JOSEPH'S PRIMARY SCHOOL

FULL GOVERNING BOARD

Terms of Reference 2024/25

Purpose

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

Constitution

As outlined in the School's Instrument of Government, the Governing Board consists of:

No.	Type of governor	Appointing body
7	Foundation Governors	Diocese
2	Parent Governors	Parents at the school through election process
1	Staff Governors	Staff through election process
1	Ex officio – usually the Headteacher who holds the post by virtue of office	
1	Local Authority Governor	Local Authority

The Governing Board also has authority to appoint up to 2 co-opted governors as deemed appropriate

Terms of Office

Governors are appointed to serve for a term of four years with the exception of the Headteacher who holds the post for the duration of their appointment at the school

Chair and Vice Chair

It is the responsibility of the Governing Board to appoint a Chair & Vice-Chair at the first meeting after such a post becomes vacant. It is agreed that the term of office for both posts is one year, and that this is reviewed and reconfirmed by the Full Governing Board annually. These posts cannot be held by employees of the school.

The Governing Board is also empowered to remove the incumbent Chair and Vice-Chair during their term of office should the Governing Board consider this action appropriate.

Clerk to the Governing Board

It is the responsibility of the Governing Board to:

- Appoint a Clerk to the Governing Board at the start of the Autumn Term, or re-affirm the appointment of the existing Clerk.
- Remove the incumbent Clerk during the term of office should the Governing Board consider this action appropriate, and appoint a replacement Clerk to cover the end of the outgoing Clerk's current term.
- Appoint a replacement Clerk at the next full meeting of the Governing Board if the Clerk resigns during the one year term. This Clerk will hold the post until the end of the existing term of office.

The post of Clerk cannot be held by any of the existing Governors including the Head Teacher. In the absence of the Clerk, a meeting may be clerked by one of the attending Governors, but not the Head Teacher.

Meetings of the Governing Board

Attendees: All Governors are expected to attend Governing Board (GB) meetings. Other invites to GB meetings are issued at the discretion of Chair of Governors.

Apologies: Apologies must be made in advance; Governor apologies will be considered at the GB meeting and accepted if agreed by the majority of attending Governors

Quorum: A GB meeting is able to proceed when at least half of Governors in post are present. The number of foundation governors should outnumber other governors by at least two.

Chairing the meeting: The Chair of the GB will chair meetings unless they delegate the task to another Governor. In the unplanned absence of the Chair, the Vice-Chair will officiate at the meeting.

Decisions: The GB will generally make decisions by consensus. Where voting is applied to the decision making process, unless otherwise decided by the GB beforehand, the outcome of any vote will be determined by a majority of greater than half of the those present and eligible to vote. In the event of a tied vote the Chair of the meeting has a deciding second vote or the right of veto. The GB delegates to the Chair emergency powers to enact decisions where appropriate and where extenuating circumstances arise, the Chair is required to report any such decisions at the next meeting of the GB where they will be recorded in the minutes.

Pecuniary / Business Interest: The “*Standing Order for the Declaration of Pecuniary / Business Interests*” applies at all meetings. Governors must declare any interests through the completion of a written declaration, usually in autumn term, and verbally at the start of any meetings. If, during a meeting it becomes apparent that an agenda item may cause a conflict of interest for the governor, they should absent themselves from the meeting for the duration of the discussion and not take part in any vote.

Confidentiality: All items discussed at GB meetings are confidential to the Governors until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting. Governors should use their school email accounts to send and receive information relating to the work of the Governing Board.

Electronic Attendance: Any Governor will be able to participate in meetings by telephone or video conference provided that the governor participates in the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

Frequency: The Governing Board will meet at least once per term

Delegation of functions

The following committees have been delegated authority to undertake decisions on behalf of the Governing Board, as set out in the Term of Reference

- Staffing and Pay committee
- Finance, Premises and Risk committee

The Governing Board may delegate any of its functions (with the exception to those listed below) to:

- A committee.

- Any governor other than a governor who is the head teacher.
- The head teacher, where the function being delegated does not directly concern the head teacher.

Where the Governing Board has delegated functions, this does not prevent the governing Board from exercising those functions.

The Governing Board must review annually the functions they have delegated.

The Governing Board may not delegate the following functions to an individual, although they can be delegated to a committee.

- Approval to the first formal budget plan of the financial year
- Suspension of governors
- Permanent exclusion of pupils
- Headteacher's Performance Management

Any individual or committee with delegated responsibility must report to the Governing Board advising of all actions taken or decisions made relating to that delegated function.

Publication of statutory information relating to the Governing Board

The Governing Board will ensure all information relating to its membership, composition and attendance at meetings are published in a timely manner on the school's website and on the DfE Get Information About Schools Portal (GIAS). Minutes of Governing Board meetings will be available on request subject to the redaction of any content relating to an individual.

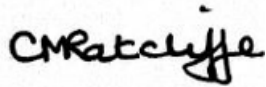
Effectiveness of the Governing Board

The Governing Board has responsibilities towards its own members and will:

- Provide induction for new governors
- Ensure provision of CPD to governors by organising support and training
- Facilitate governors' visits to school
- Undertake regular Governance Self Evaluation
- Advertise parent governor vacancies to parents & staff governor vacancies to staff
- Review membership and undertake succession planning
- Ensure personal details relating to members of the Governing Board are kept secure

Conduct of Governors: Governors will discharge their responsibilities in line with the NGA Code of Conduct.

Terms of Reference approved at the Autumn Term meeting of the Full Governing Board held on 9 December 2024.

A handwritten signature in black ink, appearing to read 'C. Ratcliffe', is written over a light grey rectangular background.

SIGNED:

CHAIR OF GOVERNORS

REVIEW DATE: Full Governing Board meeting - Autumn term 2025