

CHIDHAM PAROCHIAL PRIMARY SCHOOL

Full Governing Body (F.G.B.)

Terms of Reference 2017-18

- Membership:** The committee shall consist of eleven governors: three parent governors, one Local Authority governor, one staff governor, the Headteacher, two Foundation governors, three co-opted governors.
- Quorum:** 6 governors including at least 5 governors who are not employees of the school.
- Meetings:** At least once per term and additional as required.
- Chair:** Non-employee to be elected by the F.G.B.. Duties will include liaising with the Headteacher as required and providing all with i) an agenda after consultation with the Headteacher ii) accurate recording of minutes of the F.G.B. meeting.
- Accountability:** The full governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration
- Purpose statement:** The F.G.B. needs i) to take a strategic role ii) to act as the School's critical friend iii) to be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

Terms of Reference:

1. to plan the work of the governing body and its committees.
2. to draft an annual programme of meetings for the full governing body and the committees.
3. to ensure an effective distribution of the governance workload.
4. to evaluate and review the effectiveness of the governing body processes.
5. to appoint or remove the clerk.
6. to elect Chair and Vice Chair of all committees.
7. to organize induction for new governors.
8. to encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure.
9. to determine annually governors' roles and responsibilities linked to school improvement
10. to review/monitor effectiveness of the School's Spiritual, Moral, Social & Cultural (S.M.S.C.) development and its promotion of British Values, Religious Education (R.E.) & Christian Distinctiveness, and Collective Worship (C.W.)
11. to ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management review.
12. to maintain/update annually on school's website a table of F.G.B. details including a file of pecuniary interest declarations.
13. to review annually the delegation of functions and committee structure.
14. to support governors and identify areas for governor training.
15. to identify priorities for discussion at the governing body committees.
16. to advise all parents of any Parent governor vacancies, all staff of Staff governor vacancies and to appoint Co-opted governors and to consider the suspension of a governor, if required.
17. to note term dates for the academic year.
18. to receive Headteacher reports and agree/monitor pupil outcomes, quality of provision and leadership
19. to monitor and review examination/national test results.
20. to monitor attendance of pupils/staff/governors and review level of pupil exclusions.
21. to review, adopt and monitor policies are required by West Sussex County Council and Dfe.
22. to set pupil performance targets
23. to review annually the School's Self-Evaluation Form (S.E.F.).
24. to review, adopt and monitor procedures for dealing with complaints from parents/carers.
25. to review, approve and monitor the School Development Plan (S.D.P.) dovetailing with key priorities and relevant timescales.
26. to oversee staffing levels & management structure including Equal Opportunities Policy, staff appointments, grievances, pay & conditions in-line with DfES and Local Authority regulations and guidelines, referring any financial implications to the Finance, Pay & Personnel Committee to report back to the F.G.B.
27. to ensure that all measures connected to Safeguarding Children & Safer Recruitment are in place.
28. to review additional items the F.G.B. may wish to include.