



PINNER WOOD SCHOOL

FULL GOVERNING BODY

TERMS OF REFERENCE 2022/2023

Purpose

The Governing body provides strategic leadership and accountability in schools. It has three core functions:

- Ensuring clarity of vision, ethos and strategic direction of the school.
- Holding the headteacher and Senior leadership team (SLT) 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.

Meetings and Quorum

- The **quorum** for Governing Body meetings and any vote at a meeting is set at one half (rounded up to the nearest whole number) of the Governing Body membership at that time, not including any vacant positions. It should also include at least one teacher and one non-staff co-opted member.
- In the absence of the Chair at a meeting, the Vice Chair will act as chair for that meeting.
- The Governing Body will meet at least three times a year (at least once per term).
- The Governing Body may invite non-governors to attend but in a non-voting capacity.
- Minutes will be taken at each meeting and circulated promptly to all Governing Body members.

Terms of reference

Structure and procedures

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To establish the committees of the Governing Body and their terms of reference*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To review the delegation arrangements annually*
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*

Strategic leadership

- To set the 3-year strategic direction for the school *
- To input, approve and monitor the School Improvement Plan*
- To set targets and monitor pupil performance *

Oversight and compliance

- To approve the Annual Budget and the three-year financial plan *
- To monitor the budget, via updates from the Resources Committee at full Governing Body meetings *
- To approve any orders or contracts over £20,000 as reviewed and recommended by the Resources Committee*

- To receive Headteacher reports
- 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 Body is necessary*
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review and ratify statutory policies *

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

Individual Roles within the Governing Body

Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Harrow Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction
- **Disqualification: the Headteacher, Staff Governors, Associate Members**

Vice Chair of the Governing Body

- To deputise for the Chair at Full Governing Body meetings if the Chair is not available
- To support the Chair in the annual responsibilities of the role
- **Disqualification: the Headteacher, Staff Governors, Associate Members**

Clerk to the Governing Body / Committee

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body/Committee on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body/Committee
- To attend meetings of the Governing Body/Committee and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body and the Local Authority
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body/Committee from time to time
- **Disqualification: Governors, Associate Members, the Headteacher**

Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements

- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- **Disqualification: Associate Members, the Headteacher**

Link Governors

- To ensure Terms of Reference are in place and maintained for the area they are appointed to.
- To maintain oversight (but not necessarily responsibility) for the area they are appointed to.
- To undertake appropriate training on the specialist area they are appointed to.

Policies (statutory and otherwise) – refer to the Policies’ Schedule 2022/2023 which should be read in conjunction with this Terms of Reference.

Approved by the Full Governing Body

Signed _____

Chair of Governors

Date _____