



PINNER WOOD SCHOOL

FULL GOVERNING BODY

TERMS OF REFERENCE

The Role of the 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

The Role of the Vice-Chair

- The Vice-Chair will deputise for the Chair at Full Governing Body meetings if the Chair is not available
- Support the Chair in the annual responsibilities of the role

Disqualification – Staff Governors, Associate Members, the Headteacher

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body 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 from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the 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

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher

The Role of the Governing Body

- To take on a **strategic** role
- To act as a **critical friend** of the school
- To be **accountable** for its decisions
- To set **aims and objectives and agree, monitor and review policies, targets and priorities**

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Body has discretion
- **Quorum** The quorum for meetings of the Governing Body and any vote at a meeting is set at one half (rounded up to the nearest whole number) of the membership of the governing body at that time, not including any vacant positions. It should also include at least one teacher and one non-staff co-opted member.
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference***
- 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***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
- **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 approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- **To monitor the budget termly, via updates on the Chart of Accounts at the full Governing Body meetings***
- **To approve any orders or contracts over £20,000 as reviewed and recommended by the Resources Committee***
- **To input and to approve the School Improvement Plan***

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

Link Governor Responsibilities:

- It is the responsibility of the agreed link governors to maintain oversight (but not necessarily responsibility) for those roles.
- The lead / link governors for each specialism / topic should be encouraged to undertake appropriate training.

Policies (statutory and otherwise) – refer to the Policies’ Schedule 2020/2021 which should be read in conjunction with this Terms of Reference.

Approved by the Full Governing Body

Signed _____
Chair of Governors

Date _____