



# Springfield Infant School and Nursery

## Terms of Reference for Full Governing Body

### January 2024

The Governing Body has a strategic role, acts as a critical friend and is accountable for its decisions. It should set aims and objectives, review, agree and monitor policies and agree targets and policies. Where a vote is taken, in the event of a tie, the Chair has a second or casting vote.

Their terms of reference are as follows:-

- To determine the strategic direction of the school, ensuring clarity of vision, ethos and strategic direction, including selection of and working with strategic partners
- To monitor and evaluate the performance of the school, holding the Headteacher to account for the educational performance of the schools and its pupils
- To oversee the performance management of staff and approve pay reviews.
- To oversee financial performance of the school and making sure its money is well spent. To approve of the budget
- To delegate as appropriate to committees.
- To receive reports from committees and individual Governors.
- To consider relevant documents.
- To appoint the Head Teacher and Deputy Head Teacher.
- To suspend or end the suspension of the Head Teacher.
- To reinstate excluded pupils and to review the level of exclusions annually.
- To draw up the Instrument of Government and to amend as appropriate.
- To appoint or remove the Chair and Vice Chair.
- To appoint or dismiss the Clerk to the Governors.
- To meet at least once per term.
- To set up and maintain a Register of Governors' Business Interests
- To review annually the Terms of Reference and the membership of Committees.
- To set dates of meetings for each year in advance.
  - To encourage Governors to make school visits



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## Terms of Reference for Committees

### January 2024

- A committee shall consist of at least three members of the governing body.
- A committee must have a quorum of 3 Governors
- The membership and terms of reference of the committee shall be determined by at least half of the complete membership of the governing body; excluding vacancies.
- The membership of the committee may include associate members provided that the majority of members are governors. Associate members may not vote on; Admission of pupils; Pupil discipline issues; Election and appointment of governors; The budget and financial commitments.
- The Headteacher is entitled to attend all committee meetings and, if a governor, may vote.
- The chair of the committee, providing s/he is a governor, has a casting vote.
- Other members of the governing body may attend any meeting of any committee, but they may not vote.
- The committee can only vote if the majority of members present are governors.
- The governing body may abolish a committee or withdraw or amend its delegated powers.
- At the start of each school year the committee shall elect a chair from among their members. In the absence of the elected chair they may also elect a temporary chair for that meeting. The Headteacher cannot chair a committee.
- Members of the committee are entitled to seven days' notice of a meeting and a copy of the agenda. A shorter timescale may be given if the committee chair decides an issue needs urgent attention.
- Minutes of committee meetings and names of attendees shall be kept.
- Where there is a conflict of interest between an individual member of the committee and the governing body, or where the principles of natural justice require a fair hearing and there is reasonable doubt about the person's ability to act impartially, s/he should withdraw from the meeting and not vote.
- The signed minutes shall be open to inspection to anyone who wants to see them, after they have been approved by the committee chair.
- The committee shall ensure its key decisions are reported to the full governing body at their next meeting,