



# **Dale Community Primary and Stonehill Nursery Federation**

## **Terms of Reference and Remits for the Governing Body and the Governor's Committees**

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**Policy Approved by:** Dale and Stonehill Federation Full Governing Body

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## **TERMS OF REFERENCE AND REMITS FOR THE GOVERNING BODY AND THE GOVERNORS' COMMITTEES**

### **Introduction**

These Terms of Reference and Remits have been established by the Governing Body of Dale Community Primary and Stonehill Nursery Federation to regulate the work of the Governors and the Governor's Committees.

### **The Governing Body – Terms of Reference Meetings**

The Governing Body notes the requirement to meet at least three times in each school year. Ordinary meetings of the Governing Body will consist of two meetings at Dale Primary and one meeting at Stonehill Nursery. The meetings will start at 5.00pm, be limited to 2 hours and where business has not been completed within the agreed time, those Governors present may resolve to continue the meeting in order to deal with the business notified on the agenda. Any business not completed will become part of the agenda for the next meeting of the Governing Body.

### **Election of Chair and Vice Chair and their Terms of Office**

The Governing Body must determine the length of term of office for the Chairman and Vice-Chairman prior to the election taking place. This must be between one and four years in length. At our school the Chair and Vice-Chair of Governors will have a term of office of two years and the elections will be held at the summer term meeting.

The Clerk chairs the meeting for the item to elect the Chair. The Chair takes over the meeting once elected, including the item to elect the Vice-Chair. The process must be fair, clear and transparent. Governors will be able to submit written nominations prior to the full Governing Body meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered. Nominee(s) will be asked to leave the room whilst the election process takes place. If there is more than one nominee the remaining Governors will take a vote by secret ballot. The nominee(s) will return to the meeting. The Clerk will announce the result with the nominee polling the majority of votes being duly elected. If there is a tie each candidate will be given the opportunity to speak to the Governors about their nomination and a further vote would be taken. If there is still a tie Governors should discuss the strengths of the nominees further and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

### **Term of Office for each Category of Governor**

All Governors will be appointed to the Governing Body for a period of four years and will follow statutory guidance. Any person appointed as an associate member of the Governing Body will have their voting and attendance rights determined by the Governing Body at the time of appointment.

The Governing Body will also agree to allow other persons to attend their meetings as appropriate. Any agreement in relation to these matters should be clearly minuted at a full Governing Body meeting.

### **The Clerk to the Governing Body**

The school will appoint a clerk who will perform the duties of the Clerk to Governors and will perform these duties within the requirements of statutory regulations. The Clerk to the Governing Body will ensure that the work of the Governing Body complies with the Regulations.

### **Quorum**

Decisions cannot be taken at a full Governing Body meeting unless a minimum number (quorum) of Governors is present. Regulations require one half (50%) of the Governors in post to be present before decisions can be made, rounded up to the nearest whole number.

### **The Agenda for Meetings**

The Agenda for meetings of the Governing Body will be organised by the Chair of Governors and Head Teacher in conjunction with the Clerk. Any Governor may place an item on the Agenda by contacting the Chair, Head Teacher or Clerk not less than 10 days before the meeting. Any Governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting.

### **Attendance of Governors at Meetings of the Governing Body**

Once appointed Governors are expected to act responsibly in accordance with the Governor Code of Conduct and attend all meetings of the Governing Body unless unusual circumstances dictate otherwise. Where a Governor is not able to attend the Clerk should be informed and the minutes will record the absence. The time of arrival and departure of any Governor will be recorded in the minutes.

### **Minutes**

Within 10 days of the meeting the draft minutes will be sent by the Clerk to the Head Teacher for checking. Those minutes which the Governing Body determines as confidential will be minuted on a separate sheet and copies will not be publicly available. Recommendations received from Committees or Working Groups will be recorded in the minutes. A copy of the minutes will be sent to the Director of Education.

### **Correspondence**

All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors. The Clerk will receive and log all correspondence to the Governing Body. The Chair will present all items to the next meeting of the Governing Body.

### **Debate**

The Chair will ensure that all Governors enjoy equality of opportunity to express their views. The Chair will regulate all debates.

### **Decision Making**

All decisions must be made by the Governing Body unless an individual, a Committee, or Task Group has been delegated to deal with a specific issue. Only Governors present at a meeting may vote. Proxy voting is not allowed. Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a second vote. Voting will be by a show of hands unless one Governor requests a secret ballot. Decisions of the Governing Body are binding on all its members.

## **Public Statements**

No Governor will make any public statement on behalf of the governing body about any matter concerning the School without the authority of the Governing Body.

## **Access to Meetings**

When the Head Teacher is absent the Deputy Head Teacher will be permitted to attend but will have no vote. The Deputy Head Teacher may attend meetings of the Governing Body as a non-observer as part of their professional development. The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

## **Delegation of Functions**

No independent course of action may be taken by an individual Governor unless authority to do so has been delegated formally by resolution of the Governing Body. The Chair, or in the absence of the Chair the Vice Chair, has the authority to take urgent action between meetings where the delay in exercising a function is likely to be seriously detrimental to the interests of the School, a pupil at the School or their parents, or a person who works at the School. All such actions to be reported to the next meeting of the Governing Body.

## **Confidentiality**

All Governors have a duty not to discuss any item identified as confidential during the meeting or included in the minutes of Governors business when outside the meeting.

## **Committees and Task Groups**

The Governing Body will appoint three standing committees every two years at the final meeting of the summer term following the election of Chair and Vice-Chair of the Governing Body. They will also appoint the Head Teacher's Performance Management Group.

These committees will be a Standards Committee, Finance and Personnel Committee and a Behaviour and Safety Committee. At this meeting of the full Governing Body the Chairs of each of these committees will be appointed.

Additionally the Chairs of the committees along with the SLT will form the school's Strategic Group, responsible for taking governing body concerns and in conjunction with the SLT's concerns, highlighting priorities for the SIP and the work required from committees – feeding back to full governing body.

The Finance and Personnel Committee has limited delegated powers re Personnel matters - to appoint and assert disciplinary action for staff, other than the Head Teacher for which the powers of the full Governing Body are required. The Governing Body remains responsible for any decisions taken by the Finance and Personnel Committee and these decisions will be reported back to the full Governing Body at their next meeting.

The Finance and Personnel Committee will not have delegated powers re finance matters. Financial recommendations of the Committee will be reported back to the full Governing Body at their next meeting for decisions.

The Performance Management Group will be formed by two Governors including the Chair or Vice-chair, who have training and experience in this function. The Performance Management Committee will not have delegated powers. Recommendations of the

Committee will be reported back to the full Governing Body at their next meeting for decisions.

Task Groups of the Governing Body will be set up by the Governing Body or Chair as required. These Groups will be established for a limited time span with specific objectives. Tasks may include the investigation of complaints or disciplinary actions. Task Groups will generally not have delegated powers. The exceptions will be in the case Task Groups established to investigate matters of discipline where action to exclude pupils, or other disciplinary actions, can be decided by a Task Group. Recommendations of Task Groups will be reported back to the full Governing Body at their next meeting for decisions.

### **The Governing Body – Remits**

The following remits are not exhaustive but cover the main purpose of the Governing Body. The Governors are responsible for:

- Changes to the Instrument of Government, including terms of office
- Appointing, suspending, removing governors
- Electing or removing the Chair and Vice-Chair
- Appointing link or designated governors
- Publishing proposals for alteration, change of category or closure of the school
- Adhering to LA financial procedures and regulations, e.g. budget setting, financial limits of delegation etc. (See LA Scheme for Funding School's Financial Procedures Manual)
- Recruiting the Head Teacher, Deputy / Assistant head Teacher and all teaching staff
- Appointing and dismissing the Clerk to Governors
- Monitoring and approving the SIP
- Complying with the requirements of Ofsted
- Ensuring any recommendations following an Ofsted inspection are incorporated into the SIP
- Being involved in and monitoring target setting
- Ensuring the provision of free school meals
- Ensuring nutritional standards are met
- Approving / amending school policies
- Attending / observing / participating in school activities
- Ensuring all Governors have received necessary training; e.g. safeguarding, child protection, finance, performance management, etc.

### **Governors' Committees – Terms of Reference**

The Terms of Reference listed below apply to three of the committees appointed at the first full Governing Body meeting at the start of each academic year.

The Committees are:

- Finance & Personnel
- Behaviour and Safety
- Standards.

Each of these committees will:

- Annually review the terms of reference and remits for the committee
- Ensure there is a Clerk at each meeting and the minutes are produced at the next full Governing Body meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three governors.

The Performance Management Group will:

- Have a maximum of three members
- Ensure committee members have had the relevant training
- Operate with a quorum of two governors
- Take any recommendations to the next full Governing Body meeting.

### **Remits**

The following remits are not exhaustive but cover the main purpose of the Governor's Committees.

The Finance and Personnel Committee will:

- Discuss and agree the budget plan with the Head Teacher and School Business Manager prior to approval by the full Governing Body
- Monitor the budget through financial statements and information received from the Head Teacher, School Business Manager and the Local Authority Finance Officer
- Formulate and approve prior to full Governing Body approval the school policies as agreed in the school's Financial Procedures Policy
- Ensure the school is acting in accordance with the school's Financial Procedures
- Review the staffing structure with the Head Teacher annually
- Discuss with the Head Teacher any changes to pay, e.g. post threshold, honorarium or temporary enhancements
- Review staff work/life balance, working conditions and well-being
- Be informed by the Head Teacher of any undergoing process in place with staff members, e.g. grievance or capability procedures
- Form panels for the process of grievance or capability procedures
- Monitor staff attendance
- Process staff applications for leave of absence
- Sit on an interview panel for the appointment of new teaching staff
- Formulate and approve prior to full Governing Body approval the school policies as agreed in the school's Financial Procedures Policy.

The Behaviour and Safety Committee will:

- Monitor any buildings maintenance/improvement projects covering all aspects, in particular health and safety (and in consultation with the Finance and Personnel Committee when necessary).
- Monitor behaviour of children in the school, through reports of incident statistics from staff.
- Hold the school to account in all matters of behaviour and safety
- Oversee school practices re behaviour management, rewards and sanctions.

The Standards Committee will:

- Ensure the National Curriculum is in place
- Monitor the teaching of the curriculum
- Monitor assessments and tests results
- Examine school data and hold the school to account
- Form working groups for any curriculum subject if the need arises
- Formulate and approve prior to full Governing Body approval the school policies as agreed in the school's Financial Procedures Policy
- Ensure the health, safety and well-being of all pupils at all times.

The Performance Management Group will:

- Conduct, with the school's appointed School Improvement Officer, the annual performance management of the Head Teacher
- Review The Head Teacher's salary and/or progression prior to taking any recommendation to the next full Governing Body meeting.

The Strategic Group (SLT and Chairs) will:

- Take priorities from the Full Governing body, committees and SLT, and use these to shape School Improvement at a Strategic level
- Set priorities for the Committees
- Report back to the full governing body meeting.