



## **Terms of Reference for the Governing Board of Oakhurst Community Primary School**

Approved by the Governing Board on:  
Review date:

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### **Membership of the Governing Board**

The composition of the Governing Board is recorded in the Instrument of Government.

The Governing Board can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and may be invited to attend meetings of the Full Governing Board. They may be given voting rights on committees but not at Full Governing Board meetings.

The Governing Board or its committees will also seek advice from specialist staff, Governors, school staff and external agencies as appropriate, and may invite them to attend and contribute to a meeting.

The Governing Board will adopt an agreed Code of Conduct.

## **Clerk to the Governors**

The Governing Board will appoint a clerk to governors. In the absence of the clerk a governor (but not the headteacher) may take the minutes of a meeting. The Governing Board must have regard to advice from the clerk as to the nature of the Governing Board's functions.

## **Meetings**

The Governing Board will meet at least once per term (six times a year).

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

The chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the chair or the suspension of any governor.

Any three governors can request that the clerk convene a meeting.

Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests and attendance record of governors to meetings. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the Governing Board.

## **Quorum and Decisions**

The quorum for a Full Governing Board meeting and vote is 50% of the total number of governors, minus any vacancies.

The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the Governing Board, except where the Governing Board has delegated the function to a committee or an individual as detailed in the Scheme of Delegation.

Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted. In the event of a tie the chair has a second, or casting, vote. Decisions of the Governing Board are binding on all members.

Reviewed: November 2021

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Next Review Date: September 2022

## **Minutes**

Minutes of the proceedings of a Full Governing Board meeting will be drawn up by the clerk and signed (subject to the approval of the Governing Board) by the chair at the next meeting of the Full Governing Board. Minutes of committee meetings will be presented to the Full Governing Board at the next available meeting.

The following are classed as confidential and will be recorded separately in the 'Part II minutes' which are not to be published:

- any reference to a named person who works, or who it is proposed should work, at the school;
- any reference to a named pupil at, or candidate for admission to, the school;
- any other matter that, by reason of its nature, the Governing Board or committee is satisfied should remain confidential.

## **Chair and Vice Chair**

The Chair and Vice-Chair of the Governing Board will have a term of office of one year and the term of office will end on the date of the first meeting of the governing body after the anniversary of his/her election.

If the Chair or Vice-Chair resigns or has to relinquish their office, the governing Board must elect one of their number to fill that vacancy at their next meeting.

The election of Chair and Vice-Chair will be conducted by the following process:

- *Governors will submit written nominations to the clerk prior to the full governing Board meeting. Nominees will be included on the agenda. A governor can nominate him/herself and does not need to be present at the meeting to be considered.*
- *The clerk takes the chair for this agenda item, but does not have a vote.*
- *A ballot will be conducted even where there is only one nominee.*
- *The nominee(s) will be asked to leave the room whilst the election process takes place.*
- *The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*
- *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 the process is repeated until a nominee polls a majority of votes in their favour.*

## **Delegation of Functions**

Reviewed: November 2021

Version 2

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The Governing Board can delegate any of its statutory functions to a committee, a governor or to the headteacher, subject to prescribed restrictions in the regulations.

The Governing Board remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The Governing Board can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the Governing Board. This does not preclude the Chair or Vice-Chair taking action under their emergency powers. The Chair or Vice-Chair must notify governors of such emergency action at the earliest opportunity.

All actions and decisions taken by a nominated governor or committee must be reported to the Full Governing Board at the next available meeting.

The delegation of functions will be reviewed annually but the Governing Board may remove or replace a member of the committee or individual responsibility at any time.

### **Remit of the Full Governing Board**

The following responsibilities are retained by the Full Governing Board:

#### Governance

1. Drawing up the instrument of government and any amendments thereafter.
2. Appointing and removing the Chair and Vice-Chair of the Governing Board.
3. Appointing and dismissing the Clerk to the Governors.
4. Co-opting or appointing persons onto the Governing Board.
5. Holding a Full Governing Board meeting at least six times a year.
6. Agreeing delegation of functions to individuals or committees.
7. Reviewing, at least annually, the Scheme of Delegation and membership of committees.
8. Agreeing relevant policies.

#### Strategic Planning

9. Setting and reviewing the long-term vision for the school.
10. Agreeing the School Improvement Plan and monitoring its implementation.
11. Approving the school prospectus.
12. Considering and approving any proposal to convert to Academy status.
13. Publishing proposals to change category of school.

#### Finance

14. Approving the school budget.
15. Ensuring that a register is kept of governors' pecuniary interests.
16. Approving projects and contracts in excess of £5,000.
17. Approving budget virements (transfers) in excess of £5,000.
18. Approving the writing off of debts beyond £50.
19. Approving designated cheque signatories.
20. Approving a governors' expenses scheme.

#### Staffing

21. Agreeing staffing levels, structure and responsibilities.

Reviewed: November 2021

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22. Confirming the appointment of the Head Teacher and Deputy Head Teacher.
23. Undertaking disciplinary procedures involving the Head Teacher.
24. Overseeing dismissal, suspension or reinstatement of Head Teacher, usually following a recommendation from the Staff Dismissal Panel.
25. Agree pay decisions for Head Teacher and Deputy Head Teacher

### Curriculum

26. Ensuring delivery of a balanced curriculum covering all national and basic curriculum requirements.
27. Monitoring the delivery of the national curriculum and broader curriculum.
28. Monitoring the delivery of the School Improvement Plan, particularly in relation to use of resources and the learning environment.
29. Ensuring pupil attainment targets have been set and holding the Head Teacher to account for progress relative to these targets.
30. Reviewing school performance data and holding the Head Teacher to account for the achievement of pupils.
31. Receiving and considering reports from curriculum link governors.
32. Reviewing, approving and monitoring the implementation of relevant policies.

### Admissions

33. Approving and monitoring the admissions policy.

### Exclusions

34. Confirming the exclusions of pupils for 15 days or over, or permanently.
35. Directing the reinstatement of excluded pupils.

### Communication

36. Ensuring effective communication between governors and staff, pupils and parents.

### Other

37. Setting times of school sessions and dates of terms.

## **Committees**

Oakhurst Community Primary School Governing Board will have one Committee dealing with Resources (to include Finance, Staffing, Health and Safety and Premise)

## **Panels**

Panels will be formed annually to deal with Pay Review and the Performance Management of the Headteacher.

Panels may also be required on an ad hoc basis to deal with Staff Grievances, Complaints, Pay Appeals and School Exclusion. Such panels will be formed on an ad hoc basis and must consist of a minimum of 3 governors. In the case of Staff Grievances, Complaints and Pay Appeals, panel members may not be members of school staff.

At the start of any meeting, members of the panel will agree which governor will lead the meeting and take responsibility for reporting the outcome to the Governing Board.

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