

## Terms of Reference for Full Governing Board of Bowhill School

**Membership:  
The Board consists of**

Ruth O’Neale, Stephen Cousley, Rod Ruffle, Debra Ward, Mark Burnard, Emma Walker-Brown, Reg Edwardson, Matthew Giles, Nikki Denison, Lizzie Clough, Joanne Radford, David Pryke.

Caren Brooks (Headteacher) to be in attendance as required

- The board shall consist of not less than 5 governors plus the Headteacher or delegate(s).
- The board shall have such appointed associate members as the governing board shall appoint.
- The board may make recommendations for these appointments, which should include such staff as the Headteacher shall determine in consultation with their colleagues.

**Chair of FGB:** ..... Ruth O’Neale.....

**Deputy Chair of FGB:** .....Stephen Cousley.....

**Clerk of FGB:** .....Li Wang.....

Agreed at meeting of full governing board 22nd November 2016  
Date of review\* .....November 2017 .....

\*These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

### Agreed Terms of Reference

**Accountability<sup>1</sup>**

The governing board will record minutes which note decisions made, questions raised by Governors. actions to be taken and/or recommendations for consideration. Minutes will be published on the school website excepting confidential Part 2 minutes.

**Membership**

The Governing Board will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies. The Governing Board consists of **6** Co-Opted Governors, **2** foundation governors, **7** Parent Governors **1** local authority governor and **1** Staff Governor, **1** Headteacher). All governors will be appointed for a 4-year term of office.

<sup>1</sup> It should be noted that this will be revised following conversion to an academy, date to be confirmed.

The Governing Board will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community. Mentors will be allocated to new governors.

The Governing Board will consider for associate membership those individuals who would not otherwise be qualified to be governors.

### **Election of chair and deputy-chair**

The chair and deputy chair will be elected for one year at a time. Candidates may self-nominate at any time in advance of a vote. Candidates will be able to make a personal statement to the meeting before the vote if they wish.

Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

### **Appointment of Clerk**

The Clerk will have a contract of employment that includes specific provisions in relation to their work as Clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability. The Clerk will have an annual performance review.

### **Meetings**

At least three times per academic year and more frequently if deemed necessary by the majority of members.

The minutes shall be taken by the Clerk to Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the FGB. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the FGB.

### **Review of Terms of Reference**

The Terms of Reference of the Full Governing Board shall be reviewed annually by the FGB, with any recommendations sent to the next available Governing Board Meeting for ratification.

### **Training**

Governors are expected to have completed the induction training for new governors as outlined in the New Governor Induction Guidelines; and any sessions that are relevant to the responsibilities of the Committee.

### **Withdrawal**

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the performance (or pay) of anyone employed at the school. The Headteacher must withdraw if his or her performance (or pay) is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

### **Matters of Urgency**

These may be dealt with by the chair of governors and/or deputy chair of governors and Headteacher and reported to the next meeting of the full governing board.

### **Best Value**

The governing board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services

### **Delegation**

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014)

- The Governing Board will not delegate:
- The constitution of the governing body (unless otherwise provided by the Constitution Regulations)
  - The appointment, or removal, of the chair and vice-chair
  - The appointment of the clerk
  - The suspension of governors
  - The delegation of functions
  - The establishment of committees

The following functions cannot be delegated to an individual governor, although they can be delegated to a committee:

- Functions relating to the approval of the first formal budget plan of the financial year
- Functions relating to school discipline policies
- Functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
- Functions relating to admissions

### **Responsibilities**

#### **Chair**

Non-employee to be elected by the full governing board. Duties will include notifying the Committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher. In practice dates of meetings and agendas will be communicated to all members by the Clerk.

#### **All Governors**

### **Governance Structures**

The FGB has the following responsibilities:

To agree constitutional matters, including procedures where the Governing Board has discretion.  
To recruit new Members (as vacancies arise) and to appoint new Governors where appropriate.  
To hold at least three Governing Board meetings a year.  
To appoint or remove the Chair and Deputy Chair.  
To appoint or remove a Clerk to the Governing Board.  
To establish the committees of the Governing Board 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.

### **Delegation of responsibilities**

To decide which functions of the Governing Board will be delegated to committees, groups and individuals.  
To review the delegation arrangements annually.  
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 Board is necessary.

### **Financial control and monitoring**

To approve the first formal budget plan of the financial year and consider proposed revisions to the budget  
To delegate authorization of expenditure and financial oversight to the limits as specified within the Terms of Reference for the Resources committee

### **Monitoring & Review of continuous school improvement**

To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year.  
To approve the SEF and SMIP and to ensure these are maintained throughout the academic year and reflect the current status of school improvement.  
To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.  
To receive regular verbal and written updates from the Headteacher and curriculum leads on:

- Pupil achievement and progress
- Performance data
- Progress against the School Improvement Plan
- Effectiveness of the Performance Management Policy
- School self-evaluation
- Fulfilment of statutory responsibilities

The Governing Board will be made aware and make use of external inspection reports from the school's Exeter Learning Trust partners/Ofsted/LA external advisors  
Governors will take responsibility for being active in the school community, visiting the school and assessing evidence for themselves of progress i.e. evidence of targeted intervention, learning walks demonstrating aspects of the curriculum or progress in a particular topic. They will establish and keep under review arrangements for Governors' visits to the school.  
Governors will monitor the progress of work being undertaken by committees and individuals ensuring there is appropriate attendance, engagement and challenge.

## **Staff Wellbeing**

To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the HeadTeacher and other staff as appropriate.

### **General**

To monitor, update and keep under review the following policies:

Admissions Policy	Pupil Premium
Anti-Bullying Policy	Maternity
Anti-Radicalisation Policy	Shared Parental Leave
Appraisal Policy and Procedures	Charging
Attendance and Absence Policy	Asset Management Plan
Behaviour and Discipline Policy	Risk assessments and school security and school travel plan
Capability	Outdoor Education
Complaints Procedure (General and Curriculum)	Health and Safety
Curriculum Policy	Disaster Planning and Business Continuity
Data Protection Policy	Security
Drugs	Statement of Internal Control
Extra-curricular activity Policy	Equal Opportunities Policy
E-Safety	Disability and Equality Scheme (incorporating Accessibility Disability Plan)
Freedom of Information Publication Scheme	Equality Objectives: Annual Statement
Gifted and Talented Policy	Whole School Food and Nutritional Standards Policy
Governor Visits Policy	
Homeschool Agreement	
Homework and Uniform Policy	
Intimate Care Policy	
Looked after children	
RE and Collective Worship Policy	
Safeguarding Policy	
Sex Education Policy	
Special Educational Needs Policy	
Supporting Students with Medical Conditions Policy	
Redundancy policy and grievance procedures	
Staff discipline, conduct and grievance procedures	
DCC Stress Management Policy	
Budget Monitoring	
Governors' Expenses	
Staff leave and absence	
Finance	
Lettings	
Whistleblowing	
Pay	