

The Governing Body of Firfield Primary School

Terms of Reference

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor, and review policies, targets and priorities

General Principles

The business of the governing body and its committees will be conducted in conformity with the 'Guide to the Law for School Governors'. Governors are urged to familiarise themselves with relevant parts of the Guide and be aware of governor training opportunities from the Local Authority.

Attention is particularly directed to the following:

Attendance at Meetings

Failure to attend meetings of the full governing body for a period of six months may lead to disqualification. It is important to notify the clerk to the governors in advance if you are unable to attend. This does not apply to governing body committees although attendance at relevant committees is nevertheless regarded as very important.

The open expression of views at meetings is encouraged, but collective responsibility applies to all decisions made by the Governing Body or its delegated agents.

Pecuniary Interest

Governors are expected to be meticulous in declaring (in confidence) any pecuniary interest.

Confidentiality

Attention is drawn to the issue of confidentiality. This is particularly important in matters concerning individual named persons whether they are governors, staff or students.

If a discussion of a potentially contentious issue affecting the school arises outside the Governing Body, governors must exercise the greatest prudence.

Going into school

Governors do not have an automatic right to enter the school. Visits other than for formal meetings should always be with the agreement of the Headteacher. For health and safety reasons, it is important to sign in and out

Complaints

Any complaint received by a governor should first be raised with the teaching staff. Such matters must be treated as confidential so that appropriate procedures may be followed. Premature involvement of a governor could disqualify him or her at a later stage.

Raising Issues

If there is a matter, which a governor wishes to raise at a meeting of the governing body or of a committee, every effort should be made to notify the relevant Chair so that it may be placed on the agenda.

Meetings of the Governing Body and its Committees

Much of the work of the governing body is done by committees. Although there are some matters, which may not be delegated, they may be discussed, and recommendation made by committees for consideration by the governing body.

Procedures

For meetings of the governing body and of its committees, procedures will be implemented by the relevant chair or by the clerk to the governors as appropriate. These will include:

Provision to members of the agenda and all available documentation will be made via the school email address and/or SharePoint seven days in advance of meetings; All committee decisions will be reported to the governing body at its next meeting.

A quorum will be one half of the members, rounded up and with a minimum of three members. A larger quorum is required for certain purposes as detailed in the Guide.

Committees

The Governing Board will appoint a Resources Management Committee (RMC), and a Curriculum, Teaching & Learning Committee (C,T&L). They must include at least three members of the governing body.

Statutory Committees (including Staff Dismissal, Pupil Disciplinary) are constituted as needed. A committee comprising two or three governors (as required by statute) for Performance Management is constituted to carry out performance reviews of the Headteacher in co-operation with an external adviser.

Committees for Appeals or for any other specific purposes such as the school profile are constituted as required. They normally include the chair or the vice-chair of governors.

Standing Procedures for all Committees

At least two thirds of the governing body must be present when a committee with delegated powers is established, and its membership and remit determined.

Persons other than governors may sit on committees but may not normally vote.

Committee membership will be determined at the first governors' meeting after membership has been decided.

The membership of an appeals committee must comprise different governors from those of a first appeals committee and be no fewer in number.

Committees to consider the exclusion of individual students must not include the Headteacher.

The Headteacher may attend any meeting unless he has a personal or pecuniary interest.

The governing body and each of its committees will meet at least once per term.

The governing body will establish a pattern of meetings for the year at its first meeting and committees will take them into account in determining their own meetings.

Each committee will provide for each full governors meeting a report on activities undertaken and decisions and recommendations agreed. This will be in the form of minutes usually. When there is no time for the minutes to be confirmed, draft minutes

(appropriately labelled) or a verbal report will be provided. Subsequent amendments will be notified at the next meeting by the provision of confirmed minutes.

Chairs of committees, after consultation with the Headteacher, will construct the agenda for each meeting in good time for it to be typed and sent to members at least one week before the date of the meeting.

These terms of reference agreed by the Governing Body on Thursday 14th October 2021

Signed

Chair of Governors

Name of Governor	Category	End of term of Office
James Yellop	Head Teacher	N/A
James Stafford	Local Authority	02.07.2023
Jan Donoghue	Staff Governor	05.05.2024
George Crombie	Parent	04.12.2021
Sam Johnson	Parent	06.12.2024
Rosie Pountney	Parent	06.04.2024
Kate Richardson	Parent	06.12.2024
Olivia Dale	Co-opted	23.09.2024
Lucy Noonan	Co-opted	31.08.2024
Ashley Oates	Co-opted	07.05.2023
Rachel Tittershill	Co-opted	02.07.2023
James Tolson	Co-opted	11.12.2022
Vacancy	Co-opted	
Vacancy	Co-opted	
Vacancy	Co-opted	

Chair of the Governing Body	
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Vice-Chair of the Governing Body	
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Clerk to the Governing Body	
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Quorum:	
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One half of the number of Governors in post
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