



BHES

“Full Governing Body Terms of Reference”

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

Date reviewed and adopted:

Date of next review:

Signature of Chair of Governors:

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 review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with minutes available except for Part II minutes. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Body will:

- Hold at least 6 meetings per year
- Appoint or remove the Clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint co-opted governors
- Set dates of meetings for the year ahead
- Set term dates for the academic year including the selection of occasional days or Inset Days
- Receive Head Teacher reports
- Review and monitor children's progress and attainment
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors for the year
- Review, adopt and monitor a Freedom of Information Policy
- Approve the Annual Budget and monitor against it
- Agree Curriculum plans
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the policy for dealing with complaints
- Review, approve and monitor the School Improvement Plan
- Annually elect governors for the following responsibilities:
 - SEND, Looked After Children, Child Protection and Health and Safety
- Ensure at least 3 governors are appointed and trained to complete the Head Teacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy and curriculum Policy
- Review annually the delegation of functions and committee structures
- Organise support and training for governors
- Make sure all meetings are as accessible as possible to all members e.g. by using plain language in documents and at meetings.
- Follow the set procedures for dealing with Press and Media requests
- Approve alternative arrangements for governors to participate or vote at meetings of the governing body including email, telephone or video conferencing