

Full Governing Board (FGB) Terms of Reference 2021/22

Purpose:

The board and its committees must meet regularly enough to discharge their responsibilities. Board meetings must take place at least three times a year (and business conducted only when quorate). Regulation 13, the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Effective governance is based on six key features:

- Strategic leadership that sets and champions vision, ethos and strategy.
- Accountability that drives up educational standards and financial performance.
- People with the right skills, experience, qualities and capacity.
- Structures that reinforce clearly defined roles and responsibilities.
- Compliance with statutory and contractual requirements.
- Evaluation to monitor and improve the quality and impact of governance.

Membership:

2 elected parent governors – Laura Jarvis, Graham Johnston

1 LA governor - vacancy

1 elected staff governor – Laura Davies

1 headteacher – Julie Church

3 Foundation governors – Nick Drew, Jane Gay, vacancy

6 co-opted governors – Ingrid Rounce, Angela Feeley, William Knight, Jock Grieve, Mike Garwood, Lisa Phillimore

Quorum: 50% of governors in membership, with a minimum of 3.

Meetings: The Full Governing Board will meet at least 3 times a year. Minutes of the board's meetings will be recorded and made available to the public, once approved.

Following the coronavirus outbreak, the FGB may continue to offer some form of alternative arrangements for meetings, for meeting virtually using video or teleconferencing applications.

The meetings will be arranged by the same protocol of agenda and minutes with documents being distributed electronically or via Governor Hub. The chair should continue to consult board members on their views, and the clerk should ensure adequate alternative arrangements are in place, so that all board members may participate fully. If any board members do decide to meet in person, then they would need to comply with social distancing and any local health and safety measures.

It is important that governance arrangements are regularly reviewed, to ensure that they are sufficiently flexible and robust to deal with future challenges or changes in circumstances, while allowing for the board to continue to discharge its responsibilities effectively.

The Clerk to the Governing Board will prepare a draft agenda, which will be finalised and approved by the chair. Governors wishing to place items on the agenda should give notice to the clerk, and provide a copy of any supporting papers. The agenda and supporting documents will be distributed at least 7 days prior to the meeting.

Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a committee, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors.

All meetings will be convened by the Clerk. Any 3 members of the Governing Board may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be transacted. The Clerk will then prepare an agenda to call a meeting.

Each meeting will be limited to 2 hours in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.

Draft minutes will be approved for email circulation by the Chair within 2 weeks of the meeting, before being formally approved by the Governing Board at the next meeting

Related statutory and advisory documents:

- > [Constitution of governing bodies of maintained schools, GOV.UK – DfE](#)
- > [Governance handbook, GOV.UK – DfE](#)
- > [Statutory policies for schools, GOV.UK – DfE](#)
- > [Norfolk Governance Toolkit](#)
- > <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Responsibilities:

- To draw up the Instrument of Government and any amendments thereafter . .
- Elect (or remove) the Chair and Vice Chair. .
- To appoint (or dismiss) the Clerk to the Governing Board. .
- To hold at least 3 full Governing Board meetings each year. .
- To appoint and remove Co-opted and any associate members. .
- To suspend or remove a governor. .
- To decide which functions of the Governing Board will be delegated and to whom. .
- To receive reports from any committee or individual to whom a delegation has been made and to consider whether any further action by the Governing Board is necessary. .
- To review the delegation arrangements annually. .
- To recruit new governors as vacancies arise.
- To set up and publish a register of Governors' Business Interests. .
- To approve and set up a Governors' Allowances Policy.
- To regulate the Governing Board procedures where not set out in law. .
- To delegate to the Executive Headteacher the functions as described in the Delegation of Functions to Executive Headteacher.
- To assign committees or individual governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference. .
- To arrange a suitable induction process and mentoring for newly appointed or elected governors .
- To audit individual and collective development needs and promote appropriate training. .
- To ensure the Executive Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role. .

- To receive reports on bullying, homophobic and racial incidents.
- To take an active role in School Self Evaluation, identifying success and areas requiring improvement.
- To update and review regularly the School Improvement Plans, identifying monitoring opportunities for the governing Board and delegation of monitoring activities to committees
- To ensure the schools have in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To ensure the schools remain Covid Compliant.
- To approve policies on review.
- To approve all school trips involving an overnight stay away from home.
- To ensure that the schools do not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To discharge duties in respect of pupils with special needs by appointing a 'SEND governor'.
- To ensure the schools have a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To establish a selection panel to appoint the Executive Headteacher and Senior Teachers
- To consider requests from other schools to join a federation.
- To leave a federation.
- To decide to offer additional activities and agree what form these should take.
- To cease providing extended services provision.
- To ensure that the governing Board complies with all other legal duties placed upon them.

Policies and compliance:

The Full Governing Board is responsible for receiving and adopting the following policies or statutory documents:

- SEND
- Teachers pay
- Data protection
- Health and Safety and RA
- Admissions arrangements
- Behaviour and attendance
- Instrument of Government
- Register of business interests
- Minutes of committees
- Governors' Code of Conduct
- Governors Allowances Policy
- Staff discipline, conduct and grievance
- Safeguarding and Child Protection
- Supporting pupils with medical conditions

- RE
- RHSE
- Collective Worship

Monitoring:

The full governing board is required to ensure that committees fulfil their responsibilities to monitor.

Governors should monitor identified targets on the School Plan or a statutory or other function of the governing Board and report to the governing Board; this may be via a committee or individual governor meeting or visit.

It is expected that monitoring visits will be made to each school during the year. A visit does not necessarily have to take place during the time when pupils are in school and could be a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

All visits to the schools will be arranged with reference to the Executive Headteacher and in accordance with the Governor Visits policy. Reports of visits will be received by individual committees.

In addition, one or more governors will be designated as the SEND and Safeguarding Governors (which includes Child Protection). This could be the same governor.

Monitoring responsibilities should be linked to the school's priorities.

Individual Governor monitoring responsibilities:

Chair – Jane Gay

Vice Chair – Laura Jarvis

Health and Safety with Premises – William Knight (reporting to Finance, Premises and Personnel)

Safeguarding – Jane Gay (reporting to Vision, Values and Ethos)

Attendance – Jane Gay (reporting to Vision, Values and Ethos)

SEND – Mike Garwood (reporting to VVE)

EYFS – Lisa Phillimore

Pupil Premium, Sports Grant, Coronavirus Catch-up – Laura Jarvis (reporting to Finance, Premises and Personnel)

Website – Jock Grieve (reporting to Vision, Values and Ethos)

RSHE- Laura Jarvis (reporting to Vision, Values and Ethos)

SIAMS – Laura Davies (reporting to Vision, Values and Ethos)

Chair of Finance- Nick Drew

Clerk to Governors – Helen Clarke

Approved by the governing board:

4th October 2021

Next review date:

September 2022