

# Terms of Reference for the Governing Board

Golcar Junior, Infant & Nursery School



Version No.	1.0	
Approved By	Governing Board	27/09/2023
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## **Introduction:**

The Terms of Reference (ToR) for the Governing Board of Golcar JI & N Primary School outline the roles, responsibilities, and expectations of the governing body in fulfilling its legal and strategic obligations. The Governing Board will operate in accordance with statutory requirements and best practices in the governance of primary schools.

## **2. Composition of the Governing Board:**

2.1. The Governing Board shall consist of a diverse group of members, including: - Parent Governors - Staff Governors - Co-opted Governors - Local Authority Governors - Aspire Foundation Governors

2.2. The Headteacher shall be an ex-officio member of the Governing Board.

## **3. Appointment and Term of Office:**

3.1. Governors shall be appointed in accordance with statutory regulations and the school's Instrument of Governance.

3.2. The term of office for governors shall be four years with the possibility of reappointment.

## **4. Chair and Vice-Chair:**

4.1. The Governing Board shall appoint a Chair and a Vice-Chair from among its members.

4.2. The Chair and Vice-Chair shall serve a term of one year and may be re-elected. A maximum of 6 years is advised.

## 5. Meetings and Quorum:

5.1. The Governing Board shall meet regularly, with a minimum of 7 meetings per academic year.

5.2. A quorum for Governing Board meetings shall be half (rounded up) of the total membership, including the Headteacher. This does not include vacant governor posts.

5.3 The Governing Board meetings will be supported by a qualified clerk who will advise and inform on statutory requirements. The clerk will minute the meetings and following checks by the Chair and Headteacher, will share the minutes within 10 working days.

5.4 All papers for meetings will be circulated within 5 working days of the meeting.

5.5 Voting will only include Governors present at the meeting unless agreed otherwise. Deadlock votes will be decided by the Chair of the meeting.

5.6 The members of the Governing Board will collectively sign up to a Code of Conduct

5.7 Meetings or working panels may be established as needed.

5.8 All Governors will comply with annual Declaration of Business / Pecuniary interests. Where any discussion in Board meetings includes a potential conflict of interest, Governors must leave the meeting for the agenda item.



## **6. Responsibilities of the Governing Board:**

6.1. To ensure the school's vision, ethos, and strategic direction are well defined and effectively pursued.

6.2. To support and challenge the school's leadership in improving educational outcomes for all students.

6.3. To oversee the school's financial performance and ensure resources are used efficiently.

6.4. To appoint and evaluate the Headteacher and senior leadership team.

6.5. To uphold and promote the school's values and safeguarding responsibilities.

6.6. To ensure compliance with statutory obligations and regulations.

6.7 The Governing Board will complete an annual reflective audit on its effectiveness and consider changes for improvement.

## **7. Mode of Operation:**

7.1. The Governing Board operates a Circle Model of school governance negating the requirement for sub committees and uses ad hoc Working Panels instead.

7.2 Panels are a small group of Governors with delegated decision-making powers. They are established and convened as

required. These will include:- pay decision, complaints, budget, staff grievances and Headteacher appraisal. They provide reports into the Governing Board.

7.3 Link Governor. All Governors are expected to take responsibility for a specific area of Board responsibilities or to help monitor a specific improvement priority. This can be an opportunity to utilise an individual's experience and skill set. Link Governors will visit the school and provide written reports to the Board. A minimum of 2 visits a year is expected.

7.2. The Governing Board will work to an annual agenda. The initial meeting of the academic year will be to fulfil administrative statutory requirements. There will be 6 further full board meetings (FBM) per year. Each FBM will include a Headteacher report with statutory information and the meeting will often have one main focus such as the budget or educational standards.

## 8. **Review and Amendments:**

8.1. These Terms of Reference shall be reviewed annually and updated as necessary.

8.2. Amendments to the Terms of Reference shall be approved by the Governing Board.

## 9. **Reporting:**

9.1 The Governing Board shall provide regular reports to parents, staff, and other stakeholders on its activities and decisions.



9.2 The Chair of the Governing Board shall liaise with the Headteacher to ensure effective communication with the school community.

## 10. Confidentiality:

10.1. All members of the Governing Board shall maintain strict confidentiality regarding matters discussed during meetings, particularly those related to individual students and personnel issues.

These Terms of Reference are intended to guide the operation of the Governing Board of Golcar JI& N Primary School and shall be reviewed and adopted by the Governing Board on 27th September 2023

Change Management Log		
Version No.	Changes	Date
1.0	Added to template, reviewed by governors.	27/09/2023