St Swithun's Catholic Primary School

Full Governing Board

Terms of Reference

Policy agreed by (committee):	**FGB**	**Previously reviewed on (date):**	September 2023
Agreed on (date):	**September 2024**	**Next review (date):**	September 2025

Chair of Committee:	Cara Guedeney	**Signed:**	Cara Guedeney
Headteacher:	Jenny Verhiest	**Signed:**	Jenny Verhiest

Core Functions

The Full Governing Board (FGB) of St. Swithun's School in keeping with legislation and DfE guidance has three core functions:

i) To ensure that there is clarity of vision, ethos and strategic direction
ii) To hold the Head Teacher to account for the performance of the school and its pupils.
iii) Oversee the financial performance of the school and make sure its money is well spent.

The FGB will undertake its core functions by:

- Supporting the Head Teacher in determining strategy and direction
- Monitoring and evaluating performance and where appropriate, seeking to effect improvement by providing challenge and support
- Ensuring the proper implementation of statutory requirements

Structure

Composition The FGB is comprised of all Governors;
The FGB will

- Review its composition annually and
- Make arrangements to ensure all posts are filled.

Chair and Vice Chair are to be elected annually by the FGB at the first meeting of the Autumn term.

Clerk to the Board - will be appointed

Link Roles -Governors (other than staff governors) will be delegated to undertake various link roles/specific responsibilities including; Safeguarding, SEN, Health & Safety, and Governor Training.

The FGB will review the range and purpose of link roles annually at the first meeting of the Autumn term.

Meetings

The FGB will meet twice each term in accordance with the Schedule of FGB activity as agreed annually.

Quorum - A quorum for any FGB meeting will be one-half (rounded up to a whole number) of the complete membership excluding Governor vacancies.

Each member will have one vote, and, if necessary, the Chair will have a casting vote.

An inquorate meeting may discuss but cannot vote on any matters except to fix date(s) for the reconvened meeting(s).

Voting - decisions will be made by a majority of members eligible to vote.

Governors may not be involved in discussion or vote on matters in which they have a pecuniary or

other relevant personal interest. Any such interest must be declared in advance of any discussion.

Members of staff may not vote on matters relating to pay, conditions of service and performance management.

Notice of meetings- Notice of meetings and an agenda will be circulated to FGB members a minimum of 7 working days before a meeting

Agenda- the agenda will be drawn up by the FGB Chair in consultation with the Head Teacher. . Items for inclusion on the Agenda must be received by the Clerk a minimum of three days prior to circulation of the agenda.

Emergency business may be included on any agenda by a majority vote at the commencement of any meeting.

Emergency meetings- may be called at the request of three or more Governors. At least five working days' notice must be given.

Chair's Action- When an action is required urgently and where it is not possible to convene an FGB in time, the Chair may make a decision(s) and report back to a meeting of the FGB at the first available opportunity

Committees

To facilitate its work, the FGB will determine and implement a suitable committee structure. Each committee will be responsible for securing the strategic development and monitoring the areas of school activity which fall within its delegated remit and as outlined in its Terms of Reference as agreed by the FGB. Committee membership will be determined by the FGB at the first meeting of the Autumn Term.

The FGB has determined that the following committees will support its work:

- Resources committee (including extended services provision)
- Curriculum and Standards committee
- Pay committee
- Admissions Committee

Other Committees – it is expected that from time to time, it will be necessary for task-specific committees to be convened to consider matters such as Appeals and Complaints. Membership of such committees will normally be agreed upon by the FGB.

The FGB will at its next scheduled meeting, receive and sign off all minutes, reports and recommendations from all committees, Link governor visit reports and Link governor training reports.

The structure and function of all committees will be reviewed annually at the first meeting of the Autumn term.

Interests of Governors

A file of members' pecuniary and other relevant interests will be maintained and updated on a regular basis.

Statutory School Policies

The FGB is responsible for ensuring the preparation and approval of all statutory school policies and for any changes to them. Policies will normally be reviewed as prescribed by each individual policy. Policies are on the school website.