



Newsham Primary School

Full Governing Body

Terms of Reference

Membership

The Governing Body should consist of 11 members.
There are currently 0 vacancies.

Quorum

The Quorum must be five Governors.

Chair

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Northumberland County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in decision-making.
- To establish and foster an effective relationship with the Headteacher based upon trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

Clerk

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- To advise the Governing Body on constitutional and procedural matters, duties and powers.
- To convene meetings of the Governing Body.
- To attend the meetings of the Governing Body and ensure minutes are taken.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body when required.

Frequency of Meetings

To meet as required but at a minimum of once per term.

Terms of Reference

Matters which cannot be delegated to either a committee or an individual

- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To hold at least three Governing Body meetings per year.
- To appoint or remove the Chair and Vice-Chair or Co-Chair.
- To appoint or remove the Clerk to the Governing Body.
- To appoint or remove co-opted governors as appropriate.
- To establish and review the linked governor roles of the Governing Body and their terms of reference.
- To decide which functions of the Governing Body will be delegated to the assigned linked governors and review delegation arrangements annually.
- To receive reports from any individual or linked governor to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To suspend or remove a Governor.
- To agree a selection panel for Headteacher and Deputy Headteacher appointment.
- To draw up the instrument of government and any amendments thereafter.
- To review school safeguarding policies, procedures and risk assessments.
- To review and annually ratify school self-assessments including Section 11 Safeguarding Audit and Schools Financial Value Standard (SFVS).

Matters which are delivered by the full Governing Body but could be delegated to either a linked governor or group of governors

- To establish and keep under review a protocol for the Governing Body

- To agree by early in the autumn term the programme of work and calendar of meetings for the Governing Body and its linked governors for the school year based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- To monitor the progress of work being undertaken by linked governors and groups of governors.
- To recruit new members as vacancies arise and to appoint new governors where appropriate.
- To establish and keep under review arrangements for Governors' visits to school.
- To approve / ratify the first formal budget plan of the financial year.
- To keep the Health and Safety policy and its practice under review and to make revisions where appropriate.
- To establish and keep under review incident policy and procedures.
- To oversee arrangements for Governor involvement in writing and monitoring the School Development Plan (SDP).
- To make arrangements to establish exceptional working arrangements where a particular circumstance arises (e.g., a group of governors to oversee a building project or a linked governor to oversee an OFSTED inspection).

Policy Review

A cycle of policy review will exist for the review of all school related policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated. All statutory policies will be reviewed annually.

Individual Governor Responsibility

Strategic Overview and SDP	Headteacher
Curriculum and Disadvantaged pupils	Chair of Governors
SEND and Curriculum	Janet Holland
H&S and Premises	
Curriculum / Champion for Sustainability	David Redden
Safeguarding and Stakeholder Engagement	Mark Chapman
Maths	Donna-Marie Newton
Wellbeing and Attendance	Sam Dale
Finance, Premises, Attendance, H&S and Disadvantaged Pupils	Cathryn Watson
Stakeholder Engagement	
Headteacher's Appraisal	Kirsty Potter
	IF / DR

Link Governor Roles

Link roles do not remove the body's collective responsibility. The Governing Body should ensure that any area assigned to a link governor is still covered on the agenda of Full Governing Body meetings as appropriate, so that all members of the Governing Body remain informed of the key issues, strategy outcomes and areas for development, and participate in any relevant decision making.

This is likely to include (but not limited to):

- Build productive working relationships and establish regular contact with relevant staff, while having due regard to their work-life balance
- Ensure necessary policies and procedures are in place and monitor and evaluate the effectiveness of their implementation
- Arrange focused visits, based on strategic priorities, to the school – normally a maximum of one visit each term, following an agreed visits protocol
- Report back to the Governing Body following monitoring visits or discussions with staff
- Be well informed and prepared ahead of meetings with staff or the body by reading relevant information, such as policies and data
- Keep the Governing Body fully informed about issues and actions in the assigned area
- Participate in relevant personal development to improve skills and knowledge

The link governor for Finance will in consultation with the Headteacher / SBL:

- Ensure appropriate advice is sought before entering into contracts, in line with the LA's financial regulations.
- Monitor the budget and advise the Governing Body as necessary on financial matters.
- Agree with the Headteacher, expenditure on capital projects not falling within the planned budget.
- Determine the levels of charges for lettings.
- Make recommendations annually to the Governing Body on a three-year financial strategy, having particular regard to the SDP.
- Advise the Governing Body on any issues arising from financial matters.



Newsham Primary School
Governor Visit Report

Name	
Date of visit:	
Focus of visit:	
Classes / Staff visited:	
Summary of activities, e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc.	
What I learned as a result of my visit:	
Positive comments about the focus:	
Aspects I would like clarified / questions I have:	
Ideas for future visits:	
Any other comments:	

Signed: _____

Received by: _____

Discipline, Complaints and Appeals Hearing Body

Terms of Reference

Membership

The committee shall consist of at least three Governors and will be formed by appropriate governors when required.

Frequency of Meetings

When required.

Terms of Reference

Pupil Discipline and Complaints

- Review the use of exclusion within the school.
- Consider the views of the Headteacher and of the parents of the excluded pupils.
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination.
- Hear all formal complaints against the Headteacher, an individual member of staff or the Governing Body.

Appeals

- Hear appeals against a decision made by another governor. This will include appeals over capability or disciplinary action, dismissal and staff salaries.