



PERIVALE
PRIMARY SCHOOL

Terms of Reference

Governing Body

Committee with oversight for this policy -	
Policy to be approved by the	
Policy last reviewed by the	22/01/2021
Policy last ratified and adopted by Full Governing Body (if appropriate)	22/01/2021
Policy / Document due for review	07/2022

Perivale Primary School

Terms of Reference – Full Governing Body

- To agree constitutional matters, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to elect / appoint new governors where appropriate
- To hold at least three Governing Body meetings a year
- To elect or remove the Chair and Vice Chair (if applicable)
- To appoint or remove a Clerk to the Governing Body
- To review and approve the Scheme of Delegation and delegation arrangements
- To suspend a governor
- To decide which functions of the Governing Body will be delegated to committees and individuals
- To receive reports from any individual to whom a function or decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To approve the formal budget plan of the financial year
- To agree and monitor the Learning Improvement Plan
- To agree and update the School SEF
- To consider reports of racist incidents etc. and the actions taken to address them
- To undertake a self evaluation process annually and plan any necessary development for the governing body
- To review and agree the Governors Allowances Policy

- To establish a cycle of review of statutory policies and procedures in line with statutory requirements.
- To participate as appropriate in the recruitment and selection processes for key positions in the school e.g. the appointment of the Headteacher/other members of the senior leadership team.
- To serve as members of panels convened to consider issues such as grievances raised by staff, disciplinary cases against staff, pupils excluded from school and parental complaints.

Key roles in the Governing Body

Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal requirements and with regard to the Governors code of conduct
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, enabling all members to participate in discussion and decision-making.
- To liaise with the Headteacher and clerk to the governing body to ensure that all necessary preparations for full governing body meetings are undertaken in a timely and effective way
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- To ensure that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction and appropriate challenge
- To represent the Governing Body in meetings with officers of the local authority as appropriate

Role of the Vice Chair of the Governing Body

The main duty of the vice chair is to deputise for the chair in their absence. This may be for any duties carried out by the chair, including chairing meetings and acting under the chair's powers of emergency.

The Key roles of the Vice Chair of Governors are:

- To take on any responsibilities delegated to them by the Chair of Governors
- To deputise for the Chair of Governors in their absence
- To be seen in school regularly and attend school functions
- To attend meetings / briefings with the Local Authority
- To be accessible to other governors, staff and parents
- To meet governors from other schools
- To act as a new governor mentor

Role of the Clerk to the Governing Body

- 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 meetings of the Governing Body and ensure minutes are taken and circulated within 10 working days of the meeting
- To ensure that the minutes are published on the school website
- To maintain a register of attendance and report this to the Governing Body
- To keep an electronic record of membership which is secure and which complies with the Data Protection Act
- To provide an up-to-date list of governors to new and re-appointed governors and to keep the Head and Governing Body informed of any changes
- To notify the LA of any changes in Governing Body membership
- To deal with all correspondence relating to Governing Body membership
- To give and receive notices in accordance with relevant regulations

- To perform such other functions as may be determined by the Head, Chair of the Governing Body or the Governing Body from time to time