

**MARJORY KINNON SCHOOL**  
*“From Good to Outstanding”*  
**FULL GOVERNING BODY**  
**TERMS OF REFERENCE 2023-24**  
**GOVERNANCE ADMINISTRATION**

**Membership**

The committee shall consist of all Governors as stipulated within the Instrument of Government plus the Headteacher or their delegate(s) and, where appropriate, associate members and such other persons as the committee may determine to provide specific expertise and or skills. If the GB require an expert view they will invite an appropriate person to a committee meeting to give the benefit of their wisdom.

**Associate Members**

Where appropriate associate members may be co-opted in order to provide specific expertise and/or skills. The committee may make recommendations for these appointments, which may include school staff members as the Headteacher shall determine in consultation with colleagues and will allow such members voting rights as deemed appropriate.

**Other Attendees**

Such other persons, that the Governing Body or committee determines, can attend committee meetings. The committee may exclude persons ‘in attendance’ from any part of its meeting when the business under consideration concerns an individual member of staff or pupil. Persons ‘in attendance’ will have no voting rights.

**Quorum**

A quorum will be 50% of the total number of members of the governing body. If a governor leaves during the meeting and it loses its quorum the meeting must be adjourned. Any three members of the Governing body may ask for an extra meeting to be held. Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.

**Meetings**

The Governing Body shall meet once a term or otherwise as required. Governors will attend all meetings unless there are exceptional circumstances.

## **Restrictions on Persons Taking Part in Proceedings**

Where in relation to any matter (i) there may be a conflict between the interests of a relevant person and the interests of the governing body; (ii) a fair hearing is required and there is any reasonable doubt about a relevant person's ability to act impartially, or (iii) a relevant person has a pecuniary interest, that person, if present at a meeting of the school at which the matter is the subject of consideration, must disclose his or her interest, withdraw from the meeting and not vote on the matter in question.

Staff governors must withdraw and not take part in discussions relating to (i) the appraisal or pay of any school employee (including the Headteacher) or (ii) any discussions where they have a personal interest in the outcome.

## **Chair of Committee**

Chair and Vice-Chair to be nominated by the Committee and ratified at the first meeting of the Full Governing Body each year.

## **Matters of Urgency**

The governing body will conduct all its business through its schedule of meetings, except where, in the Chair's opinion, a delay in exercising a function of the governing body is likely to be seriously detrimental to the interests of a) the school; b) a pupil at the school (or their parents); or, c) a person who works at the school. Cases of urgency may be dealt with by the Chair of Governors, in consultation with the Chair of the Committee and Headteacher and any action taken or decision made reported to the Full Governing Body.

## **Voting**

Every question to be decided at a Governing Body meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The Governing Body can only vote if the majority of the committee members present are governors.

## **Voting Rights of Associate Members on Committee**

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

## STRATEGIC FOCUS OF THE FULL GOVERNING BODY

### The Governing Body's Responsibilities

The Governing Body is the strategic body for the school and has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. In order to achieve this the Governing Body will act as a critical friend to the school and be accountable for the decisions it makes. It will set aims and objectives and agree, monitor and review policies, targets and priorities.

The Governing Body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities and realise the school vision:

***“Every pupil will learn the skills and develop the confidence needed to become a valued, integrated and independent member of their community”.***

In order to ensure strong governance for the school the Full Governing Body commits to:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school, pupil outcomes and its students' safeguarding and wellbeing.
- Overseeing the financial performance of the school and ensuring its money is well spent. The LBH Financial Probity Audit (Oct 2019) advised of a new requirement in the SFVS, to increase financial scrutiny by the Governing Body from 3 to 6 times per year with reporting to take place at Resource Committees and FGB meetings. For occasions outside of committee dates, information would be circulated by email for collective agreement and following scrutiny, a meeting would be arranged if required.
- Ensuring the school maintains a safe working environment for staff and visitors.

The Governing Bodies key functions are to:

- Receive, review and monitor reports and updates regarding school performance (to include Headteacher reports, School Development Plan updates, external monitoring visits).
- Receive reports and recommendations from sub-committees where full discussion of issues will take place.
- Make decisions and ratify recommendations.
- Receive the Headteacher's written report on a termly basis.
- Review correspondence.

- Provide an overview of the work of the school and its sub-committees.
- Make decisions on those matters which cannot be delegated and are reserved for the Full Governing Body.
- Consider the impact on equality, referencing the protected characteristics, when making strategic decision and when reviewing/drafting policies. (See Annex A for information re the General Equality Duty).

Matters reserved for the Full Governing Body can be seen in Annex B.

## **Policies**

The committee will ensure the timely review and ratification of all statutory and non-statutory policies and documents, including those required by legislation or as agreed by the FGB. These responsibilities are defined within the Governance Policy Register Schedule.

The statutory and non-statutory policies and documents due for review in each academic year along with the planned agenda items for the meetings scheduled in that period will be presented to the Committee at the first meeting of each academic year.

## Annex A

### The General Equality Duty

A school must have **due regard to the need to:**

- a) eliminate unlawful **discrimination**, harassment, victimisation and other conduct prohibited by the Act
- b) advance **equality of opportunity** between people who share a protected characteristic and those who do not
- c) **foster good relations** between people who share a protected characteristic and those who do not.

### Protected characteristics

- Age (not pupils)
- Disability
- Gender reassignment
- Marriage and civil partnership (in relation to eliminating unlawful discrimination, harassment and victimisation in employment)
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual identity and orientation

## **Annex B**

### **Matters Reserved for the Full Governing Body**

#### **Organisational Strategy**

- Determine the strategic direction of the school.
- Agree long-term objective and performance measures.
- Ensure the school has robust risk management assessment and contingencies in place.

#### **School Performance & Management**

- Monitor and evaluate the performance of the school by receiving reports from the Headteacher.
- Consider business provided by the Local Authority.
- Investigate financial irregularities (if Headteacher is suspected).
- Agree selection panel for Headteacher appointments.
- Be part of the panel for Senior Leadership Team appointments.
- Suspend or end suspension of Headteacher.
- Manage the school budget and consider proposed revisions to the budget.

#### **Governance Arrangements**

- Agree constitutional matters, including procedures where the governing body has discretion.
- Consider whether or not to exercise delegation of functions to individuals or committees and to establish and keep under review the Committees Terms of Reference.
- Receive reports and ratify recommendations from Committees or from individual Governors.
- Draw up and keep under review the Instrument of Government and any amendments thereafter.
- Hold at least 3 Governing Body meetings a year.
- Set up a register of Governor's business interests.
- Appoint the Chair of any Committee (if not delegated to the committee itself).
- Decide whether to delegate power to spend the delegated budget to the Headteacher and if so establish financial limits of delegated authority (see Scheme of Delegation).
- Ensure the policy review cycle is in place and adhered to.

## **Governor Management**

- To appoint or remove the Chair and Vice-Chair of the Full Governing Body.
- To appoint or dismiss the Clerk.
- To recruit and appoint new Governors where appropriate.
- To suspend or dismiss a Governor.