



Harrington Hill Governing Body
Full Board of Governors
Terms of Reference – November 2017

General Responsibilities/Objectives

In addition to those delegated responsibilities set out below, each Board of Governors will undertake any other responsibilities as delegated to them by the governing body on an ad hoc basis.

In undertaking these responsibilities, the Board of Governors will be mindful of the spirit of co-operation and collegiality upon which the school is built, the success of the school being paramount.

All members of the Board of Governors will accept responsibility for good communication within the group, with other Board of Governors of the Governing Body and with the full Governing Body.

A review of the efficiency and effectiveness of the Board of Governors will be undertaken annually.

The review will include an examination of the Board of Governor performance against the targets set in the Board of Governors work plan. Key issues will be reported to the full Governing Body.

Meetings

The Board of Governors will meet at least once per term.

In order to facilitate maximum attendance at the meetings, an annual schedule of meetings will be established.

Meeting Procedures

School Governance Regulations govern the procedure of the Board of Governors.

- The agenda and any paperwork for a meeting of the Board of Governors should be received by members at least five days in advance of the meeting, except in a case of urgency. If the paperwork forms part of a presentation, this can be presented at the meeting but adequate time should be allowed.
- Receive Headteacher Termly Report
- Develop the SDP
- To contribute to strategic planning within the school, and to recommend the School Improvement/Development Plan to the full Governing Body

- To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Improvement/Development Plan and report to the full Governing Body
- To agree the Governing Body's formal monitoring arrangements in respect of the plan and report progress to the Governing Body at least termly
- To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body
- To recommend the annual targets for pupil achievement to the Governing Body

The Chair of the Board of Governors will be elected for a one year term.

The Chair of the Board of Governors will have a casting vote if the Chair is a school Governor.

Membership and Attendance:

There shall be at least 5 members of each Standing Committee.

Attendance at the meetings will be noted in the minutes of the Board of Governors meeting. If a member does not attend two consecutive meetings this is to be reported to the next full Governing Body meeting.

Quorum and Voting:

The quorum for the standing committees is three governors.

All members who are members of the Governing Body shall have voting rights.

Clerk to the Board of Governors / Standing Committees

The Board of Governors/GB will nominate a clerk or note taker (from amongst its membership for each meeting.) The Headteacher may not clerk the Board of Governors.

Board of Governors Action Plan:

The Board of Governors will establish a three-year review cycle within which the responsibilities set out below will be managed.

Responsibility for Coordination between Standing committees:

The Chair of the Board of Governors is responsible for referring particular subjects or issues to other Board of Governors for their consideration where appropriate.

Standing committees

Accountability to Governing Body:

Each Standing Committee will:

- Receive and review reports in connection with the School Self Evaluation (SEE) relating to the Board of Governors areas of responsibility.
- Report to the full Governing Body by separate written reports, or presenting minutes or draft minutes, to the next meeting of the Governing Body.
- Determine any other matters referred to the Standing Committee by the Governing Body.
- The Governing Body is able to make decisions concerning any of the specific areas of responsibility delegated to the Standing Committee. The standing committees will act on and implement any decisions made by the Board of Governors Body.

School Standing Committees will:

- Consider Harrington Hill policies and processes and ensure these are practical and workable
- feedback recommendations and good practice to the Board of Governors
- provide support and challenge to their areas of responsibility
- have oversight and delegated authority (for the areas outlined below except where it is a statutory requirement for a decision to be ratified by the full Board of Governors)

Partner Governors:

Reports to focus on school role and targets. The role is to review how planning is completed, and audit and measure how progress is measured and assessed, where we capture lessons learned – share best practice etc.

Reviewed November 2017