



# Harrington Hill Primary School

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## **FULL GOVERNING BODY TERMS OF REFERENCE SEPTEMBER 2020**

**Harrington Hill Primary School**  
**FULL GOVERNING BODY**  
**TERMS OF REFERENCE**

This document outlines the key roles, responsibilities and structure of the Governing body at Harrington Hill Primary School. It is not meant to be exhaustive in its content, rather giving a summary of all the main topics. For more detailed information please refer to the Governance Handbook (DfE 2020).

**Purpose**

According to the Department of Education there are three key responsibilities of the Governing Body:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

According to the Ofsted School Inspection Handbook, the role that governors and trustees play in the school's performance is evaluated as part of the judgement on the effectiveness of leadership and management:

*"Inspectors will explore how governors carry out each of these functions. For example, the clarity of the school's vision, ethos and strategic direction will have a significant impact on the decisions that leaders make about the curriculum. Inspectors will consider whether the work of governors in this respect is supporting the school to provide a high-quality education for its pupils. 243.*

*In addition, those with governance/oversight are responsible for ensuring that the school fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the 'Prevent' duty and safeguarding. Please note that, when inspectors consider whether governors are fulfilling this responsibility, they are not expected to construct or review a list of duties."*

**Membership**

**Governors:** The Governing Body of Harrington Hill Primary School is set out in the Instrument of Government. It consists of 12 governors as follows:

- 2 parent governors

- 1 LEA governor
- 1 staff governor
- 7 co-opted governors
- The Executive Headteacher

**Associate members:** The Head of School is an associate member of the governing body.

**Terms of Office:** As set out in the Instrument of Government, the term of office of parent, LEA and staff governors is four years. The term of office of co-opted governors is between one year and four years and will be determined by the governing body on an individual basis. Governor eligibility, forthcoming post ending dates, current vacancies and other current details will be reviewed at least annually.

**Members' Details:** The Governing Body maintains the following records about its members:

- Personal contact details
- Committee membership
- Link Governor appointments
- Governors' Pecuniary/Business Interest declarations
- Disclosure & Barring Service (DBS) checks
- Confirmation of Eligibility declarations

These are reviewed and updated annually, or more frequently if necessary.

**Responsibilities towards its members:** The Governing Body has responsibilities towards its members, including to:

- Provide induction for new governors
- Ensure provision of CPD to governors by organizing support and training
- Facilitate governors' visits to school
- Undertake an annual Governance Self Evaluation
- Advertise parent governor vacancies to parents & staff governor vacancies to staff
- Appoint Co-opted Governors as vacancies arise

### **Chair, Vice Chair and Clerk**

It is the responsibility of the Governing Body to appoint a Chair and Vice Chair at the first meeting of the Governing Body after such a post becomes vacant. Their term of office is three years, reviewed and reconfirmed by the Full Governing Body annually. These posts cannot be held by employees of the school.

The Governing Body is also empowered to remove the Chair and Vice Chair during the term of office should the Governing Body consider this action appropriate.

It is the responsibility of the Governing Body to:

- Appoint a Clerk to the Governing Body at the start of the Autumn Term, or re-affirm the appointment of the existing Clerk.
- Remove the incumbent Clerk during the term of office should the Governing Body consider this action appropriate, and appoint a replacement Clerk to cover the end of the outgoing Clerk's current term.
- Appoint a replacement Clerk at the next full meeting of the Governing Body if the Clerk resigns during the one year term. This Clerk will hold the post until the end of the existing term of office.

The post of Clerk cannot be held by any of the existing Governors, including Executive Headteacher, or the Head of School. In the absence of the Clerk, a meeting may be clerked by one of the attending Governors.

## **Meetings**

**Frequency:** As a minimum, the Full Governing Body meets once a term. In order to facilitate maximum attendance at the meetings, an annual schedule of meetings will be established.

**Convening meetings:** A meeting of the Full Governing Body must be convened at least 7 days prior to the meeting taking place by the Clerk to the Governing Body. The agenda and any paperwork 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.

**Attendees:** All Governors are expected to attend Full Governing Body meetings. Other invites to Governing Body meetings are issued at the discretion of Chair of Governors. Attendance at the meetings will be noted in the minutes of the Board of Governors meeting. Apologies should be made in advance. If a member does not attend two consecutive meetings this is to be reported to the next full Governing Body meeting.

**Quorum:** The quorum for Full Governing Body meetings is 4 governors, to include the Executive Headteacher.

**Chairing the meeting:** The Chair of the Governing Body will chair Full Governing Body meetings unless they delegate the task to another Governor. In the unplanned absence of the Chair, the Vice-Chair will officiate at the meeting.

**Decisions:** The Governing Body will generally make decisions by consensus. Where voting is applied to the decision making process, unless otherwise decided by the Governing Body beforehand, the outcome of any vote will be determined by a majority of greater than 50%. In the event of a tied vote the Chair of the meeting has a deciding second vote or the right of veto.

**Pecuniary / Business Interest:** If any governors or associate members have a personal or business interest in any of the agenda items of a meeting, then this must be declared at the meeting, and they must withdraw for that part of the agenda.

**Confidentiality:** All items discussed at Governing Body meetings are confidential to the Governors until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting.

**Electronic Attendance:** Any Governor will be able to participate in meetings of the Governors by telephone or video conference provided that the governor participates in the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

**Agenda:** The agenda is prepared by the Chair in partnership with the Executive Headteacher, Head of School, and Clerk and will incorporate all matters arising from the previous meeting. Any items submitted by other governors for consideration must be sent to the Chair and Clerk at least 2 weeks prior to the Full Governing Body meeting to ensure inclusion in the agenda.

**Minutes:** Minutes are taken at the meetings by the Clerk. The draft is checked by the Chair, the Executive Headteacher, Head of School. Minutes are approved at the following meeting.

At each Full Governing Body meeting there is a facility for a Part 2 meeting. The type of things in Part 2 include confidential items where student or staff names or personal information might be revealed.

### **Responsibilities of the Full Governing Body**

The responsibilities of the Full Governing Body include:

- Together with the Senior Leadership Team setting the strategic direction of the school

- Together with the Senior Leadership Team setting the school's vision, mission, values, ethos & priorities in line with strategy
- Receiving and discussing the Head of School Termly Report
- Reviewing & approving the School Improvement Plan (SDP), and evaluating its success
- Reviewing & approving the school's Self Evaluation Form (SEF)
- Reviewing & approving all statutory School Policies
- Monitoring admissions, admission appeals & pupil number trends
- Reviewing & approving the governing body committee structures
- Reviewing & approving all arrangements for delegation of governing body responsibilities
- Reviewing the purpose and delegated authority of any Working Parties
- Appointment of Link Governors
- Reviewing the efficiency and effectiveness of the Governing Body

### **Delegation of Responsibilities**

The Governing Body may delegate any of its functions (with the exception to those listed above) to:

- A committee;
- Any governor other than the Executive Headteacher;
- The Head or School or Executive Headteacher where the function being delegated does not directly concern the Head of School or Executive Headteacher;

Where the governing body has delegated functions, this does not prevent the governing body from exercising those functions.

The governing body must review annually the functions they have delegated.

The governing body may not delegate the following functions to an individual, although they can be delegated to a committee.

- Approval to the first formal budget plan of the financial year
- Suspension of governors
- Permanent exclusion of pupils

Any individual or committee with delegated responsibility must report to the governing body advising of all actions taken or decisions made relating to that delegated function.