

## **PATHFIELD SCHOOL**

### **GOVERNING BODY**

#### **TERMS OF REFERENCE**

**MEMBERSHIP:** This shall be the full complement of governors (12) as stated on the instrument of Government for Pathfield School.

The head teacher chooses to be a Governor.

**ASSOCIATE MEMBERS:** The Governing Body has agreed that Associate Members will be appointed as required and may have voting rights on the Committees they are appointed to.

**QUORUM:** The governing body will be quorate where there are 50% of its members present rounded up to the next whole number, not taking into account any governor vacancy at the time.

**ADMINISTRATION:** The administration of the meetings will be by the Clerk to the Governors. In exceptional circumstances where the Clerk is not available a member of the administration team at the school will perform this duty.

**FREQUENCY OF MEETINGS:** There will be a minimum of 6 meetings per year one in each half term period.

**ATTENDANCE:** It is expected that all governors will make every effort to attend scheduled meetings of the Governing Body, and any apologies will be recorded at the commencement of the meeting.

Any Governor not attending a meeting may be sanctioned by the Governing Body for their non attendance. This will be recorded in the minutes.

The process for removing a governor from the Governing Body is laid down in the Guide to the Law for School Governors.

Other persons will be required to attend Full Governing Body meetings by request of the Governors or Head Teacher for the purposes of specific items or for the whole meeting, by agreement with the Chair of Governors.

**PUBLIC ATTENDANCE:** The meetings of the Full Governing Body are public meetings. Should a member of the public wish to address the Governing Body they should make this known to the Chair of Governors at least 24 hours in advance.

**IT WILL BE AT THE ABSOLUTE DISCRETION OF THE CHAIR TO ALLOW A MEMBER OF THE PUBLIC TO ADDRESS THE MEETING. THE CHAIR WILL IMPOSE TIME LIMITS ON THE ADDRESS AND RESULTING DISCUSSIONS SO THAT THEY DO NOT IMPEDE THE EFFICIENT CONDUCT OF THE MEETING.**

All dates and other details are published, and based on the academic year cycle. These are published on the school website.

**ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY:** This process will take place at the first meeting of the academic year. The Clerk to the Governors will be the Returning Officer. All nominations and self nominations for both posts must be with the Clerk in writing, 48 hours prior to the meeting taking place. It will be an agenda item for the meeting. The nominees will be required to leave the meeting for an election to take place.

**TERMS OF OFFICE:** The term of office for the Chair and Vice Chair will be for ONE YEAR. Re-election to both posts is allowed, by following the process above.

**COMMITTEE CHAIRS:** The Chairs of Committees will be elected and agreed at the first meeting of the academic year. The Chair of Governors will be the Returning Officer if an election is required.

**EXTRAORDINARY MEETINGS:** The Chair of Governors or Vice Chair of Governors may call an extraordinary meeting of the full Governing Body. This meeting may not be required to give 7 days notice of the meeting, depending on the requirements of the urgency of the agenda items.

In addition 3 Governors may call an extraordinary meeting of the Governing Body by notifying the Clerk in writing of this intention. As above, the 7 day notice period may not be required.

Extraordinary meetings of any Committee or Working Party may be called by the Committee or Working Party Chair, or the Chair and Vice Chair of Governors. As above, the 7 day notice period may not be required.

The Chair of Governors can at their discretion, and in exceptional circumstances, form a Working Party to undertake an urgent piece of work which will not wait for the next meeting of the Full Governing Body. This will happen with the agreement of the Head Teacher and at least one other Governor, regarding the membership and terms of reference for the group.

## **FUNCTIONS:**

### **The Governing Body will:-**

- Ensure that all functions of the Governing Body are conducted within the Law
- Comply with all instructions and guidance published by the Government and Local Authority
- Ensure that all deadlines for reporting statistics and information to the Government and Local Authority are met
- Ensure that it does not delegate any function which it must discharge as a whole, by law
- Not take a decision on a matter delegated to a committee, unless that committee refers the matter to the Full Governing Body
- Behave in a corporate manner in all its work
- Comply with the Code of Practice and Roles and Responsibilities for Governors of Pathfield School
- Make all decisions in Good Faith
- Monitor the work of all committees and working parties to ensure best practice is maintained
- Agree the Terms of Reference for Finance and Buildings, Personnel, Curriculum Committees and all other Committees within its structure who meet on an occasional basis
- Agree Terms of Reference for any Task and Finish Group set up for specific tasks

- Ensure that all work of the Governing Body is conducted in such a way that it does not bring the Governing Body or Pathfield School into disrepute
- Complete any task necessary to improve the skills and work of the Governing Body, including the management of all Governor vacancies
- Ensure that the procurement of goods and services is conducted according to the rules as laid down by DCC depending on the value of that activity, and the delegated table of financial authority within the Finance Policy
- Be accountable for all aspects of Health and Safety across the school
- Be responsible for the process of, and appointment of, the Head Teacher and the Deputy Head Teacher
- Undertake via a committee, the performance management of the Head Teacher annually
- Oversee, and undertake as necessary, all selection and recruitment processes for the school
- Be accountable for maintaining a Central Record of DBS checks
- Ensure that there are designated teachers for Child Protection and Children in Care
- Monitor the provision for SEN across the school
- Monitor and encourage the use of the school and its assets by the community, according to the agreed principles laid down by the Governing Body
- Take all reasonable steps to protect the buildings and other assets of the school
- Ensure that the school complies with all external audit requirements
- Conducts audits as part of the Annual Cycle of business, and at any other time considered necessary
- Contribute to, and take ownership of the School Development Plan
- Contribute to, and take ownership of the school self evaluation processes
- Ensure that Performance Management of the Clerk to the Governing Body occurs annually
- Promote Pathfield School within the Community, and ensure community links are maintained whenever possible
- Attend and support all activities to which it is invited by the staff and pupils of the school
- Encourage good working relationships between Pathfield School and other agencies. This will include Ofsted, and the School Improvement Partner
- Conduct a survey of views for all stakeholders of the school annually, and act on the results
- Contribute to, and lead where appropriate, on Governor training for itself and for other Governing Bodies within the SENTient Trust, North Devon and Countywide as appropriate
- Act on, within appropriate timeframes, any new legislation and instruction from Government or Local Authority
- Perform any other activity within the remit of the Governing Body as required.
- Act under the auspices of the SENTient Trust and have due regard for this body in the conduct of all business.