

Nine Acres Community Primary School

Terms of Reference– Full Governing Board

INTRODUCTION

The Governing Board ensures that the school:

- Operates effectively with a strategic focus in line with relevant legislation
- Strives for continuous improvement through specific action and the effective delegation of tasks and associated responsibilities

RESPONSIBILITIES

The Governing Board has a corporate responsibility for the operation of the school. The work of the governing Board and the agenda content will cover the:

- Annual election of Full Governors Chair and Vice Chair
- Annual agreement of membership of any committees and panels
- Co-ordination of the activities, responsibilities and outcomes of the above sub-committees and panels
- Budget ratification and regular staffing and budget review throughout the year
- Periodical review and agreement of the Terms of Reference
- To review the Scheme of Delegation annually

MEMBERSHIP

The Membership shall be as defined in the instrument of governance

MEETINGS

The membership of the Governing Board is requested to attend all meetings:

A viable meeting of the governors shall require a minimum of:

- The Chair of Full Governors, Vice Chair or delegated individual
- The Headteacher or delegated individual
- The Clerk to Governors or delegated individual minute taker

Quorum shall be 50% members. Voting shall be by majority decision of the voting members.

MINUTES

- Minutes shall be taken at each meeting and circulated to all members of the governing Board
- Approved minutes will also be available for inspection by staff, parents and members of the public on request (copies held in school office)
- Meeting dates and agendas shall be notified to governors in advance , prior to meetings.

These Terms of Reference to be reviewed annually at the first meeting of the FGB.

Signed.....  Chair of Governors 15/07/21

.......... Headteacher

Reviewed: July 2021

Next Review Date: July 2022