College Road Primary School Governing Body

Terms of Reference

The Governing Body need to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives, review, agree and monitor policies, targets and priorities.

Membership: The full governing body shall consist of all eligible governors. Associate members are not governors and will be asked to withdraw for any Part II matters. Governing Body meeting minutes will be open to the public, once they have been signed and approved, except for Part II minutes. These will be available via the schools website.
Quorum: The quorum shall be 50% of filled places rounded up.
Decisions: Decisions will normally be made on a simple show of hands vote where a majority will be needed. In the event of a tied vote, the Chair or Acting Chair/Vice Chair will have a second or casting vote.
Appeals: At least three governors shall be delegated to act as an appeals committee. These governors shall withdraw from meetings where staff disciplinary matters may be discussed.

College Road Governing Body will:

- Conduct its business through seven full governing body meetings per academic year; this will include an annual Finance meeting to approve the school budget.
- Appoint or remove the Clerk.
- Elect a Chair and Vice Chair.
- Advertise appropriately any parent, staff and co-opted governor vacancies.
- Annually adopt the School improvement plan and Self-Evaluation Form.
- Set dates of GB meetings for the year ahead.
- Set school term dates for the academic years.
- Receive Headteacher reports.
- Review and monitor examination/national test results.
- Review the level of exclusions.
- Monitor attendance of pupils/staff/governors.
- Receive Curriculum reports and updates.
- Review and agree pupil performance targets.
- If required, consider the suspension of a governor.
- Review Teaching and Support staff salaries annually.
- Provide induction for new governors.
- Encourage governors to visit school and complete visit feedback forms.
- Review, adopt and monitor the procedures for dealing with complaints.
- Review, approve and adopt school policies in line with the yearly schedule.
- Annually elect governors for key responsibility areas.
- Ensure at least three governors are appointed and trained to complete the Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations.

Nominated key responsibility areas

Staff Appeals Committee - to consider staffing appeals.

Membership: The Committee shall consist of at least four eligible governors. Every governor (other than the Headteacher and staff governor) is eligible for membership. No one involved in the investigatory stage may be involved in making decisions at any subsequent disciplinary hearing. The Committee may have an advisor at all meetings. The advisor is not eligible to vote.
Quorum: Three Governors.
Meetings: The Appeals Committee shall meet on an as required basis. The employee shall be given at least seven working days' notice in writing of any hearing. All hearings shall be in private and minuted.
The employee(s) shall be entitled to attend the hearing, to be accompanied by a friend or representative if he/she wishes, to call witnesses in his/her defence where appropriate and to question any witness bringing evidence against him/her.
All relevant papers must be circulated, by all parties, to all parties, in advance of the hearing.
Chair: The committee shall agree a chair for each meeting.
Decisions: a simple majority vote shall make any decisions. The Committee shall consider its decision in private except for the presence of the clerk and committee's advisor. Private deliberations shall not be minuted. Where possible the decision of the committee shall be communicated verbally at the end of the hearing. In any case, the decision shall be confirmed in writing to the employee within 5 working days of the hearing.

Complaints Committee - to consider complaints

Membership: The Committee shall consist of at least four eligible governors.
Anyone involved in the investigatory stage or who has knowledge of the complaint through relationships may not be involved. The Committee may have an advisor at all meetings. The advisor is not eligible to vote.
Quorum: Three governors.
Meetings: The Complaints Committee shall meet on an as required basis. The complainant shall be given at least seven working days' notice in writing of any hearing. All hearings shall be in private and minuted.
The complainant shall be entitled to attend the meeting, to be accompanied by a friend or representative if he/she wishes. All parties, to all parties, in advance of the hearing, must circulate all relevant papers.
Chair: The committee shall agree a chair for each meeting.
Decisions: a simple majority vote shall make any decisions. The Committee shall consider its decision in private except for the presence of the clerk and committee's advisor. Private deliberations shall not be minuted. Where possible the decision of the committee shall be communicated verbally at the end of the hearing. In any case, the decision shall be confirmed in writing to the employee within 5 working days of the hearing.

Date reviewed and adopted: **Autumn 2024**

Date of next review: **Autumn 2024**

Signature of Chair of Governors: **S Lees**