



Nursery Hill
Primary

Full Governing Body Terms of Reference

2020-21

1 Introduction

- a) This document has been developed to clarify the responsibilities and powers of governors and staff employed at the school in respect of key aspects of the management of the School and to ensure compliance with legal requirements and where appropriate, Local Education Authority policies.
- b) The delegations set out in this scheme are delegated to specific committees and also governors unless directed or agreed by the Governing Body.
- c) Subject to clause 4 below, delegations cannot be exercised other than by the designated committee or individual unless otherwise directed or agreed by the Governing Body.
- d) The Chair, or in the absence of the Chair, Vice-Chair has power to carry out functions of the Governing Body if a delay in exercising a function is likely to be seriously detrimental to the interests of the School, a pupil at the School or their parents, or a person who works in the School. However, this power does not include matters relating to the alteration and closure of the School, a change of school category, approval of budget, disciplines policies and admissions.
- e) In the absence or incapacity of the Head Teacher, the delegations to the Head Teacher stand delegated to the Deputy Head Teacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post holder other than the Head Teacher, the delegations stand delegated to the Head Teacher unless otherwise directed or agreed by the Governing Body.
- f) Instead of exercising their delegated powers a post holder or a committee may refer the matter to the appropriate committee or Governing Body.
- g) For the avoidance of doubt, the Governing Body may, at its discretion, exercise any of the powers delegated by this scheme to a committee or post holder
- h) This document will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the Governing Body and its committees.

2 Powers to be exercised only by the Full Governing Body

The following powers will be exercised only by the Full Governing Body:

1. Co-op or appoint persons on to the Governing Body
2. Elect or remove the Chair or Vice-Chair of the Governing Body
3. Decide of the scheme of delegation of powers and responsibilities
4. Approve the changes to the School session times and dates
5. Appoint a Head Teacher or Deputy Head Teacher
6. Adopt and review the home-school agreement
7. Approve the budget
8. Approve the School policy for sex education
9. Approve the School policy for charging and remissions
10. Approve the School behaviour policy
11. Approve the School policy for Health and Safety
12. Approve the School LIP
13. Ensure that the National Curriculum is implemented
14. Ensure that religious education and daily collective worship is provided
15. Ensure a balance in the presentation of political issues in the curriculum
16. Approve staffing levels
17. To agree on a policy and protocol for Governor visits to school

3. Procedure at Governing Body Meetings

3.1 Quorum for Governing Body Meetings

- a) The quorum for any Governing Body meeting and vote is on half (rounded up to the nearest whole number) of the complete membership of the Governing Body excluding vacancies.
- b) Voting – every question to be decided at a Governing Body meeting shall be determined by a majority of votes of those governors present and voting. If there is an equal number of votes, the Chair (or person acting as Chair – provided that they are a governor) has a second and casting vote.

3.2 Minutes and Papers

- a) The Clerk shall ensure that minutes are drawn up, approved by the Governing Body and are signed by the Chair at the next meeting.
- b) Except to the extent that the Governing Body considers them to be confidential, the Governing Body will make available for inspection to any interested person a copy of the agenda, signed minutes and reports or papers considered at the meeting as soon as is reasonably practicable.

3.3 Restrictions on persons taking part in proceedings of Governing Body meetings and Committees.

The general principles are that:

- Where there is a conflict between the interests of any person and the Governing Body, that person should withdraw from the meeting and should not vote;
- In a situation where the principles of natural justice require a fair hearing and there is any reasonable doubt as to a person's ability to act impartially, he/she should withdraw from the meeting and not vote;
- Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. (The Clerk can continue to act as Clerk unless his/her own appointment, pay or disciplinary action against him/her is under consideration.

The following specific rules apply:

- A person must withdraw and not vote on his own appointment, reappointment, suspension or removal as a governor or member of a committee or as a Clerk, Chair or Vice-Chair
- A person paid to work at the School, other than the Head Teacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the School. This does not apply to general discussions about general pay policy
- The Head Teacher must withdraw and cannot vote in relation to any discussion on his/her pay or performance appraisal
- If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other Governors present at the meeting shall decide on this

4. Meetings of the Governing Body

The governing body shall meet at least once each term. These meetings are not open to the public.

To be reviewed annually.