



## Full Governing Body

### Terms of Reference: 2024-2025

#### **Membership**

The Governing Body shall consist of 12 members:

- headteacher
- 1 staff governor
- 1 LA governor
- 2 parent governors
- 7 foundation governors

The term of office for governors is 4 years – except for the Headteacher, who has no time restriction. The **Quorum** will be one half of the number of Governors in post.

#### **Terms of Reference**

##### ***The Governing Body***

###### ***Will:***

- meet once each term with additional meetings as necessary
- establish the individual committees, their function, and their terms of reference
- review committee structure, membership and attendance
- elect the Chair and Vice Chair at the first meeting in the academic year - and remove if necessary
- appoint or remove the Clerk to the Governing Body
- request staff members, other than the Headteacher, to leave the meeting when the subject for consideration is the pay, performance or discipline of any other member of staff
- determine all decisions by a majority vote of GB members present and eligible to vote

###### ***Should:***

- take a strategic role; act as a critical friend to Our Lady's School; be accountable for its decisions
- set aims and objectives and agree, monitor and review policies, targets and priorities
- provide challenge; hold the Headteacher/senior leaders to account for progress and improvement
- ensure that the school's Catholic ethos and values are reflected in its vision and aims
- make certain that the school operates within statutory safeguarding and equalities regulations
- be responsible for the appointment of the Head and Deputy Head teacher and for the regulation of staff conduct and discipline
- check that any pecuniary interests are declared by everyone present
- sign the Code of Conduct annually
- monitor school website and GDPR for compliance

###### ***Receive reports from:***

- Committee Meetings eg: Management, Standards, Admissions, Pay & Performance, HTPR
- Headteacher to include: RE, Safeguarding, SEND, Health & Safety, other
- Pupil Premium
- Sports Premium
- Educational Advisors
- Subject Leaders
- Governors

###### ***Review, approve, monitor:***

- School Improvement/Development Plan (SDP)
- Self Evaluation Form (SEF)
- Financial items requiring GB approval eg: current budget, school fund, SFVS
- Action plans formulated after a statutory Ofsted or RE inspection
- Governor skills, training, and the impact of the governing body on the functioning of the school

***Adopted:***

***Signed:***

***Chair***