



THE SHERWOOD SCHOOL
FULL GOVERNING BOARD – TERMS OF REFERENCE 2022-23

Governing Board core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Membership

The Governing Board will ensure it has sufficient governors to undertake its duties effectively and in accordance with the governor's handbook. Governors are elected or appointed in line with the instrument of governance which sets out the number and type of governors that make up the Governing Board. All governors will be appointed for a 4-year term of office, unless otherwise indicated.

Members of the Governing Board are expected to take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

Election of chair and vice-chair

The chair and vice chair will be elected for a term of office as agreed by the Board. Candidates may self-nominate at any time in advance of a vote. The clerk will take the chair for the election of the chair. Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

Meetings

- An annual calendar of dates for main and committee meetings will be set and published.
- Each meeting will include an update from the Head teacher on progress towards the SDP, academic progress, other performance data and other key information of relevance.
- The Governing Board will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed, but will meet at least once a term.

Governors will receive relevant information a week in advance of meetings to enable sound discussion and decisions to be made.

Recording the acceptance of apologies does not imply the consent of the Governing Board for a governor to be absent with regard to the Disqualification Regulations for non-attendance. Consent for absence may be granted by the Governing Board on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or the chair. The Governing Board will ensure that there is an opportunity, at least annually, for all parents who wish to do so to meet with governors.

Quorum

The quorum for all meetings of the full Governing Board is 7 governors. The meeting will not take place unless the Head teacher or her representative is present.

Delegation

In addition to responsibilities retained at Governing Board level by Regulations, the Governing Board will not delegate:

- Approval of the school development plan
- Approval of the first annual budget in each financial year
- Approval of statutory and other key policies

School Improvement

The Governing Board will be actively involved in the planning and agenda for school improvement, and will contribute to the strategic development of the school.

The governors will consider a variety of internal and external information and use this to inform decision making.

Governors will visit the school regularly to review progress against the School Development Plan in key curriculum areas.

COMMITTEE FUNCTION

There are two main committees –the Business Committee and Teaching, Learning and Community Committee. Each of these has its own terms of reference, reviewed each year by the committee, and then submitted to the full Governing Board for approval. There is also a Pay Committee, the terms of reference of which are reviewed each year by the full Governing Board.

OTHER COMMITTEES AND PANELS

The following committees and panels will be formed from members of the full Governing Board when and if the need arises.

STAFF GRIEVANCE COMMITTEE

Membership: Three governors

Quorum: Three.

1. To consider matters relating to staff grievance in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.

PUPIL DISCIPLINE COMMITTEE

Membership: Three governors

Quorum: Three.

1. In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

APPEALS COMMITTEE

Membership: Three governors

Quorum: Three.

1. To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures.
2. To hear appeals against decisions by the Headteacher in relation to staff discipline and dismissal.
3. To make any determination or decision under the Governing Board's Complaints Procedure.