



Governing Body of East Sheen Primary School  
Terms of Reference for the Full Governing Body (FGB)

**Remit:** The Governing Body has three 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 effective and efficient performance management of staff; and**
- **Overseeing the financial performance of the organization and making sure its money is well spent**

**Functions:**

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To advise all parents of any parent governor vacancies, all staff of any staff governor vacancies and to appoint community (co-opted) and LA governors \*
- If required, to consider the suspension of a governor \*
- To establish the committees of the Governing Body and their terms of reference
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals \*
- To review annually the delegation of functions and committee structure \*
- To appoint or remove a Clerk to the Governing Body\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
- To set dates of meetings for the year ahead
- To note term dates for the academic year and agree occasional days
- To receive Headteacher reports at least three times a year
- To review and monitor pupils' achievement and progress, including national test results
- To monitor attendance of pupils, staff and governors
- To monitor the level of exclusions
- To approve the first formal budget plan of the financial year
- To review, approve and monitor the School Development Plan and the School Self Evaluation
- To review and approve such statutory polices as are required by the current regulations
- To ensure that sufficient governors are trained to fulfil all statutory responsibilities
- To arrange induction for new governors
- To arrange appropriate training for all governors
- To maintain and update a file of declarations of interests.

**\*May not be delegated to a committee or individual**

**Membership:** As per the Instrument of Government. Disqualification for membership will be as set out in regulation 17 and Schedule 4 to the School Governance (Constitution) (England) Regulations 2012. A Chair and Vice Chair of the Full Governing Body will be elected annually.



### **The Role of the Chair of the Governing Body:**

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Richmond-upon-Thames LA delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

### ***Disqualification - the Headteacher, Staff Governors, Staff Members***

### **The Role of the Clerk to the Governing Body:**

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body;
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers;
- To convene meetings of the Governing Body;
- To attend meetings of the Governing Body and ensure minutes are taken;
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body;
- To give and receive notices in accordance with relevant regulations;
- To perform such other functions as may be determined by the Governing Body from time to time.

### ***Disqualification - Governors, Associate Members, Headteacher***

### **The Role of the Chair of a Committee:**

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements;
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

### ***Disqualification - Headteacher***

**Quorum:** To be quorate the meeting shall consist of **one half of the membership**, excluding any vacancies, rounded up to the nearest whole number. The meeting will not take place unless the Headteacher or her representative is present.



Associate Members are **not** included in the quorum of the FGB and **do not** hold voting rights on FGB matters. Associate Members **are** included in the quorum of their sub committee and **do** hold voting rights on matters within their sub committee.

**Meetings:** The committee will meet at least three times a year. Minutes shall be recorded by the Clerk to the Governors when available, otherwise by members of the Governing Body in rotation, excluding any governors who are members of staff. Minutes will be distributed within 14 days of the meeting.

### **Policies**

**The FGB will approval the following polices/documents:**

Child Protection and Safeguarding Policy

Pupil and Sport Premium Impact Report and Strategy

Scheme of Delegation

School Development Plan

Schools Financial Value Standard (SFVS)

School Self Evaluation Plan (SEF)

SEN Information Report and SEN Policy

Staff discipline, Conduct and Grievance

Supporting Pupils with Medical Conditions

Adopted by the Governing Body: 22/10/19

**Next review date: October 2020**