

Cledford Gainsborough Primary Nursery School

Full Governing Body

TERMS OF REFERENCE 2018-19

The Governing Body needs 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 and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Body will:

1. Hold at least 3 meetings per year
2. Appoint or remove the clerk
3. Elect a Chair and Vice Chair
4. Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
5. Annually adopt the SEF or similar monitoring document
6. Set dates of meetings for the year ahead
7. Note term dates for the academic year and agree the occasional days
8. Receive Headteacher reports
9. Review and monitor examination/national test results
10. Review the level of exclusions
11. Monitor attendance of pupils/staff/governors
12. Review, adopt and monitor a Freedom of Information Policy
13. Set pupil performance targets
14. If required, consider the suspension of a governor
15. Provide induction for new governors
16. Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
17. Review, adopt and monitor the procedures for dealing with complaints from parents/carers
18. Review, approve and monitor the School Improvement Plan
19. Annually elect governors for the following responsibilities:- Safeguarding, Looked After Children, Child Protection and Health and Safety
20. Ensure at least 2 governors are appointed and trained to complete the Headteacher's Performance Management
21. Maintain and update annually a file of pecuniary interest declarations

22. Review, adopt and monitor a governors' expenses policy and curriculum policy
23. Review annually the delegation of functions and committee structure
24. Organise and/or support and training for governors

Quorum: The quorum shall be one half (rounded up to a whole number) of the complete membership of the governing body, excluding vacancies.

Meetings: The Governors will meet at least once each school term.