



## **GADE VALLEY PRIMARY SCHOOL**

### **Terms of Reference and Constitution for the Governing Body**

#### **Function of the Governing Body**

The primary purpose of the Governing Body (GB) is, in the role of 'critical friend' to the school, to support the Headteacher in:

- Determining the strategy and direction of the school through the School Development Plan (SDP)
- The proper implementation of statutory requirements
- The monitoring and evaluation of performance.

The task is to govern by focussing on:

- Strategic Leadership
- Holding the Headteacher to account
- Ensuring the school's resources are used effectively.

To facilitate this the GB:

- Will determine and implement the necessary and appropriate committee structure, if appropriate
- Approve the format of each committee, if appropriate
- Appoint a Chair for each, if appropriate
- Review at least annually the terms of reference for each committee, if appropriate.

In its role as employer, the GB will be responsible for the appointment of staff through the agreed recruitment procedures.

#### **Role of the Governing Body**

- To agree constitutional matters, including procedures where the GB has discretion
- Holding at least three meetings per year
- Electing a Chair and Vice Chair
- Appointing or removing the Clerk
- To decide which functions of the GB will be delegated to committees, groups and individuals
- To decide which functions of the GB will be delegated to committees, if appropriate
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the GB is necessary

- To approve the first formal budget plan of the financial year
- To agree Headteacher's Performance Management objectives and follow these procedures:

The delegated Governors, may award up to 1 point without seeking approval and anything exceeding this would normally have to go to the FGB to approve.

The actual salary should never be discussed if approval is at an FGB meeting, it would simply be a case of the delegated member making the suggestion to appoint x points based on .....(the reasons would need to be in line with the pay and appraisal policy) and governors will be asked to agree.

- To keep the Health and Safety policy and its practice under review and to make revisions where appropriate
- To receive at least annually a report on the Safeguarding of Children
- To agree, each September, the priorities, the program of work and calendar of meetings for the GB and its committees for the school year, based on the SDP, financial and staffing issues and communicating this with parents
- To oversee arrangements for governor involvement in formulating and monitoring the SDP each May
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- Monitoring attendance and exclusions
- Arranging the appointment and induction of new governors.

### **Designated Lead Role Governors for 2024/2025**

Co-Chair of Governors	Gill Hurt & Ian Briscoe
Vice Chair of Governors	Maureen Barton
Safeguarding Governor	Gill Hurt
Health & Safety Governor	Richard Punter
SEN Governor	Maureen Barton
Pupil Premium/Sports Premium Governor	Katie Reading

### **GB Meetings**

Notice of meetings and an agenda are to be given to GB members at least 5 working days in advance of a meeting.

Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.

If a non-Governor attends for a specific item or reason, they will not have any voting rights.

A quorum of 5 voting members is necessary to run a meeting but decisions are to be taken on a majority of eligible voting members. If neither the Chair, nor vice Chair, are available for a meeting the Clerk should discuss with the Chair (or, in his/her absence, the Vice Chair) to

see whether the meeting should proceed or be re-arranged. If neither the Chair nor Vice Chair are available and the meeting proceeds, then attendees should appoint their own chair for that meeting.

Members of staff who are Governors have voting rights in all areas other than those relating to pay, performance management and related decisions.

In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.

Draft minutes will be prepared by the Clerk, approved by the Chair of the meeting and circulated to GB members as soon as practicable; the aim would be within seven days.

Meetings will not be open to the public but minutes will be published except for Part II minutes which are of a confidential nature.

Meetings will be clerked by the Clerk to Governors. In the absence of the Clerk, the meeting shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).

### **Governor Skills and Behaviours**

All Governors must act with collective responsibility in the best interests of the pupils of Gade Valley Primary School.

All Governors will support the school and fulfil their role by:

- Using their skills and maintain personal development
- Attending and participating at meetings
- Finding time to come into school so that they can give better informed advice at meetings
- Working with teachers to provide advice, support and information on agreed lead subjects
- Keep up-to-date with current school and wider educational issues.

All Governors must complete the National Governors' Association (NGA) skills audit which recommends that every Governor must have the following skills or attributes:

- Commitment to improving the education of all pupils
- Ability to work in a professional manner as part of a team and take collective responsibility for decisions
- Willingness to learn
- Commitment to the school's vision and ethos
- Basic literacy and numeracy skills
- Basic IT skills (word processing and email)

## **Governing Body Constitution**

The constitution was set in 2015 and became effective from 1 July 2015. The GB will consist of 10 members to be made up as follows:

- The Headteacher
- 2 Parent Governors
- 1 Staff Governor
- 1 Local Authority Governor
- 5 Co-opted Members

The Chair and the Headteacher will work together to appoint new Governors when required. Associate Governors may be appointed to support the existing GB and committees; Associate Governors will be appointed by the GB as required but do not have a vote.

Prospective new Governors will be invited to complete the specifically designed application form along with the NGA skills audit for consideration.

## **Structure of Committees**

For the current year (2025/2026) there will no sub-committees.

## **Committee Meetings**

Notice of meetings and an agenda are to be given to committee members at least 4 working days in advance of a meeting.

Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions. Any member of staff other than the Headteacher, should not attend when the subject for consideration is pay, performance or discipline of any other member of staff.

Membership should be not less than four governors appointed by the GB plus any Associate members appointed by the GB to the committee.

If a non-Governor attends for a specific item or reason, they will not have any voting rights.

A quorum of 3 voting members is necessary to run a meeting but decisions are to be taken on a majority of eligible voting members. If the Chair, is not available for a meeting the Clerk should discuss with him/her to see whether the meeting should proceed or be re-arranged. If the Chair is not available and the meeting proceeds, then attendees should appoint their own chair for that meeting.

Members of staff who are Governors have voting rights in all areas other than those relating to pay, performance management and related decisions.

In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.

Draft minutes will be prepared by the Clerk, approved by the Chair of the meeting and circulated to committee members as soon as practicable; the aim would be within seven days.

The draft minutes of will also be circulated with the agenda for the next ordinary meeting of the full GB and will be presented at that meeting by the Chair (or in his/her absence, another Governor who attended that meeting and, preferably, one who is not a staff member).

Meetings will not be open to the public but minutes will be published except for Part II minutes which are of a confidential nature.

Meetings will be clerked by the Clerk to Governors. In the absence of the Clerk, the meeting shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).

Committees should meet at least three times in each school year, preferably prior to ordinary full GB meetings.

Committees must act on matters delegated by the full GB, liaise and consult with other committees where necessary. Each Committee is responsible for ensuring the strategic development and monitoring of the areas of school activity and life which fall within its delegated remit (as outlined in its terms of reference).

Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Safeguarding are delegated to specific committees, all committees should consider relevant aspects of these.

A committee may make recommendations to the GB for the appointment of Associate Governors.

The Finance and Premises committee will review the policy and schedule of Financial and Premises responsibilities and delegations each autumn.