



Governing Body

Terms of Reference

Introduction

This document outlines the key roles, responsibilities and structure of the Governing body of Gunthorpe C of E Primary School. It is not meant to be exhaustive in its content, rather giving a summary of the main topics.

Purpose

According to the Department for Education there are three key responsibilities of the Governing Body:

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

Key Responsibilities

The Governing Body has other key responsibilities which are to:

- Carry out statutory duties, such as safeguarding, and understand the boundaries of their role as governors
- Ensure that they and the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the

community, to prepare children and young people positively for life in modern Britain

- Ensure clarity of vision, ethos and strategic direction, including long-term planning
- Contribute to the school's self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact of their own work
- Understand and take sufficient account of pupil data, particularly their understanding and use of the school data dashboard
- Assure themselves of the rigour of the assessment process
- Are aware of the impact of teaching on learning and progress in different subjects and year groups
- Provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, scrutinising appropriate data.
- Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics
- Ensure solvency and probity and that the financial resources made available to the school are managed effectively
- Provide support for an effective headteacher
- Engage with key stakeholders
- Be transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

Membership

1. Governors

The Governing Board of Gunthorpe C of E Primary School consists of 12 positions as follows:

6 foundation governors – appointed by the Diocese

1 foundation governor vacancy (kept open for an ex officio governor)

2 Parent Governors Governor (elected by parents/carers)

1 Staff Governor (elected by staff)

Head Teacher (HT)

Co-opted Governors (as required)-

There are currently no co-opted governors (appointed by the Governing Body).

2.Terms of Office

Governors hold their post for a four-year term.

Governor eligibility, forthcoming post ending dates, current vacancies & other current details will be reviewed termly

The appointment to the post of Clerk is agreed annually at the first GB meeting of the Autumn Term.

3.Members Details

The Governing Body maintains the following records about its members:

- Personal contact details
- Link Governor appointments
- Governors Pecuniary/Business Interest declarations
- Disclosure & Barring Service (DBS) check number
- Confirmation of Eligibility declarations

Chair & Vice Chair

It is the responsibility of the Governing Body to appoint a Chair & Vice-Chair in one of the Autumn term meetings each year.

The Governing Body is also empowered (by following due process in line with advice from the Trust and governor services) to remove the incumbent Chair and Vice-Chair during the term of office should the Governing Body consider this action appropriate.

Clerk to the Governing Body

It is the responsibility of the Governing Body to:

Appoint a Clerk to the Governing Body at the start of the Autumn Term, or re-affirm the appointment of the existing Clerk.

- Remove the incumbent Clerk during the term of office should the Governing Body consider this action appropriate and appoint a replacement Clerk to cover the end of the outgoing Clerk's current term.

- Appoint a replacement Clerk at the next full meeting of the Governing Body if the Clerk resigns during the one-year term. This Clerk will hold the post until the end of the existing term of office.

The post of Clerk cannot be held by any of the existing Governors including the Head Teacher. In the absence of the Clerk, a meeting may be minuted by one of the attending Governors, but not the Head Teacher.

Meetings

1. Conduct

Attendees: All Governors are expected to attend GB meetings. Other invites to GB meetings are issued at the discretion of Chair of Governors.

Apologies: Apologies must be made in advance; Governor apologies will be considered at the GB meeting and accepted if agreed by the majority of attending Governors

Quorum: A GB meeting can proceed when at 3 Governors are in attendance as long as no more than 1 of the 3 are staff.

Chairing the meeting: The Chair of the GB will chair GB meetings unless they delegate the task to another Governor. In the unplanned absence of the Chair, the Vice-Chair will officiate at the meeting.

Decisions: The GB will generally make decisions by consensus. Where voting is applied to the decision-making process, unless otherwise decided by the GB beforehand, the outcome of any vote will be determined by a majority of greater than 50%. In the event of a tied vote the Chair of the meeting has a deciding second vote or the right of veto.

Pecuniary/business Interest: The *“Standing Order for the Declaration of Pecuniary / Business Interests”* applies.

Confidentiality: All items discussed at GB meetings are confidential to the Governors until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting. Confidential items will be minuted separately.

Electronic Attendance: Any Governor will be able to participate in meetings of the Governors by telephone or video conference provided that the governor participates in the whole agenda

item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

Frequency

As a minimum, the Governing Body meets as follows, exceeding its legal obligations to meet 3 times a year. This GB follows the circle model of governance and has no committees other than for pay and appraisal. All governors attend all usual meetings. There are 6 full governing body meetings per year.

At the start of the academic year the GB holds an extraordinary meeting to look at school development and improvement planning and priorities for the coming year. Each Governor will be allocated a school improvement area of the plan to monitor and report on for that year as well as other link areas as appropriate.

Meetings:

- SDP Planning meeting
- Autumn Term Meeting 1
- Autumn Term Meeting 2
- Spring Term Meeting 1
- Spring Term Meeting 2
- Summer Term Meeting 1
- Summer Term Meeting 2

Extraordinary meetings can be called, as required.

Agenda

The agenda is prepared by the Chair in partnership with the HT and Clerk and will incorporate all matters arising from the previous meeting. Any items submitted by other governors for consideration must be sent to The Chair and Clerk 1 week prior to the FGB meeting to ensure inclusion in the agenda. The agenda will normally alternate in its focus between teaching and learning and finance.

1. Minutes

Minutes are taken at the meetings by the Clerk or by a Governor. The draft is checked by chair and HT, and minutes issued to governors. Minutes are approved at the following meeting and signed by the Chair or Vice Chair.

At each FGB meeting there is a facility for a Part 2 meeting. The type of things in part 2 include – confidential items where student or staff names might be revealed; additionally, time-sensitive items, which are confidential now, but might be public in future. Part 2 minutes are not published.

Statutory Responsibilities

There are 7, namely (some areas are covered by the Trust):

Special educational needs and disability (SEND)

Pay

Admissions

School statement of behaviour

Staff discipline, capability and grievance

Child protection

Supporting pupils with medical needs.

Delegation of Responsibilities

The Governing body may delegate any of its functions (with the exception to those listed below) to:

- A working group.
- Any governor other than a governor who is the head teacher.
- The head teacher, where the function being delegated does not directly concern the head teacher.

Where the governing body has delegated functions, this does not prevent the governing body from exercising those functions.

The governing body must review annually the functions they have delegated.

The governing body may not delegate the following functions to an individual, although they can be delegated to a committee.

- Approval to the first formal budget plan of the financial year
- Suspension of governors
- Permanent exclusion of pupils

Any individual or committee with delegated responsibility must report to the governing body advising of all actions taken or decisions made relating to that delegated function.

Retained Responsibilities of the Governing Body

The following responsibilities remain the responsibility of the whole governing body.

- Review and document approval of all delegation arrangements in line with the Trust's scheme of delegation.
- Review the structure of the GB annually.
- Review the purpose and delegated authority of any Working Parties annually.
- Annually appoint the following Link Governors:
 - SEND
 - Pupil Premium and Sports Premium
 - Training & Development
 - Safeguarding
 - Health & Safety

Together with the Senior Leadership Team set the strategic direction of the school:

- Together with the Senior Leadership Team set the school's vision, mission, values, ethos & priorities in line with strategy
- Determine the standards of conduct for the entire school community.
- Contribute to, approve and review the school's Self Evaluation Form (SEF)
- Review & approve the School Improvement/Development Plan (SDP)
- Review & approve all statutory School Policies. Non-statutory policies are delegated. Trust policies are already approved.
- Monitor admissions, admission appeals & pupil number trends

- Monitor the Equality Policy to ensure that it is compliant with current legislation and fully implemented within the school.

The Governing Body also has responsibilities towards its own members:

- Provide induction for new governors
- Ensure provision of CPD to governors by providing support and training including safeguarding training.
- Facilitate governors' visits to school
- Undertake Governor skills audit and review governance effectiveness
- Advertise Parent Governor vacancies to parents & Staff Governor vacancies to staff
- Appoint Governors as vacancies arise.

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