

THE POCHIN SCHOOL
FULL GOVERNING BODY
TERMS OF REFERENCE

MEMBERSHIP

- The governing body shall consist of a minimum of 10 governors and a maximum of 14 governors
- 4 - 6 Co-opted governors
- 4 - 5 Parent governors
- 1 - 2 Staff governors
- Headteacher

QUORUM

- One third of total governor numbers, rounded up to a whole number, to a minimum of three
- For a meeting called to remove a governor or Chair of governors the quorum shall be two thirds, rounded up to a whole number

MEETINGS

- Three meetings a year, or more frequently as may be required. One meeting to take place during the Autumn term, one in the Spring term and one in the Summer term

CHAIR AND VICE-CHAIR

- The Chair and Vice-Chair will be elected every two according to the Bradgate Education Partnership Local Governing Body Terms of Reference at the first meeting of the academic year.

TERMS OF OFFICE

- The term of office for all governors will be 4 years with the exception of the headteacher where this time limit does not apply
- Parent and staff governors must be elected into office
- Co-opted governors will be co-opted on to the governing body

CLERK

- The governing body will be responsible for appointing a clerk

ATTENDANCE

- Governors are expected to attend all governing body and committee meetings
- Apologies for non-attendance must be made in advance and the governing body must decide whether to accept the apologies and record this in the minutes
- A governor shall cease to hold office if absent without permission of the governors from all their meetings held within a period of six months and the governors resolve that that their office be vacated. This does not apply to the head teacher.

VOTING

- A resolution is passed by a majority of those present
- The chair has a casting vote if there is a tie
- Voting by proxy will not be admissible

COMMITTEES

There will be committees to cover the following areas:

- Education
- Finance
- Health & Safety

- Performance Management of the Headteacher
- Human Resources
- Complaints
- Discipline / Capability / Grievance / Exclusions
- Appeals

DESIGNATED GOVERNORS

There will be designated governors to oversee the specific responsibilities of:

- Special Needs
- Training and Development
- Safeguarding

CODE OF CONDUCT

- All governors are required to sign and abide by the governor’s code of conduct

SKILLS AUDIT

- All governors are required to complete a skills audit
- The skills audit will be reviewed annually

DECISION PLANNER

- The governor’s decision planner explains the delegation of responsibilities within the governing body
- The decision planner will be reviewed annually

TERMS OF REFERENCE

- Terms of reference will be reviewed annually at the first meeting in the academic year of the full governing body

DECLARATION OF INTERESTS

- Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from any meeting

TRAINING

- In line with the recommendation of the Governor Training and Development Programme it is recommended that all governors should complete the following training courses within the first 2 years of office
 - Governor Visits
 - Induction Training for New Governors
 - Safeguarding Children

And that according to the Bradgate Education Partnership Local Governing Body Terms of Reference each governor attends at least two training events each academic year.

The full governing body agreed these terms of reference on.....

Signature:.....

Renewal Date:.....