Full Governing Body
Terms of Reference
Flat Governance Model

The Governing Body will operate at all times in accordance with the Education Act 2006, the School Governance Regulations and all other relevant and subsequent legislation and will review these Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body:

1. Membership and Quorum

1.1. The Governing Body **(GB)** shall comprise all governors and the Headteacher **(HT).**

1.2. The quorum is half the elected GB. If attendance at the meeting is predicted to be lower, it must be rearranged to a date when it will be quorate. If the meeting is not quorate, those attending could decide to still meet but this would be for discussion and information only as no decisions, requiring voting, could be made.

1.3. All meetings of the GB will be minuted by a Clerk (usually paid professional), who has no voting rights

2. Chair and Vice-Chair

2.1. The term of office of the Chair and Vice-Chair will be one year. Elections will be held at the first GB meeting of the academic year, with the appointment becoming effective from 31 October (to allow a fair period of handover if required). If the Chair has to step down for any reason before their term of office is complete, the Vice-Chair will deputise until an election has been held to appoint a successor. The Vice-Chair will arrange for the election to be held as soon as possible, and the appointment will become effective immediately

2.2. If both the Chair and the Vice-Chair resign, or have to relinquish their offices for any reason, the Clerk will convene a special meeting of the GB as soon as possible to elect successors. Their appointments will become effective immediately.

2.3 . Nominations for the positions of Chair and Vice-Chair should be notified to the Clerk in writing one week before the meeting. Governors may nominate themselves, or others. Additional nominations may be made at the start of the meeting. The Clerk will acknowledge the nominations and list the names on the agenda.

2.4. Voting for the Chair and Vice-Chair will be by confidential written ballot. The candidates will not be entitled to vote. Those standing for election if more than one candidate should withdraw from the meeting and a written ballot will be carried out.

3. Governing Body Meetings

3.1. The GB will set the dates for its meetings for the next school year at the last meeting of the summer term.

3.2. Meetings will normally be held at regular intervals throughout the academic year. A minimum of 9 meetings to be held in each academic year.

3.3. Meetings will be targeted as 2 hours 30 minutes. Where the business has not been completed within the agreed time, governors present will agree either to (a) continue the meeting for a specified extension of time in order to complete the business, or (b) agree arrangements to finalise the outstanding business, including reconvening the meeting as soon as practicable or (c) agree to defer specific items on the agenda to a subsequent GB meeting or (d) resolve electronically e.g. via email.

4. Agenda Items

4.1. The Clerk will consult the Chair and the HT when preparing the Agenda.

4.2. As a Church aided school, the first agenda item of all GB meetings should always be a moment for quiet reflection and a prayer.

4.3. Any governor may place an item on the agenda by writing to the Clerk giving at least one weeks' notice. The Clerk will include the item unless it is inappropriate for procedural or technical reasons.

4.4. Papers that governors will need to consider will usually be distributed with the agenda.

4.5. Requests for Any Other Business must be notified to the clerk at least three working days before the meeting.

4.6. Questions regarding any reports circulated with the agenda may be raised and dealt with at the meeting.

5. Attendance

5.1. The time of arrival and departure of any governor not in attendance throughout the entire meeting will be recorded in the minutes.

5.2. The Clerk will advise the Chair of any attendance concerns from members of the GB and if appropriate the relevant procedures (set out in the DfE Governor's Handbook) will be invoked.

5.3. In the absence of the HT, the Deputy Headteacher will attend in his / her absence. The Deputy Headteacher will not have a vote unless appointed as Acting Head Teacher in the long-term absence of the HT or as an officially elected ~~staff~~ Governor in their own right.

5.4. The Deputy Headteacher will be invited to attend every meeting of the GB as an observer or co-opted (unless he / she is an officially elected Governor in their own right.)

5.5. The Business Manager will attend meetings for the time necessary to deal with those matters for which he/she is responsible.

6. Information

6.1. Significant correspondence addressed to, or relevant to the GB, will be reported to each meeting, for information or action as appropriate. The Chair, Clerk and / or HT will take appropriate action on correspondence received, giving a report on any urgent already action taken.

6.2. The GB will agree who will write letters and make public statements on its behalf, either generally or on specific issues.

6.3. The HT will provide a written report for one meeting of the GB each term. This will be made available to the Clerk for distribution with the agenda for the meeting

6.4. Where information required by the GB is not readily available, a reasonable date will be given for its production.

7. Responsibilities of the Governing Body

7.1. The GB will be responsible for ensuring that the duties and activities are carried out in a diligent and timely manner.

7.2 . The GB will review and approve the Policies listed in the Policies Schedule according to the frequency specified and ensure that they are being effectively implemented by the School by means of regular monitoring visits.

7.3. The GB will appoint a Lead Governor to perform and report on those duties listed in the Lead Governor Role Document that have been assigned to him/her. In performing his/her duties, the Lead Governor may liaise with the HT or relevant members of staff as appropriate. The Lead Governor will submit reports to the GB in accordance with the dates set out in the Calendar of Business/Governor Monitoring Schedule, or when requested to do so,

or when the Lead Governor considers that the GB need to make a decision on any matter. The GB will monitor the timeliness of reporting and performance of the duties of each Lead Governor.

7.4 Lead Governors will be appointed at the first meeting of the GB to be held after the start of the academic year. Governors will be invited by the Chair to serve as Lead Governors based normally on their professional training, work experience, or their personal aptitudes, or they may volunteer to do so. The appointments will be minuted by the Clerk.

7.5. The Lead Governor will also review those Policies listed that fall within his/her assigned area of responsibility in conjunction with the relevant member of staff, recommend any changes that he/she considers necessary, and submit them to the GB for approval.

8. Decisions and Delegation

8.1. Except where a secret ballot is specifically required by the Regulations, decisions will ordinarily be made by a majority consensus unless one or more governors requests a secret ballot.

8.2. From time to time, the GB may delegate duties to Working Groups and to individuals, including the Head Teacher, to provide information and recommendations for the Governing Body on specific issues.

8.3. The GB will keep arrangements for the delegation of its functions under regular review and will give detailed consideration to these terms of reference, and the appointment of Lead Governors at the first or second meeting after 1 September in any academic year.

8.4. The Chair of each of the Working Groups will be appointed by the members of those Working Groups.

8.5. The GB will determine when the Working Groups will submit their reports.

8.6. A resolution to rescind or vary a resolution carried at a previous meeting of the Governing Body shall not be considered at a meeting of the GB unless the proposal to amend the decision is a specific item of business on the agenda for the meeting.

8.7. The GB will determine the level of delegation to the HT for day-to-day operational expenditure. The limit is currently set at a maximum of £3000 cumulative expenditure on a specific project or an item outside the agreed budget

9. Minutes of Governing Body and Committee Meetings

9.1. Any dissenting views will be recorded in the minutes of the meeting at the request of the governor(s) concerned or if that is the wish of one or more governors present.

9.2. Copies of the draft Minutes, once approved by the Chair, will be available, in Governors online storage online, to all members of the GB, or Committee, within 5 working days of approval.

9.3. The Minutes (excluding any items which are agreed by the GB to be confidential and as such will form a separate document to the main minutes) will be published on the school website following final approval at the subsequent GB Meeting.

10. Associated Committees

10.1. Headteacher's Performance Management Committee: assessment and monitoring of the Headteacher's performance.

10.2. Pay Committee: Makes pay decisions based on recommendations from the Headteacher and from the Headteacher's Performance Management Committee.

Date agreed and signed by the FGB Review date September 2026

Chair of Governors signature E. M. Wagner **Date …September 2026……**