

An Baya Primary Schools Federation



TOGETHER WE CAN MAKE A DIFFERENCE

Terms of Reference

The Governing Board 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 agree, monitor and review policies, targets and priorities

Terms of reference:

- To appoint the Chair of any committee (if not delegated to the committee itself)
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- Any items which individual Governing Boards may wish to include

Disqualification – The following functions CANNOT be delegated to an individual:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions
- The Suspension of Governors

The Governing Board cannot delegate any functions relating to:

- The constitution of the Governing Board (unless otherwise provided by the Constitution Regulations 2012)
- The appointment or removal of the Chair and Vice-Chair
- The delegation of functions • The establishment of committees

- Staffing matters unless otherwise provided by the School Staffing (England) Regulations 2009
- Making and reviewing a written statement of principles which the Headteacher must have regard to when determining the behaviour policy

1. Membership

The FGB will be made up of:

The Governing body shall consist of:

- i) Parent Governors x 2**
One parent governor from St Mary's C of E (VA) Primary School
One parent governor from Madron Daniel (St Maddern's) C of E (VA) Primary School
- ii) 2 staff governors** comprising the Executive Head teacher and the Staff Governor
- iii) Local Authority Governor**
- iv) Foundation Governors x 7**
Ex Officio Foundation Governor – the team rector of Penlee Cluster Churches
Ex Officio Foundation Governors – the incumbent of Madron Parish Church, Madron
Foundation Governor – a representative from the Daniel Trust
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor

In accordance with the School Governance (Federations) (England) Regulations 2012 the number of Foundation Governors must outnumber the number of other Governors by 2.

The total number of governors is 12

- A suitably experienced Chair and Vice Chair will be elected from within the FGB membership, on an annual basis
- The term of office for all Governors will be 4 years – a staff Governor will only hold office for as long as they work for the school. Parent Governors whose Child(ren) leave the school may continue to hold office until the end of their term if they so wish.

- Subject to remaining eligible, members may be re-appointed or re-elected at the end of their term. Any LGB member seeking re-appointment/election will need to ensure they are able to demonstrate their positive impact on the work of the LGB.
- Governors will cease to hold office if absent without permission from all meetings held within a period of 6 months.

2. Meetings

The FGB full board will meet 6 times per academic year.

The committees:

- Finance, Premises and Personnel Committee 6 times a year
- Standards and SIP Committee 3 times a year
- Admissions Committee 2 times a year

Additional or more frequent meeting may be held as circumstances require such as training needs, or at the request of the Trust Board.

The location of meetings will be determined in advance and Governors can join in person or virtually.

The FGB will operate with 4 committees:

- Admissions
- Finance, Premises and Personnel
- Standards and SiP 3 times a year

Terms of reference for these committees can be found in appendix 1

All meetings will be scheduled by the Clerk to the FGB and agendas will be set in conjunction with the Clerk, Chair and Headteacher.

Attendance at the FGB meetings will be published on the school websites.

The Governors may terminate the appointment of any FGB member whose presence or conduct is deemed by the Governors not to be in the best interests of the academy or Trust. This is in line with the requirements of the Governors Code of Conduct.

3. Delegated Permissions

In the event of a need to make urgent decisions between meetings, the Chair of the FGB, in consultation with the Headteacher will take appropriate action on behalf of the FGB. The decisions taken and the reasons for the urgency will be minuted and explained fully at the next meeting.

The Chair of the FGB is authorised to invite attendance at its meetings of persons to assist or advise on a particular matter or range of issues.

All FGB Governors must be aware of and act within the remit of the delegated responsibilities afforded to them by the Scheme of Delegation Authority.

4. Quorum and Voting

The quorum for FGB full board meetings shall be 40% of the total number of Governors (rounded up to a whole number and for committee will be

If a meeting cannot be held or cannot continue due to lack of a quorum during the meeting, the Chair will determine the time and date at which a further meeting will be held and will direct the Clerk to convene the meeting accordingly. The clerk will be expected to monitor quorum throughout the meeting and note the timings in the minutes.

It is generally expected and encouraged that decision making by the FGB should be by consensus and FGB members recognise a collective approach to decision making. However, it is recognised that there will be occasions where a formal vote is necessary. FGB members shall have one vote each, where there is an equal division of votes, the chair of the meeting shall have the casting vote.

This is subject to any member of the FGB having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the FGB. In such cases the governor must declare their interest for the particular item and must not vote on or be present for the vote on that item.

No resolutions or decisions may be rescinded or varied at subsequent meetings unless these have been incorrectly recorded by the clerk or unless variation is a specific agenda item at a subsequent meeting.

5. The role of the Clerk

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

The Clerk shall be appointed by the FGB and shall attend and service meetings, including circulating the agenda and papers before each meeting and preparing the minutes. The Clerk will be responsible for the provision of advice, guidance and support.

The Clerk will circulate an agenda, papers and any joining instructions to every LGB member at least 7 full days in advance of the meeting.

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded by the Clerk in the minutes, these will be circulated as soon as possible after the meeting.

In the absence of the Clerk the FGB will approve a replacement for the meeting. This cannot be one of the staff governors.

6. Conflicts of Interest

A Governor who has a duty or personal interest which conflicts or may conflict with their duties as a member of the LGB shall disclose that fact to the FGB as soon as they become aware of it.

They also should notify the Chair at the start of any meeting where that conflict relates to an agenda item.

A Governor must remove themselves from any discussions in which it is possible that a conflict will arise between their duty to act solely in the interests of the school and any duty or personal interest. This includes both actual and perceived conflicts of interest or where their loyalty or objectivity could be called into question.

Any Governor who is also an employee of the Trust shall withdraw from that part of any meeting of the LGB at which his/her remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Clerk must also withdraw if their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Clerk shall ensure that Governors interests are kept up to date on the school website in line with the DfE publication of interests guidance.

7. Individual Governor Roles

Individual Governor roles will be assigned to Governors, aligned with their skills, areas of interest and capacity. These are detailed in the An Baya Governor Handbook.

