



Terms of Reference

HEDGEWOOD PRIMARY SCHOOL

Weymouth Road, Hayes, UB4 8NF (020 88456756)

HEDGEWOOD SCHOOL GOVERNING BODY TERMS OF REFERENCE FOR THE GOVERNING BODY

Regulations

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Regulations 18,19,20,21, 22, 23, 24, 25, 26.

Membership

There shall be **12** members of the **Hedgewood School Governing Body**.

Made up of:

- 4 Parent Governors
- 1 Local Authority (LA) Governor
- 1 Staff Governor
- 2 Co-headteacher's
- 5 Co-opted Governors

Clerk to the Governing Body

The governing body appoints the Clerk to the Governors.

The Clerk is **Kate Boulter**.

The Clerk appointed to the Governing Body must:

- (a) Convene meetings of the Governing Body
- (b) Attend meetings of the Governing Body and ensure that minutes of the proceedings are drawn up;
- (c) and perform such other tasks with respect to the Governing Body as may be determined.

Quorum and Voting

1. State clearly who has voting rights (consider any afforded to Associate Members)
2. The quorum for any meeting must be determined by the Governing Body but must not be less than 50% of the Full Governing Body.
3. The Chair of Governors will have a casting vote.
4. No vote on any matters may be taken if less than 50% are present.
5. Every question to be decided at a meeting of the Governing Body must be determined by a majority of the votes of the members of the Governing Body that are present and voting on the question.
6. Voting/ratifying can also be deferred to majority emails from the Governing Body members.

Meetings

1. Held in The Family and Training Centre – Hedgewood School
2. Extraordinary meetings can be called outside the set calendar in Emergency situations by the Chair, Vice Chair, Headteacher, or a quorum of three Governors.
3. And in respect of any such Emergency meeting, the Clerk must give to each member of the Governing Body at least seven clear days in advance,
4. A written notice of the meeting; and
5. a copy of the Agenda.

Attendance Rights

1. Committee meetings are not open or public meetings. The Governing Body will determine who may attend outside of the membership of the Governing Body.
2. The co-headteacher has a right to attend all committee meetings/Governing Body meetings.
3. A Governing Body may exclude an associate member from any part of its meeting which the associate member is otherwise entitled to attend, when the business under consideration concerns an individual member of staff or pupil.
4. Attendance of all Governing Body members must be recorded and reported on annually on the Schools website.

Functions

1. Powers are delegated to a sub-committee.

Delegated Powers from the Governing Body

1. The Finance, Resources and Personnel receive delegated powers from the Governing Body.

Annual Review

1. An Annual Review/Report is due at the end of the Academic year and reported in September at the beginning of the new Academic year.

Training

1. Members are expected to seek appropriate training to support and strengthen their strategic skills and bolster their capacity to fulfil their governance responsibilities.
2. Where training is booked and undertaken, members of the Governing Body must notify the Clerk to Governors.
3. Feedback and course notes from training or conferences should be shared with members as a matter of good practice.
4. The Governing Body should consider the impact that any training has upon the work of the Governing Body, recording this in minutes and their annual impact statement.
5. Governing Body Members are expected to keep themselves up to date with a range of local and national issues by reading relevant publications in particular the Department for Education (DfE) websites.
6. Confidentiality is expected at all times.
7. Governors are there to represent the whole school and not individuals or groups.

Governing Body Action Plan

1. Election of new Chair and Vice Chair at the beginning of the Academic year.
2. Overseeing and agreeing the Budget for the coming year.
3. Supporting the work and ethos of the school
4. Helping set school strategic priorities via the School Improvement Plan (SIP) and the School Self Evaluation Plan (SEF)
5. Reviewing and supporting items of the SIP & SEF.
6. Overseeing and supporting the co-headteacher's in the pursuance of their duties via Performance Management.
7. Supporting the staff in their work and through Performance Management.
8. A governing body impact statement will be published annually on the school website.