

**TERMS OF REFERENCE FOR THE FULL GOVERNING BODY  
2021-22**

**General terms**

- To act on all matters.
- To determine the arrangement of working parties depending on need.
- To liaise and consult with other committees where necessary.
- To contribute to the school improvement priorities.
- To consider safeguarding and equalities implications when undertaking all committee functions.

**Constitution and Procedures**

<b>Membership</b>	according to the agreed committee structure
<b>Clerk</b>	in the absence of the clerk the committee will choose a clerk for that meeting from among their number (not the Headteacher).
<b>Quorum</b>	at least THREE governors.
<b>Voting rights</b>	restricted to committee members. Chair to have a casting vote but only if a governor. Staff cannot vote on the pay of any member of staff, the Headteacher cannot vote on his/her own pay or performance.
<b>Chair/Vice-Chair</b>	to be elected annually by the committee. In the absence of the chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
<b>Minutes</b>	the unconfirmed minutes of each meeting to be circulated promptly to all governors. The chair (or in his/her absence another member of the committee) to give a <u>brief</u> summary and highlight actions at the next FGB meeting.

**Personnel**

1	To ensure that staffing policies and procedures (including recruitment procedures) follow equalities, safeguarding and other legislation and guidance.	
2	To ensure that Safer Recruitment Practices are followed, with at least one member of any recruitment selection panel having attended Safer Recruitment Training.	
3	To support the recruitment of staff at the request of the Headteacher.	
4	To monitor staff absence including leave of absence requests approved by the Headteacher.	
5	To approve discretionary leave of absence and secondments (where appropriate) in line with governing body policy.	
6	To keep under review staff work/life balance, working conditions and well-being.	
7	To ensure procedures are in place for dealing with staff conduct, discipline and grievances.	
8	In consultation with staff, to oversee any process leading to staff reductions.	
9	To support the development of middle and future leaders taking account of succession planning.	

10	To receive and determine any applications for premature retirement.	
<b>CPD</b>		
11	To receive and review training records for staff and members of the Governing Body.	
12	To monitor and evaluate the impact of continuing professional development on improving staff performance including ensuring that support for newly qualified teachers complies with guidelines.	
<b>Pupil Behaviour, Welfare and Attendance</b>		
13	To monitor and evaluate standards of behaviour (rewards, sanctions/exclusions) ensuring that processes are in place to improve or maintain good behaviour.	
14	To monitor and evaluate attendance ensuring that processes are in place to improve attendance and support those missing out on education.	
15	To monitor to ensure the safety of all pupils in school by: <ul style="list-style-type: none"> <li>• Receiving reports on the effectiveness of the school's safeguarding and safer recruitment policies;</li> <li>• Ensuring the Annual Safeguarding Report is referred to the FGB and submitted to the relevant authorities on time;</li> <li>• Reviewing, regularly, the safeguarding audit;</li> <li>• Ensuring that any action identified is addressed by the school.</li> </ul>	
16	To receive feedback from students in terms of their educational experiences at school.	
<b>Curriculum planning and delivery</b>		
17	To review, monitor and evaluate the curriculum offer ensuring that it is broad, balanced, complies with legislation and meets the needs and interests of students and employers nationally and in the local community.	
18	To ensure that the School Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate those areas of the Plan which relate to the committee's area of operation accordingly.	
19	To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/ SENDCO and an annual report from the SEND governor.	
20	To monitor 16-19 curriculum provision and support for students in terms of course choices, work experience and non-qualification activities, employability, independent learning skills and the provision of high quality impartial careers education, advice and guidance.	
<b>Assessment and improvement</b>		
21	To review and analyse the performance of the school, against national and local indicators, and to advise the Governing Body on any action required in order to sustain improvement.	
22	To monitor the implementation of any Action Plan resulting from external reviews of the school (e.g. Ofsted inspection or school improvement consultants), in order to maintain progress and agree actions/targets as a result of reviews and evaluate regularly the implementation of the plan.	
23	To monitor and evaluate the impact of quality of teaching and learning on rates of pupil progress and standards of achievement, identifying areas for improvement and ensuring that the necessary action is taken to maximise outcomes for pupils.	
24	To regularly review the Assessment Policy to ensure that the policy is operating effectively and understand how pupil assessment information is gathered and used to inform planning, teaching strategies and student	

	support to improve outcomes.	
25	To monitor and evaluate rates of progress and standards of attainment by pupils, as a whole as well as by sub-groups (e.g. gender, race, vulnerable groups - Looked after Children, Pupil Premium and Year 7 Catch Up), including any underachieving groups and ensuring that their needs are identified and addressed.	
26	To monitor and evaluate, in liaison with the Finance, Premises, Health & Safety Committee, the impact of Pupil Premium and any Catch Up Funding ensuring that it is used in accordance with the conditions of the grant – in terms of rationale and the intended/ actual impact on outcomes.	
27	To ensure that all children have equal opportunities.	
28	To ensure that annual assessment and examination arrangements comply with national requirements.	
<b>General</b>		
29	To monitor arrangements for educational visits and extra-curricular activities.	
30	To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.	
31	To make recommendations to the Finance, Premises, Health & Safety Committee on resources that are needed to meet the needs of the whole curriculum, personnel related matters and the sustainability of the non-statutory elements and any other matters within the remit of this committee.	
32	To review and approve policies identified within the school's policy review schedule and in accordance with this committee's delegated powers.	

Adopted by the full governing body at its meeting on 16/12/2020