



Terms of reference for the Full Governing Body

This document outlines the key roles, responsibilities and structure of the Governing Body at Scartho Junior Academy. For more detailed information please refer to The Governors' Handbook.

Core Responsibilities

- Ensure clarity of vision, ethos and strategic direction
- Hold the Principal to account for the educational performance of the school and its pupils, and the performance management of staff
- Oversee the financial performance of the school and making sure its money is well spent.

Quorum

- 50% of the members of the committee.

Meetings

- **Legality:** A full meeting of the GB will be formally convened by the Clerk to the Governing Body at least 7 days prior to the meeting taking place
- **Attendees:** All Governors are expected to attend FGB meetings
- **Apologies:** Apologies must be made in advance; Governor apologies will be considered at the GB meeting and accepted if agreed by the majority of attending Governors
- **Chairing the meeting:** The Chair of the GB will chair GB meetings. If the chair is unable to attend, the Vice-Chair will officiate at the meeting.
- **Frequency:** There will be two full governing body meetings per term.

Decisions

- The GB will generally make decisions by consensus. Where voting is applied to the decision-making process, unless otherwise decided by the GB beforehand, the outcome of any vote will be determined by a majority of greater than 50%. In the event of a tied vote the Chair of the meeting has a deciding second vote or the right of veto.

Key Responsibilities

- carry out their statutory duties, such as safeguarding, and understand the boundaries of their role as governors
- ensure clarity of vision, ethos and strategic direction, including long-term planning
- contribute to the school's self-evaluation and understand its strengths and areas of development
- understand and take sufficient account of pupil data
- assure themselves of the rigour of the assessment process
- are aware of the impact of teaching on learning and progress in different subjects and year groups
- provide challenge and hold the Principal, and other senior leaders, to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety
- use the pupil premium and other resources to overcome barriers to learning
- the financial resources made available to the school are managed effectively
- monitor performance management systems, including the performance management of the Principal, to improve teaching, leadership and management
- engage with key stakeholders
- are transparent and accountable
- ensure clarity around the admissions process
- understand and support the school with staff discipline, capability and grievance

Delegation of Responsibilities

The Governing body may delegate any of its functions (with the exception to those listed below) to:

- A committee.
- Any governor, other than a governor who is the Principal.
- The Principal, where the function being delegated does not directly concern the Principal

The governing body must review annually the functions they have delegated.

The governing body may not delegate the following functions to an individual, although they can be delegated to a committee.

- Approval to the first formal budget plan of the financial year
- Suspension of governors
- Permanent exclusion of pupils

Any individual or committee with delegated responsibility must report to the governing body, advising of all actions taken or decisions made relating to that delegated function.