

William Austin Junior School



Terms of Reference for the Governing Body

General Role of the Governing Body

The Governing Body is the regulatory authority of William Austin Junior School. It has four core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
3. Overseeing the financial performance of the school and making sure its money is well spent and
4. Ensuring the voices of stakeholders are heard.

For Full Governing Body meetings, the quorum is half the number of serving Governors. If a meeting is not quorate, or if Governors leave during the meeting, and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later.

The Full Governing Body will meet twice each term.

The Governing Body recognises its strategic role and that it would be impractical to undertake all day to day activities. It is, therefore, necessary to delegate a number of its functions to its Committees and the Headteacher. These delegations are clearly outlined in the Committee Terms of Reference or relevant Minutes. The Committees are:

- Finance
- Curriculum
- Pay Review & Appraisal
- Discipline & Appeals

Committees will feedback to the Full Governing body at meetings.

The Governing Body must review the delegation of functions annually, and remains accountable for any decisions taken, including those delegated to Committees or individuals.

The Governors understand the corporate nature of the Governing Body.

The Governing Body will keep under review its financial management arrangements, and make amendments as necessary, in accordance with the requirements and needs of the School.

The Governing Body recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls as issued by Luton Borough Council, and amended from time to time.

Where any Committee proposes a new Policy (or a variation to an existing one) that affects or may affect the School's finances, it will submit a report to the Full Governing Body at its next meeting.

Governors will respect the confidential nature of the School's business.

Governors agree to take on a link responsibility and regularly visit the school to ensure that it is both challenged and supported.

Governors may be disqualified if they fail to attend meetings of the Full Governing Body for six months, or their apologies are not accepted during this time. Governors who miss three consecutive meetings of the Full Governing Body or Committees of which they are a member, within a six-month period, shall be contacted in writing and asked to consider their future availability. No disqualification can take place without the Full Governing Body passing a resolution to this effect. If Governors know that they will be absent from a Committee or Full Governing Body meeting, they must notify the Clerk to the Governors in advance, giving a valid reason. **Apologies for absence must be approved or not approved at every meeting.**

The Governing Body will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised.

In seeking its goals, the Governing Body will conduct itself in a responsible, respectful and confidential manner towards the staff, pupils, parents/guardians and the community.

If a Governor wishes an item to go on the Agenda, it must be submitted in writing to the Clerk at least 2 weeks in advance of the meeting, or it may be brought up under Any Other Business.

Agendas must be with Governors at least seven clear days before meetings.

It is expected that Governors will have read paperwork distributed with the Agenda, and have any questions or comments ready.

Meetings should start on time.

Everyone is encouraged to participate and is listened to, and the views of others are respected.

Governors are expected to attend relevant training.

All Governors will adhere to the guidelines set out in the National Governance Association Code of Conduct.

This Policy will be monitored and reviewed by the Governing Body on an annual basis.

Policy updated: September 2022

Staff responsible: Jo Adams

This policy was ratified by the Governing Body on: 14 September 2022

Signed on behalf of the Governing Body:



(signature)

Printed. M. Kashif