

GOVERNING BOARD TERMS OF REFERENCE

The Governing Board has resolved to conduct all its business as a whole governing board and to work without committees.

Function

The Governing Board has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

Membership

All appointed and elected governors of Milton Park Primary School, including the Headteacher.

Any Governing Board meeting must have a majority of the Governors present, excluding vacancies and if necessary rounded up to the next whole number, to be quorate.

Accountability

Milton Park Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

Meetings

At least two meetings per term.

Ordinary Governing Board meetings will be held at Milton Park Primary School, start at 18:00 and last no more than two hours.

Where business has not been completed within the agreed time, those Governors present may resolve to continue the meeting in order to deal with the business notified on the agenda. Any business not completed will become part of the agenda for the next meeting of the Governing Board.

AGENDA

The agenda will be organised by the clerk in consultation with the chair and the Headteacher.

Any Governor may place a main agenda item on the agenda by contacting the clerk not less than seven days before the meeting.

Any Governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Board will decide whether any such item will be discussed or dealt with at a subsequent meeting.

ATTENDANCE

Where a Governor has sent an apology to the clerk, the minutes will record the Governing Board's consent or otherwise to the absence.

The time of arrival and/or departure of any Governor will be recorded in the minutes.

MINUTES

Within seven days of the meeting, the draft minutes will be sent by the clerk to the chair and the Headteacher for review and will be circulated to all Governors within 15 working days. Minutes are not made public until agreed where they are placed in a file held in the school office.

Those minutes determined to be confidential by the Governing Board, will be minuted on a separate sheet and copies will not be publicly available.

Recommendations received from committees or working groups will be recorded in the minutes.

CORRESPONDENCE

All incoming correspondence to the Governing Board is for the attention of the whole Governing Board whether addressed to the chair, clerk or individual governors. The school's main office will collate this and the Chair of Governors will maintain a regular oversight.

DEBATE

The chair will ensure that all Governors enjoy equality of opportunity to express their views. The chair will regulate all debates and support the clerk to present a summary.

DECISION MAKING

Decisions that fall within the core functions of the Governing Board may require a vote. Only Governors present at a meeting may vote. Proxy voting is not allowed.

Any matter put to the vote is decided by a simple majority. In the event of a tie, the chair has the casting vote. Voting will be by a show of hands unless one Governor requests a secret ballot. Decisions of the Governing Board are binding on all its members.

URGENT ACTION

The Chair of Governors (or in the absence of the Chair, the Vice Chair of Governors) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school. All such actions to be reported to the next meeting of the Governing Board by the chair or clerk.

PUBLIC STATEMENTS

No Governor will make any public statement about any matter concerning the school without the authority of the Governing Board.

INFORMATION AND ADVICE

The director of children's services, or representative, may be invited to attend meetings in order to inform and advise the Governing Board.

Where particular expertise is needed that members of the Governing Board do not have, a person with the required knowledge may be invited to attend one or more Governing Board meeting in an advisory, non-voting capacity. None of the responsibilities of a Governor will accrue to such a person, but they shall be bound by the same rules of behaviour relating to confidentiality etc.

ACCESS TO MEETINGS

When the Headteacher is absent from a Governing Board meeting, the Deputy Headteacher or Assistant Headteacher may attend on the Headteacher's behalf, but in a non-voting capacity.

The Deputy Headteacher/Assistant Headteacher may attend meetings of the Governing Board as an observer, as part of their professional development.

The Governing Board will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

DELEGATION OF FUNCTIONS

No action may be taken by an individual Governor unless authority to do so has been delegated formally by resolution of the Governing Board.

The Governing Board may co-opt non-governors to committees but they may not form a majority and have no vote unless the Governing Board specifically gives them a vote.

The Headteacher has a right to attend any committee meeting.

WORKING GROUPS

When establishing working groups, the Governing Board will:

- Determine membership of the group;
- Adopt the terms of reference (on proposal by the group);
- Determine procedures for reporting back to the Governing Board.

Working group chairs will be nominated and elected by the group, subject to ratification by the Governing Board.

The Headteacher has a right to attend any working group meeting.

CONFIDENTIALITY

All Governors have a duty not to discuss any confidential item of governors' business outside the meeting.

REVISION

The Governing Board will review these Terms of Reference at the first Governing Board meeting at the beginning of each school year.

Approved: 20th September 2018

Due for review: September 2019