

The Wordsley School Business & Enterprise and Music College
Governing Body Organisation and Responsibilities
Terms of Reference

Background

The governing body is the strategic leader of the school, whose purpose is to conduct the school with a view to promoting high standards of educational achievement at the school.

The governing body is recommended to have a strong focus on the three core strategic functions:-

- a. Ensuring clarity of vision, ethos and strategic direction**
- b. Holding the headteacher to account for the educational performance of the school and its pupils; and**
- c. Overseeing the financial performance of the school and making sure its money is well spent.**

The governing body has used the current School Governance Regulations, Statutory Instrument 1624, the DfE Governors' Handbook and the Ofsted handbook and guidance to determine how it should carry out its functions.

The governing body, its committees and working parties

The full governing body meets termly to consider its responsibilities and in all cases remains accountable in law and to Ofsted for the exercise of its functions. However, many of its functions are delegated to committees which act for, and report back to, the full governing body.

The committees/working parties are:

Curriculum and Standards

Finance, Personnel & Premises

Pupil Discipline

Staff Disciplinary/Dismissal

Staff Disciplinary/Dismissal Appeals

Staff Pay

Staff Pay Appeals

Headteacher's Pay

Any other Working Party felt appropriate

Meetings

- i. The governing body follows the procedures determined in SI 1624 and the Governors' Handbook to organise and run its committees.
- ii. The governing body determines the membership, proceedings and terms of reference of any committee, and must review these annually.
- iii. The membership of a committee may include associate members, provided that a majority of members of the committee are governors. Associate members do not have voting rights.
- iv. Each committee must have a chair and a clerk – the governing body should delegate appointment of the chair to the individual committee.
- v. The headteacher, or any other member of teaching staff cannot be the clerk, or Chair to a committee.
- vi. Even when not a member, the headteacher, Chair or Vice Chair of governors is entitled to attend all committee meetings.
- vii. The governing body has decided how frequently each committee will meet (see committees' terms of reference)
- viii. *A quorum will be a minimum of 3 governors (but not associate members) including the chair of the committee.*
- ix. *In the absence of the chair, a chair shall be elected for that meeting.*
- x. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number.
- xi. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- xii. The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the committee chair (or in his/her absence another member of the committee).
- xiii. Any decisions taken must be determined by a majority of votes of committee members present and voting.
- xiv. Clerks will provide written notice for meetings at least 7 clear days in advance, together with a copy of the agenda and any reports or papers to be considered at the meeting. The chair may determine a shorter

period for distributing papers where necessary or appropriate in cases of emergency.

- xv. Governors with specific responsibilities will report to the Full Governing Body on a termly basis.

Responsibilities retained by the governing body

The governing body chooses to retain (1), or is required to retain (2), the following matters to consider at its termly meetings:

1. Reports from the headteacher on the following:
 - Reviews of the strategic priorities, aims and objectives of the school
 - Progress on priorities in the Whole School Improvement Plan
 - Monitoring the quality of teaching and its improvement
 - The progress of pupils with special educational needs
 - Year 11 progress and end of year assessments
 - School self-evaluation
 - Financial benchmarking against similar schools
 - Parent, pupil and staff surveys
 - The statutory requirements of the school website
2. The following matters will be dealt with only by the full governing body
 - Delegation of functions to committees/working groups/individuals
 - Approval of the first formal budget plan each financial year
 - Headteacher appointments/suspension/dismissal
 - Approve disciplinary/capability procedures
 - Institution of the health and safety policy
 - Proposals relating to change in category of the school
 - Consideration of matters related to federating the school
 - Make amendments to the instrument of government
 - Appoint the chair/vice-chair of the Governing Body
 - Appointment/dismissal of clerk
 - Appointment and removal of associate members
 - Setting up Register of Governor Business Interests
 - Decide to offer or cease additional activities (extended schools)
 - Consider equality and diversity policies and their impact
 - Ensure child protection policy is in place and is effective