



Sandy Secondary School and Moggerhanger Primary School

Terms of Reference

This document outlines the key roles, responsibilities and structure of the Governing Body at Sandy Secondary School and Moggerhanger Primary School. It is not meant to be exhaustive in its content, rather giving a summary of all the main topics. For more detailed information please refer to The Governors Handbook and the School Inspection Handbook (OFSTED).

Purpose

According to the Department of Education there are three key responsibilities of the Governing Body:

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

The Primary purpose of the Governing Body is to be a 'critical friend' to the school and to support the Executive Principal in determining the strategy and direction of the School. To facilitate this the Governing body will determine and implement the necessary and appropriate committee structure, approving the format of Committees and appointing a Chair for each Committee.

Membership the Governing Body of the Greensand Federation (SSS and MPS) consists of 12 Governors as follows:

- a. Two Parent Governors – One from Sandy secondary School and one from Moggerhanger Primary School.
- b. One LA Governor
- c. One Staff Governor
- d. One Principal
- e. Two Foundation Governors - From within the Pinnacle Trust
- f. Five Co-Opted Governors



Terms of Office

Governors hold their post for a four-year term.

The appointment to the post of Clerk is agreed annually at the first Governing Body of the Autumn Term.

Meetings

The Governing Body must hold at least three meetings in every school year. Other delegated committees will also hold at least one meeting per term.

Quorum

The quorum for a meeting of the Governing body and any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the Governing Body. The membership of the Governing Body does not include vacant positions on the Governing Body. Every question to be decided at a meeting of the Governing Body is to be determined by a majority of the votes of the governors' present and voting on the questions.

Chair, Vice Chair

It is the responsibility of the Governing Body to appoint a Chair and Vice Chair at the first meeting of the Governing Body after such a post becomes vacant. We have agreed that their term of office is four years, reviewed and reconfirmed by the Full Governing Body annually. These posts cannot be held by employees of the School

The Governing Body is also empowered to remove the incumbent Chair and Vice-Chair during the term of office should the Governing Body consider this action appropriate.

Clerk to the Governing Body

It is the responsibility of the Governing Body to:

- Appoint a Clerk to the Governing Body at the start of the Autumn Term, or re-affirm the appointment of the existing Clerk.
- Remove the incumbent Clerk during the term of office should the Governing Body consider this action appropriate, appoint a replacement Clerk to cover the end of the outgoing Clerk's current term.
- Appoint a replacement Clerk at the next full meeting of the Governing Body if the Clerk resigns during the one-year term. This Clerk will hold the post until the end of the existing term of office.

The Post of Clerk cannot be held by any of the existing Governors including the Head Teacher. In the absence of the Clerk, a meeting may be clerked by one of the attending Governors, but not the Executive Principal.



Meetings

Conduct

- **Legality:** a full meeting of the Governing Body is only legal when it has been 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 Governing Body Meetings. Other invites to Governing Body meetings are issued at the discretion of the Chair of Governors.
- **Apologies:** Apologies must be made in advance; Governor apologies will be considered at the Governing Body Meeting and accepted if agreed by the majority of attending Governors.
- **Quorum:** A Governing Body meeting is able to proceed when at least 50% of Governors in post are present.
- **Chairing the meeting:** The Chair of the Governing Body will chair Governing Body meetings unless they delegate the task to another Governor. In the unplanned absence of the Chair, the Vice-Chair will officiate at the meeting.
- **Decisions:** The Governing Body will generally make decisions by consensus. Where voting is applied to the decision-making process, unless otherwise decided by the Governing Body 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.
- **Pecuniary / Business Interest:** The "Standing Order for the Declaration of Pecuniary / Business Interests" applies.
- **Confidentiality:** All items discussed at Governing Body meetings are confidential to the Governors until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting.
- **Electronic Attendance:** Any Governor will be able to participate in meeting of the Governors by telephone or video conference provided that the governor participates in the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.
- **Agenda:** The agenda is prepared by the Chair in partnership with the Executive Principal and Clerk and will incorporate all matters arising from the previous meeting. Any items submitted by other governors for consideration must be sent to the Chair and Clerk two weeks prior to the Full Governing Body Meeting to ensure inclusion in the agenda.
- **Minutes:** Minutes are taken at the meetings by the Clerk. The draft is checked by the Chair and the Executive Principal, and minutes issued to governors. Minutes are approved at the following meeting.



- At each Full Governing Body Meeting, there is a facility for a Part 2 meeting. The type of things in part 2 include – confidential items where children or staff names might be revealed; additionally, time-sensitive items, which are confidential at the moment, but might be public in future.

Statutory Responsibilities

There are 7, namely:

- SEND
- Teachers Pay
- Admissions
- School statement of behaviour
- Staff discipline, capability and grievance
- Child protection/Safeguarding and
- Supporting pupils with medical needs.

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 Executive Principal
- The Executive Principal, where the function being delegated does not directly concern the Executive Principal. Where the Governing Body has delegated functions, this does not prevent the Governing Body from exercising those functions. 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.



Retained Responsibilities of the Governing Body

The following responsibilities remain the responsibility of the whole Governing Body.

- Review and document approval of all delegation arrangements annually.
- Review the committee structures annually.
- Annually appoint Link Governors.
- Annually appoint a SEND and Safeguarding Governor.
- Together with the Senior Leadership Team set the strategic direction of the school.
- Together with the Senior Leadership Team set the school's vision, mission, values, ethos and priorities in line with strategy.
- Contribute to, approve and review the school's Self Evaluation Form (SEF).
- Review and approve the School Improvement Plan (SIP)
- Review and approve all statutory School Policies. Non-statutory policies are delegated.
- Monitor admissions, admission appeals and pupil number trends.
- Monitor attendance and exclusions.
- Monitor the Equality Policy to ensure that it is compliant with current legislation and fully implemented within the School.

The Governing Body also has responsibilities towards its own members:

- Provide induction for new governors
- Ensure provision of CPD to governors by organising support and training
- Facilitate governors' visits to school
- Undertake an annual Governance Self Evaluation
- Advertise parent governor vacancies to parents and staff governor vacancies to staff
- Appoint Community Governors as vacancies arise.

Review

These Terms of Reference will be reviewed annually.

Ratified by:	Full Governing Body
Date of Ratification:	19 th September 2023
Date of Next Review:	September 2024