

St. Joseph's Catholic Primary School

TERMS OF REFERENCE

Full Governing Body v1.1

The Governing Body shall at all times act within and according to the current School Governance Regulations.

Membership

The composition of the Full Governing Body will be as set-out in the instrument of government:

- 3 Parent Governors
- 1 LA Governor
- 1 Headteacher
- 1 Staff Governor
- 1 Co-opted Governors
- 9 Foundation Governors

Meetings

There shall be a minimum of one per term

TERMS OF REFERENCE

- To assist the Headteacher in promoting good relationships with parents and the community and in encouraging links with local business

ELECTION OF CHAIR

The Chair and Vice-Chair shall be elected and agreed at the first Full Governing Body meeting at the start of the academic year.

QUORUM

The quorum is laid down in the DFE Handbook for school governors i.e. half of membership, excluding vacancies, rounded up.

VOTING

- Only Governing Body Members shall be entitled to vote
- The Chair shall have the casting vote
- Voting may be done remotely via email or post, via the Clerk

MINUTES

Minutes of the FGB meetings shall be recorded by a designated Clerk

Statutory Committees:

At the first meeting of each school year the FGB will elect the following:

- Staff Dismissal Committee
- Staff Dismissal Appeal Committee
- Pupil Discipline & Exclusion Committee
- Head's Performance Management Committee
- Pay Review Committee

Non Statutory Committees:

The FGB has approved the following:

- TLC
- Resources

REVIEW OF TERMS OF REFERENCE

The terms of reference will be reviewed and renewed annually, at the first FGB meeting of each academic year.

POLICIES

- Schedule of Delegation