

# Terms of Reference for the Full Governing Board of The Park Community School



## **Membership All Governors, SLT**

Chair of Committee: Kim Baker

Clerk of Committee: Tracy Isaac

**Quorum** – Minimum of 5 governors, excluding members of staff

Meeting dates: 7/9/17, 14/12/17, 8/2/18, 26/4/18, 14/6/18, 14/7/18

## **Key Policies/documents**

Aims & Values  
Anti-Bullying  
Governors code of conduct  
Governing body decision making  
School budget  
School Targets

**Approved by The Full Governing Body on Thursday 7 September 2017**

**Review date September 2018**

## The Full Governing Board responsibilities

The Governing Board is the strategic body for the school. As such it upholds the three main elements of good governance:

- *Ensuring clarity of vision, ethos and strategic direction*
- *Holding the Headteacher to account for the educational performance of the school and its students*
- *Overseeing the financial performance of the school and ensuring financial probity*
- *To receive, review and monitor reports and updates regarding school performance, (to include Headteacher reports, School development plan updates, External monitoring visits)*

The Full Governing Board upholds these principals through 8 meetings over the course of the year, coupled with 6 sub-committee meetings Teaching and Learning (T&L) and (Resources)

Additionally, the Full Governing body are responsible for:

- Appointing or removing the clerk
- Electing a Chair and Vice Chair
- Advising all parents of any parent governor vacancies, all staff of staff governor vacancies and appointing Co-opted governors
- Reviewing and contribute to the Self Evaluation Document, providing challenge and support and seeking evidence where appropriate.
- Setting dates of meetings for the year ahead
- Agreeing term dates for the academic year
- Reviewing, adopting and monitoring a Freedom of Information Policy
- Agreeing Curriculum plans
- Setting student performance targets
- If required, consider the suspension of a governor
- Providing induction for new governors
- Encouraging governors to visit school as part of their key functions
- Reviewing, adopting and monitor the procedures for dealing with complaints from parents/carers
- Annually elect governors for the following responsibilities: - SEN, Safeguarding and Health and Safety
- Ensure at least 3 governors are appointed, with sufficient support/training to complete the Headteacher's Performance Management
- Maintaining and updating annually a file of pecuniary interest declarations
- Reviewing, adopting and monitoring a governors' expenses policy and curriculum policy
- Annually reviewing the delegation of functions and committee structure
- Organising support and training for governors

These activities and tasks may be carried out at a meeting of the FGB or at an appropriate sub committee.