**Rainow Primary School**

***Caring, Learning, Achieving.***

**Governing Body Terms of Reference**

The Governors of Rainow Primary School are responsible for the strategic leadership of the school and for ensuring the school is run to promote the highest possible standards of educational achievement.  The Governing Body is ultimately accountable to the public, although individual governors are generally protected from personal liability provided they act honestly and in good faith and within their powers.  The head teacher and staff are responsible to the Governing Body for the delivery of the curriculum, use of public resources and the effectiveness of teaching and learning. The Governors are not involved in the day to day operation of the school.

The Governing Body will:

* Hold at least 3 meetings per year
* Appoint or remove the clerk
* Elect a Chair and Vice Chair
* Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint co- opted governors
* Set dates of meetings for the year ahead
* Approve the Instrument of Government of the Governing Body and any amendments thereafter
* Agree constitutional matters
* Set term dates for the academic years
* Review, approve and monitor the School Strategic Development Plan
* Approve the school budget and staffing levels
* Review and monitor progress, achievement, attainment and Key Stage test results
* Ensure delivery of the curriculum
* Receive head teacher reports termly
* receive reports from committees/individuals and consider whether any further action by GB is necessary
* Monitor attendance of pupils/staff/governors
* Review the level of exclusions
* Provide induction for new governors
* Organise support and training for governors
* Consider the suspension of a governor if required
* Encourage governors to visit school in line with the School Visiting Guidance
* Review, adopt and monitor the procedures for dealing with complaints from parent and carers
* Review annually the delegation of functions and committee structure and membership and approve terms of reference for committees
* Annually elect governors specific responsibilities, including, but not exclusively, Literacy, Numeracy, Science, Looked After Children, Child Protection, Safeguarding, Health and Safety, SEND, Early years, Computing, Staffing and Finance
* Ensure at least two governors are appointed to complete the Head teacher Performance Management
* Maintain and update annually a file of pecuniary interest declarations
* Adopt a governors’ expenses policy
* Oversee the maintenance of the school premises
* Monitor, review and approve school policies including the Health and Safety Policy
* Approve and review the Pupil Admission Number
* Appoint the Head teacher and deputy and support in the appointment of teaching staff
* To uphold the statutory responsibilities as laid out in the Statutory School Governance Regulations as amended from time to time. (See DFE website)
* To uphold the specific roles laid out in the DFE guidance for the GB, Chair, Vice Chair and committees
* Act as the school’s critical friend, providing both support and challenge.

The quorum for all business of the full governing Body is one half of the total number of governors in place (not including vacancies).

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| The Role of Chair of the Governing Body |

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| * To ensure the business of the Governing Body is conducted properly, in accordance with legal and Cheshire East Council delegation requirements.
* To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
* To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other’s roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head teacher and provides strategic direction
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**Disqualification – the Head teacher, Staff Governors, Pupils, Staff Members**

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| The Role of the Clerk to the Governing Body |
| * To work effectively with the Chair of Governors, the other Governors and the Head teacher to support the Governing Body
* To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
* To convene meetings of the Governing Body
* To attend meetings of the Governing Body and ensure minutes are taken
* To maintain a register of members of the Governing Body and report vacancies to the Governing Body
* To give and receive notices in accordance with relevant regulations
* To perform such other functions as may be determined by the Governing Body from time to time
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**Disqualification – Governors, Associate Members, the Head teacher**

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| The Role of Chair of a Committee |

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| * To ensure the business of the Committee is conducted properly, in accordance with legal requirements
* To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
* To advise the Committee on procedural and legal matters
* To convene meetings of the Committee and prepare the agenda
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**Disqualification – the Head teacher**

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| The Role of the Clerk to Committees |

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| * To attend meetings of the Committee and ensure minutes are taken
* To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time
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**Disqualification – the Head teacher**

These Governing Body terms of reference were agreed at the full governors’ meeting in the autumn term. The composition of the committee and Terms of Reference will be reviewed annually.