

FULL GOVERNANCE BOARD
Terms of Reference

Membership

The Governance Board should be made up of members with the appropriate skills set. The Articles of Association stipulate that membership should not exceed

- 1 Governor appointed by the members,
- 1 LA Governor,
- 7 Parent Governors
- 4 Staff Governors (including the Head Teacher),
- 4 Partnership Governors,
- 2 Community Governors.
- 3 additional Co-opted Governors may be appointed by the Academy Trust
- The Secretary of State may appoint additional Governors.

Governors will serve for a period of four years (with the exception of the Head Teacher) and will be eligible for re-election.

The Governance Board may appoint Associate Governors who may attend Governance Meetings and/or sub-committee meetings and may participate in any discussions, however, they will not have the right to vote at any of these meetings.

Quorum

One third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting. *(at Dec 18 that is 18 governors, therefore quorum is 6)*

Clerking

Louise Newman (Governance Professional) will provide professional clerking. The Governance Professional will circulate the minutes of all meetings to all members of the Governance Board

Meeting Frequency

The Governance Board will meet at least four times a year. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

In addition to formal FGB meetings, Governors are expected to attend an Annual Link Meeting, Department Presentation Evening and Strategic Planning Meeting.

Governors are also expected to meet with their link area(s) three times a year and carry out at least one Learning Walk per year.

Minutes

The minutes and actions will be distributed to all members. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair or Governance Professional in advance of the agenda being issued.

Conflict of Interest

This will be a standing item on each agenda, allowing members to declare any interest on items being discussed (this will include items already declared on the annual business interest declaration).

Compulsory Training

Governors MUST attend the following training

- Basic Essentials (Governor Induction) (3 sessions)
- Data Awareness
- Safeguarding 1
- Prevent Training

Statutory Policies

- Admissions
- Equality
- SEND Report (annual)

All other statutory policies are delegated to committees for initial approval and then ratified by the Full Governance Board.

This committee is responsible for review of the following non-statutory policies as per the review cycle

- Governor Induction Policy and Procedure
- Payment of Governors' Allowances

Delegated Responsibilities

The Full Governance Board will monitor, support and challenge the headteacher and other members of the leadership group to ensure that PGS strives for continuous improvement in the quality of the learning and teaching it offers and for the highest levels of attainment and progress to ensure that its pupils achieve their individual potential.

The Governance Board has responsibility for

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

The Governance Board will

- Discuss and approve the SDP and monitor the progress made towards key priorities and targets at each meeting
- Monitor Data received (such as Raiseonline)
- Receive reports and recommendations from all sub-committees
- Monitor staff and Governor training
- Agree the School Budget
- Set meeting dates for each academic year.
- Receive Head Teacher's Report