

Decoy Community Primary School

Terms of Reference for the Board of Governors

Dates of meetings:

Mon 5 October 2020

Mon 1 February 2021

Mon 17 May 2021

Mon 7 December 2020

Mon 29 March 2021

Mon 12 July 2021

Meetings commence at 1830 and will typically last for 2 hours

All meetings are closed unless the Board agrees otherwise

Agreed Terms of Reference

The Governing Body has a strong focus on 3 core statutory functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

It sets aims and objectives and reviews, agrees and monitors policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

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 to appoint community governors
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Headteacher reports
- Review and monitor national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy

ToRs BoG Agreed 5 October 2020
Review Autumn 2021

- Agree Curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Annually elect governors for the following responsibilities: - Literacy, Maths, SEN, Looked After Children, Child Protection and Health and Safety
- Ensure at least 2 governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of relevant business and pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy and curriculum policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors