



TERMS OF REFERENCE

FULL GOVERNING BOARD

Jubilee Primary School

Full Governing Board

Terms of Reference

1. Introduction

- 1.1.** The governing board of Jubilee School was constituted on 24 March 2015 in accordance with the School Governance (Constitution) (England) Regulations 2012 and the constitution of governing bodies of maintained schools 2015.

2. Vision, Values and Ethos Statement

Jubilee is an inclusive school with high expectations and aspirations. Children who come to Jubilee learn about many different religions, cultures and ideas. Pupils are praised for what they can do and for the potential to do well. We want all pupils to be in good physical health and have opportunities to try new sports and be active. Through our immersive topic approach, all pupils have the opportunity to access learning through art, drama, and music. We believe in learning beyond the classroom.

Staff model and teach about the school values of Respect, Excellence, and Friendship. Every child is valued and everyone counts.

Jubilee is a community school whose purpose is to serve the pupils, staff, parents and community.

3. Aims of the Governing Board

- 3.1.** The main purpose of the governing board of Jubilee School is to secure a sound basis for future improvement in the school. This will include promoting high standards of educational achievement and wellbeing and sustaining and promoting the school's ethos.
- 3.2.** School governance regulations and the Department of Education's (DfE) Governance Handbook identify three core functions for governing boards:
- i. ensuring clarity of vision, ethos and strategic direction;
 - ii. holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
 - iii. overseeing the financial performance of the organisation and making sure its money is well spent

In practice this means that the governing board will:

- support the staff in determining the ethos, values and culture for the school
- agree a long-term vision for the school and a strategy for achieving the vision
- support the staff in establishing policies to ensure compliance in line with the agreed ethos and values
- appoint and hold the Headteacher to account for the conduct of the school and for the achievement of the school's vision
- agree the budget and staffing structure required to deliver the strategy
- monitor and evaluate the effectiveness of the policy framework, progress towards and the targets and the effectiveness of the strategy

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- sign off Jubilee Primary School Priorities
- ensure that parents are involved, consulted and informed as appropriate, with information to the community being made available as required.

4. Membership

- 4.1.** Membership of the governing board including an associate member is set out in Appendix 1; appointments are made in accordance with the governing board's instrument of government.
- 4.2.** The governing board will appoint a chair of governing board at the Full Governing Board held each July for the forthcoming academic year.
- 4.3.** The governing board will appoint a vice chair on an annual cycle. The role of vice chair will ensure that if for any reason the Chair is unavailable, other members of the governing board and the school's senior leadership team know who to go to.
- 4.4.** The governing board has agreed a Resource Committee and a Teaching & Learning Committee. Terms of Reference for these Committees are set out in Appendix 2 and 3 and membership is set out in Appendix 1.
- 4.5.** The governing board will determine any additional working committees/ panels as required addressing the needs of the school and reviewing this as necessary. They will appoint a chair and members for any such group. Committees/panels may include: pay and personnel, headteacher's performance management, staff disciplinary, pupil disciplinary, complaints etc.
- 4.6.** The governing board will decide on the process to recruit and appoint co-opted governors. The governing board will follow statutory guidance on the recruitment and election of parent and staff governors. The governing board will ensure all governors receive suitable induction and further training and support to enable individuals and the whole governing board to discharge their governance duties.
- 4.7.** The governing board will appoint associate members as necessary to support the work of governance. Associate members may be given voting rights at committee level which will be determined by the governing board. Associate members will not have voting rights for any decisions taken at full governing board level.

5. Roles and Responsibilities - including link governors

- 5.1** The governing board will conduct its business in an open and transparent way and in accordance with the principles of standards in public life as determined by the 'Nolan principles' (see Code of Practice Appendix 4).
- 5.2** The governors act collectively as a corporate board and consequently no individual has the power to act alone, unless delegated to do so by the governing board.

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5.3 Individual governors will fulfil their roles in line with the Governors' Code of Practice and serious breaches of the Code may result in the suspension of an individual member from the governing board.

5.4 The chair must not exercise as an individual any of the functions of the board except where this has been previously agreed by the board. In specific circumstances the chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

5.5 The governing board will delegate lead link roles to an individual and or groups of governors who have relevant expertise and training to undertake the role.

5.6 Committees, working groups and individual governors with responsibility for delegated functions as set out in the Committees' Terms of Reference and for link areas will report back to the full governing board on actions taken under delegation at the earliest possible opportunity. The governing board remains responsible for any action undertaken on its behalf under delegation.

5.7 Individual members of the governing board must respect confidentiality. It is for the governing board to determine which parts of meetings and the associated minutes, should remain confidential.

5.8 The governing board will review the effectiveness and impact of its actions on an annual basis to ensure that governance continues to impact on driving improvement in the school, promoting high standards of educational achievement and wellbeing and sustaining and promoting the school's ethos. The governing board meeting will not be open to the public but non-confidential minutes shall be made available if requested.

6. Quorum

6.1. Attendance of 50% of active members shall make a meeting quorate.

7. Clerking

7.1. The meetings are to be clerked by an officer appointed by the governing board.

8. Meeting Schedule

8.1. Two meetings of the Governing Board will be scheduled per term and this frequency may be changed when required to ensure all priority areas of core business are adequately covered. At least 5 working days' notice will be given for any governing board and or committee meeting in which agendas will be circulated to determine the purpose and expected outcomes of the meeting.

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- 8.2.** Two meetings of the Resources Committee and two meetings of the Teaching and Learning Committee will be scheduled per term.

- 8.3.** An Annual Schedule of Governing Board Business and Policy Review Schedule will be set out for the year in agreement with governing board members and the school senior leadership team. The purpose of these work plans is intended to scope the major areas of core business that need to be considered and will include achievement and progress, teaching and learning, behaviour, safeguarding, leadership and management, staffing, finance and premises.

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