



FULL GOVERNING BODY TERMS OF REFERENCE

SEPTEMBER 2025

PURPOSE OF THE COMMITTEE OF THE GOVERNING BODY

- To plan the work of the governing body and its committees.
- To draft an annual programme of meetings for the full governing body and the committees.
- To ensure an effective distribution of the governance workload.
- To evaluate and review the effectiveness of the governing body processes.
- To appoint or remove the Clerk.
- To elect Chair and Vice Chair of all committees.
- To organise induction for new governors.
- To encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure.
- To determine annually, governors' roles and responsibilities linked to school improvement.
- To ensure at least 3 governors are appointed and trained to complete the Head Teacher's Performance Management review.
- To maintain/update annually on school's website a table of FGB details including a file of pecuniary interest declarations.
- To review annually the delegation of functions and committee structure.
- To support governors and identify areas for governor training.
- To identify priorities for discussion at the governing body committees.
- To advise all parents of any Parent governor vacancies, all staff of Staff governor vacancies and to appoint Co-opted governors and to consider the suspension of a governor, if required.
- To note term dates for the academic year.
- To receive Headteacher reports and agree/monitor pupil outcomes, quality of provision and leadership
- To monitor and review examination/national test results.
- To monitor attendance of pupils/staff/governors and review level of pupil exclusions.
- To review, adopt and monitor policies as required by Gloucestershire County Council and DfE.
- To set pupil performance targets
- To review annually the School's Self-Evaluation Form (S.E.F.).
- To review, adopt and monitor procedures for dealing with complaints from parents/carers.
- To review, approve and monitor the School Development Plan (S.D.P.) dovetailing with key priorities and relevant timescales.
- To oversee staffing levels & management structure including Equal Opportunities Policy, staff appointments, grievances, pay & conditions in-line with DfE and Local Authority regulations and guidelines, referring any financial implications to the Finance, Pay & Personnel Committee to report back to the F.G.B.
- To ensure that all measures connected to Safeguarding Children & Safer Recruitment are in place
- To review additional items the FGB may wish to include.
- To monitor, review and approve school policies in relation to FGB and record in the governor minutes.
- To agree the Governors' Budget Plan following recommendation from the F&R Committee

1. MEMBERSHIP OF FULL GOVERNING BODY

The governing body shall consist of ten governors: four parent governors, three co-opted governors, one staff governor, one Local Authority governor and the Headteacher.

2. CHAIR & VICE CHAIR

To be appointed by the Governing Body at its first meeting in term 1 and to continue in office until the first meeting of the Governing Body in the following term 1. ***(Our Standing Orders 2.1 and 2.2 say that the term of office is for two years)***

3. QUOROM

Six governors. ***(Standing Orders 5.1 says at least 50% of the governors in post, rounded up to nearest whole number)***

4. MEETINGS

A minimum of one per term. Minutes of the meeting will be circulated to all governors.

5. VOTING & CONFIDENTIALITY

All governors have voting rights. Associate members shall have limited voting rights as follows:

- they cannot vote on any decision concerning the budget or financial commitments of the governing body and;
- may be excluded from any part of a meeting when the item of business concerns an individual member of staff or a pupil.

6. RECORDING & REPORTING

The minutes of the meeting are recorded and taken by the Clerk to Governors who is also the School Business Manager.

The Head/Chair will sign off the *draft* version for circulation (the final version of the minutes approved by the committee).

7. PURPOSE STATEMENT

The Full Governing Body needs:

- i) to take a strategic role
- ii) to act as the School's critical friend
- iii) to be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.