

All Saints Benhilton CofE School

TERMS OF REFERENCE FOR THE FULL GOVERNING BODY - 2017

The governing body of All Saints Benhilton school adopts the School Governance (Procedures) Regulations 2003 and the School Governance (Constitution) Regulations 2007, as defined in the Governors' Guide to the Law.

Membership

- The membership of the governing body is specified in the Instrument of Government.

Quorum

- The quorum for the full governing body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the governing body **excluding** any vacancies.

Meetings

- The FGB shall elect its own Chair and Vice-Chair at the beginning of the academic year, unless the office of chair or vice-chair becomes vacant, when a new chair or vice-chair will be appointed at the next meeting.
- The FGB will decide on the chair and vice-chair's term of office before the election, between one and four years.
- The agenda and related papers will be circulated to members at least seven days before the meeting.
- The minutes shall be circulated to members as soon as possible after each meeting.

Responsibilities

- To elect a chair and vice-chair.
- To review these terms of reference at the first meeting of the academic year.
- To be responsible for the constitution of the governing body, the appointment and removal of the chair and vice-chair, the appointment and dismissal of the clerk, the suspension of individual governors and the establishment of committees. (These functions cannot be delegated.)
- To review the delegation of functions to committees on an annual basis.

- To oversee the delegated work of all committees by receiving reports on all actions taken and decisions made.
- To appoint new governors, where appropriate.
- To appoint the Headteacher and Deputy Headteacher.
- To ensure that all statutory and legal requirements are met by the school and that appropriate policies and monitoring processes are in place.
- To act with honesty and integrity and be ready to explain any actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.
- To set aims and objectives for the school.
- To adopt policies and setting targets in order to achieve the aims and objectives for the school.
- To set, agree and monitor a balanced budget each financial year for the school and ensuring financial integrity.
- To ensure the school's internal financial procedures are reviewed annually through the finance committee and are adhered to by all staff with financial management responsibility ensuring financial duties of staff is clearly described to avoid potential conflicts.
- To approve the Statement of Internal Control on an annual basis, based on supporting evidence provided by the finance committee.
- To review the virement limits of the Headteacher and Finance committee, on an annual basis.
- To take out insurance cover (as part of the whole school's cover through the Local Authority) for its potential for negligence in carrying out its responsibilities).
- To agree that any opinion given by a governor should not be held to be a professional opinion.

February 2017