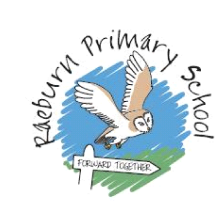


# RAEBURN PRIMARY SCHOOL

## TERMS OF REFERENCE



### FULL GOVERNORS MEETINGS - as agreed at June 16<sup>th</sup> 2021

Membership	As laid down by the Instrument of Government, the Governing Body at Raeburn Primary will consist of 2 Parent Governors, 1 Headteacher Governor, 1 Staff Governor, 1 LA appointed Governor & 6 Co-opted Governors
Quorum	Half of the Governors (rounded to the nearest whole number) in post need to be present for the meeting to be quorate
Meetings	The Full Governing Body shall meet at least once per term, and otherwise as required

### Terms of Reference:

1.	To draw up the Instrument of Government and any amendments thereafter.
2.	To appoint (and remove) a Chair and Vice-Chair at the first meeting of every second school year and Clerk at the first meeting of each school year.
3.	To appoint and remove co-opted governors.
4.	To establish the membership of the committees: Health and Safety, Finance and Teaching and Learning
5.	To establish a Headteacher's Performance Management Committee and Pay Committee (minimum of 3) at the first meeting of each school year.
6.	To establish the membership of a Pay Appeals Committee (3); Appointments Committee (3); Staff Dismissal Committee, Staff Dismissal Appeal Committee (3); Pupil Discipline Committee (3); Complaints Committee (3) as and when required.
7.	To agree on 'Year Group Partners' each year, ensuring there is no conflict of interest where children are in the school, also agreeing on the feedback format for Year Group Partners. These partners should meet once per term.
8.	To nominate Governors who will be the responsible person for SEND, LAC, Safeguarding, Pupil Premium and PE Grant at the first meeting of each school year.
9.	To determine what powers can, and will, be delegated to the named committees at the first meeting of each school year. To ensure all dates for meetings are agreed and set at the start of each school year.
10.	To set up a Register of Governors' Business Interests.
11.	To regulate the Governing Body's procedures.
12.	To approve and set up a Governors' Expenses Scheme.
13.	Agree levels of delegated financial authority for named school staff.
14.	To review and approve all school policies unless they have been delegated.
15.	Receive minutes from all committees including reports of delegated decisions.

16.	Provide dated and signed minutes for all meetings detailing decisions.
17.	To be responsible for the appointment of a Head teacher and Deputy.
18.	To support and inform the school with regards to advancements in social media, advertisements and communication.
19.	To ensure that the School adheres to the appropriate financial regulation and completes the SFVS
20.	To assist the Headteacher in promoting good relationships with parents and the community.
21.	To ensure that the targets in the Development Plan are challenging and aligned to the needs identified in School Self Evaluation.
22.	Undertake an annual review of Governor Self Evaluation which feeds into the school Self Evaluation. Set annual targets for Governance as appropriate.
23.	To annually agree a format and key areas to be included in the Headteacher's report to Governors.
24.	To ensure that all Governors are aware of the latest OFSTED inspection framework.