

# SIR JOHN CASS'S FOUNDATION SCHOOL

## Terms of Reference for the Governing Body and Committees 2016

### (a) Full Governing Body

#### Membership

The Governing Body will comprise 16 governors, as per the School Instrument of Government, plus up to 3 associate members.

Note: associate members are not entitled to vote on any resolutions; and may not participate in discussion or decisions regarding staff appointments, dismissals, grievance, discipline, pay or appraisal.

#### Quorum

The quorum for meetings is 8 Governors.

#### Meetings

The Governing Body will meet at least once a term, with additional meetings as required.

#### Terms of Reference

To consider all matters of the School and Cass Child and Family Centre which have not been delegated to the two sub Committees; and also to consider all matters referred by the sub committees and relevant governor working groups.

#### Election of Chair and Vice Chair

The election of the Chair and Vice Chair will be carried out annually and will be by secret ballot at a full governing body meeting. Members must attend the meeting in order to vote.

The Clerk will request nominations from governors at least 4 weeks before the meeting in which the Chair and/or Vice Chair will be elected. Requests will be forwarded to governors via the Governors googlegroup and by post to the governor's nominated postal address.

Nominees must notify the Clerk of his/her nomination at least 10 calendar days before the Governing Body meeting. In the application the nominee must provide a written statement of no more than 300 words indicating his/her skills and experience relevant to the position. Statements will be sent with the agenda before the meeting and Nominees will make a short verbal statement in support of their candidature at the meeting, and governors will have the chance to question candidates regarding their statements.

Candidates will then leave the room and the Clerk will issue ballot papers to all governors. The Clerk will count the ballots for each individual and the candidates will be called back into the room, where the Clerk will announce the decision. If there are more than two candidates, in the event of a tie there will be a second ballot between the two leading candidates. Should there be only two nominees, lots will be drawn in the event of a tie.

Ballot papers will be held by the Clerk until the next full Governing Body meeting.

**(b) Staffing and Finance & General Purposes Committee**

Membership

The Committee will comprise 10 Governors plus up to 3 associate members.

Quorum

The quorum for meetings of the Committee is 3 Governors.

Meetings

The Committee will meet at least once a term, in advance of main Governing Body meetings, with additional meetings as required.

Terms of Reference

**Staffing**

To consider all personnel matters relating to the School and Cass Child and Family Centre staff on behalf of the Governing Body that have not been delegated to the Headteacher. Specifically the Committee will:

- (i) Monitor staffing matters concerned with the School and Centre Development Plan including training.
- (ii) Have oversight of the recruitment, selection, retention, absence and terms of conditions of staff.
- (iii) Regularly review the staffing structure of the School and Centre, particularly in light of the School and Centre Development Plan.
- (iv) Consider, at least once each year, the whole School Pay Policy, recommending amendments to the Governing Body as required. Ensure other appropriate personnel policies and procedures are adopted and kept under review and refer any changes to the governing body for approval.

The terms of reference for the Committee are included in the Scheme of Delegation for School and Cass Child and Family Centre.

Election of Chair and Vice Chair

The Chair and Vice Chair will be elected annually (by secret ballot if required) at a Committee meeting by governor members of the Committee. Members must attend the meeting in order to vote. In the event of a tie, lots will be drawn.

**(c) Curriculum, Pupil Achievement and Pupil Affairs Committee**

Membership

The Committee will comprise 12 Governors plus up to 3 associate members.

Quorum

The quorum for meeting of the Committee is 5 Governors.

Meetings

The Committee will meet at least once each term, in advance of the main Governing Body meetings, with additional meetings as required.

Terms of Reference

To consider on behalf of the Governing Body all matters relating to the curriculum of the School and Cass Child and Family Centre and business concerning pupils, making recommendations as required. Specifically the committee will:

- (i) Have oversight of the whole curriculum, ensuring that it remains broad and balanced, respecting the mission and ethos of the school and meeting the

statutory requirements of the National Curriculum and Early Years Foundation Stage.

- (ii) Review and recommend to the Governing Body the adoption or amendment of policies and procedures.
- (iii) Receive regular reports from the Headteacher on the matters in section (ii) above, to ensure that the policies and procedures agreed by Governors are being implemented.
- (iv) Receive Inspection Reports concerning the School and Centre and recommend curriculum related action plans to the Governing Body arising from these reports.
- (v) Consider complaints concerning the curriculum received from parents or other School stakeholders.

#### Election of Chair and Vice Chair

The Chair and Vice Chair will be elected annually (by secret ballot if required) at a Committee meeting by governor members of the Committee. Members must attend the meeting in order to vote. In the event of a tie, lots will be drawn.