

# Sir John Cass's Foundation Primary School Governing Board



## Terms of reference

### General Terms

- To consider and act on all matters which have not been delegated to the two main sub-committees.
- To consider all matters referred by the sub-committees and relevant governor working groups.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all board functions.

### Membership

The Board will comprise 14 Governors, as per the Instrument of Government, plus up to 3 associate members. 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.

### Election of Chair and Vice Chair

The election of the Chair and Vice Chair will be carried out annually at the first full governing body meeting of the academic year. Members must attend the meeting in order to vote. The term of office for these positions will be 1<sup>st</sup> January – 31<sup>st</sup> December of the following calendar year.

The Clerk will request nominations from governors at least 2 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.

Nominees must notify the Clerk of his/her nomination at least 7 calendar days before the Governing Board 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.

In the event of an uncontested election, Governors will vote on the candidate by a show of hands. Where there are two or more candidates for the position a secret ballot will be held. Candidates will 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.

### Quorum

The quorum for meeting of the Board is 7 Governors.

### Meetings

The Board will meet at least once a term with additional meetings as required. Meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the board considers confidential does not have to be made available for inspection.

In the absence of the Chair and the Vice Chair, the board shall choose an acting chair for that meeting from among their number. In the absence of the clerk the board shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the Chair (or in his/her absence another member of the board).

Any decisions taken must be determined by a majority of votes of board members present and voting but no vote can be taken unless a majority of those present are governors.