

Oakwood Infant and Nursery School



Governors Terms Of Reference (OAK097/03/2024)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars, watch us shine.

Reviewed: March 2023
Approved: March 2023
To be reviewed: March 2024

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Purpose

This document outlines the key roles, responsibilities and structure of the Governing board at Oakwood Infant and Nursery School. It is not meant to be exhaustive in its content, rather giving a summary of all the main topics. For more detailed information please refer to The Governors Handbook 2015 (DFE) and the Oakwood Infant and Nursery School Governors Handbook (Policy Number OAK012).

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Responsibilities and Functions of the Governing Board

According to the Department for Education there are three key responsibilities of the Governing Board:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.

Membership

1. Governors

The Governing Board of Oakwood Infant and Nursery School consists of 14 governors as follows:

- 1 Local Authority Governor
- 7 Co-Opted Governors
- 4 Parent Governors
- 1 Staff Governor
- Headteacher

2. Co-opted Governors

There is currently 1 staff co-opted governor

3. Terms of Office

All categories of Governors hold their position for 4 years.

4. Members Details

The Governing Board maintains the following records about its members:

Personal contact details

Committee membership

Link Governor appointments

Governors Pecuniary/Business Interest declarations

Disclosure & Barring Service (DBS) checks

Confirmation of Eligibility declarations

These are reviewed at each Governing Board meeting and updated annually, or more frequently if necessary

5. Chair and Vice Chair of the Governing Board

It is the responsibility of the Governing Board to appoint a Chair and Vice-Chair at the first meeting of the Governing Board annually.

These posts cannot be held by Staff Governors.

The Governing Body is also empowered to remove the incumbent Chair and Vice-Chair during the term of office should the Governing Body consider this action appropriate.

6. Clerk to the Governing Board

It is the responsibility of the Governing Body to:

- Appoint a Clerk to the Governing Body at the start of the Autumn Term, or re-affirm the appointment of the existing Clerk.
- Remove the incumbent Clerk during the term of office should the Governing Body consider this action appropriate, and appoint a replacement Clerk to cover the end of the outgoing Clerk's current term.
- Appoint a replacement Clerk at the next full meeting of the Governing Body if the Clerk resigns during the one year term. This Clerk will hold the post until the end of the existing term of office.

The post of Clerk cannot be held by any of the existing Governors including the Head Teacher. In the absence of the Clerk, a meeting may be clerked by one of the attending Governors, but not the Head Teacher.

Meetings

Conduct

Legality: A full meeting of the Governing Board is only legal when it has been formally convened by the Clerk to the Governing Body at least 7 days prior to the meeting taking place.

Attendees: All Governors are expected to attend Full Governing Board meetings. Other invites to Full Governing Board meetings are issued at the discretion of Chair of Governors.

Apologies: Apologies must be made in advance; Governor apologies will be considered at the Full Governing Board meeting and accepted if agreed by the majority of attending Governors

Quorum: A Full Governing Board meeting is able to proceed when at least 50% of Governors in post are present.

Chairing the meeting: The Chair of the Governing Board will chair Full Governing Board meetings unless they delegate the task to another Governor. In the unplanned absence of the Chair, the Vice-Chair will officiate at the meeting.

Decisions: The Governing Board will generally make decisions by consensus. Where voting is applied to the decision making process, unless otherwise decided by the Governing Board beforehand, the outcome of any vote will be determined by a majority of greater than 50%. In the event of a tied vote the Chair of the meeting has a deciding second vote or the right of veto. Approval of items may be made via email as and when necessary.

Pecuniary / Business Interest: The "*Standing Order for the Declaration of Pecuniary / Business Interests*" applies to each meeting.

Confidentiality: All items discussed at Governing Board meetings are confidential to the Governors until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting. Any Confidential Minutes remain so even after approval.

Electronic Attendance: Any Governor will be able to participate in meetings of the Governors by telephone or video conference provided that the governor participates in the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

Virtual Meetings: As and when necessary meetings will be held electronically via Microsoft Teams.

Frequency

Autumn Term Meeting: Takes place at start of year so that terms of reference and membership of committees can be ratified and the year planning is agreed. Chair and Vice Chair are elected.

Spring Term Meeting 1: Takes place at the end of term after Committee meetings

Spring Term Meeting 2: Budget setting meeting

Summer Term Meeting: Takes place at the end of term after Committee meetings

Agenda

The Chair, in partnership with the Headteacher and Clerk, prepares the agenda. It will incorporate all matters arising from the previous meeting. Any items submitted by other governors for consideration must be sent to The Chair and Clerk 2 weeks prior to the Full Governing Board meeting to ensure inclusion in the agenda. Items not included on the Agenda may be discussed under the 'Any Other Business' item.

Minutes

The Clerk takes minutes at the meetings. The Chair and Headteacher check the draft, and minutes are issued to governors within two weeks of the meeting. Minutes are approved at the following meeting, and then published on the school website.

At each Full Governing Board meeting there is a facility for Confidential Items. Confidential Minutes may include – confidential items where student or staff names might be revealed. They may also include time-sensitive items, which are confidential at the moment, but might be public in future. Confidential minutes are not published on the website.

Statutory Responsibilities

The statutory responsibilities of the Governing Board are as follows:

SEN

Teachers pay

Admissions

School statement of behaviour

Staff discipline, capability and grievance

Child protection

Supporting pupils with medical needs

Delegation of Responsibilities

The Governing Board may delegate any of its functions (with the exception of retained responsibilities) to:

- A committee.
- Any governor other than a governor who is the head teacher.
- The head teacher, where the function being delegated does not directly concern the head teacher.
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Where the Governing Board has delegated functions, this does not prevent the Governing Board from exercising those functions.

The Governing Board must review annually the functions they have delegated.

The Governing Board may not delegate the following functions to an individual, although they can be delegated to a committee.

- Approval to the first formal budget plan of the financial year
- Suspension of governors
- Permanent exclusion of pupils

Any individual or committee with delegated responsibility must report to the Governing Board advising of all actions taken or decisions made relating to that delegated function.

Retained Responsibilities of the Governing Body

The following responsibilities remain the responsibility of the full Governing Board.

- Review and document approval of all delegation arrangements annually.
- Review the committee structures annually.
- Review the purpose and delegated authority of Working Parties annually.
- Annually appoint the following Link Governors
- Admissions Governor
- Equalities Governor
- Training & Development Governor
- Safeguarding Governor
- Inclusion (inc SEN & EAL) Governor
- Year Link Governors
- EYFS Governor
- Finance Governor
- Health & Safety Governor
- Together with the Senior Leadership Team set the strategic direction of the school.
- Together with the Senior Leadership Team set the school's vision, mission, values, ethos & priorities in line with strategy
- Determine the standards of conduct for the entire school community.
- Contribute to, approve and review the school's Self Evaluation Form (SEF)
- Review & approve the School Improvement Plan (SDP)
- Review & approve all statutory School Policies. Non-statutory policies are delegated.
- Monitor admissions, admission appeals & pupil number trends
- Monitor the Equality Policy to ensure that it is compliant with current legislation and fully implemented within the school.

The Governing Board also has responsibilities towards its own members:

- Provide induction for new governors
- Ensure provision of CPD to governors by organizing support and training
- Facilitate governors' visits to school
- Undertake an annual Governor Skills Audit
- Advertise parent governor vacancies to parents and staff governor vacancies to staff
- Appoint Co-Opted Governors as vacancies arise.
- Overall responsibility of the Governing Body for ensuring compliance with data protection legislation

Undertaking

As a governor at Oakwood Infant and Nursery School, I confirm I have read and understood the Governing Body Terms of Reference.

Signed.....
Printed Name.....
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