

**CORNERSTONE CoE (VA) PRIMARY SCHOOL
FULL GOVERNING BODY**



**Terms of Reference &
Annual Timetable of Business**

Composition:

- The Full Governing Body (FGB) will consist of 14 members made up of 2 Parents, 1 Co-Opted, 8 Foundation, 1 Local Authority, 1 Staff and the Headteacher.
- Other Associate Members may be appointed from time to time as the FGB decides. Such Associate Members will not have voting rights and shall be entitled to attend such committees as the FGB shall decide.

To be quorate, each meeting requires one half of the complete membership of the Governing Body, excluding vacancies.

Method of working:

- The FGB shall normally meet six times in the school year as outlined in the Timetable of Business.
- The FGB shall meet on other occasions when the Headteacher and Chair of Governors consider it appropriate.
- Agenda to be distributed to all Governing Body members at least 1 week before the meeting.
- Minutes to be taken & circulated to all Governing Body members & tabled at the next Full Governing Body meeting.
- Any Other Business to be included on agendas and all items to be submitted to the chair at least 24 hours in advance of meetings.
- All meetings will open in prayer.

Terms of Reference:

1. Complete the scheme of delegation of tasks and policies on an annual basis.
2. Elect a Chair, Vice-Chair of Governors, Committee Chairs and other officers at the last meeting of the FGB of each academic year.
3. Agree Committee structures.
4. Set the main directives, aims and vision for the school, as well as review and monitor the Strategic Development Plan.
5. Have responsibility for the school building / site and expansion / reduction in school places.
6. Monitor and review the Strategic Development Plan, including the Action Plan following Ofsted or SIAMS inspections.
7. Monitor and review the Self Evaluation and SIAMS Self Evaluation process and procedures.
8. Review Analysing School Performance (ASP) and test results.
9. Develop governors' skills.
10. Audit governor support, training and attendance at governor meetings.
11. Arrange governor visits to school.
12. Arrange new governor inductions.

13. Review Governing Body Performance.
14. Ensure that it reviews statutory documentation on a yearly basis, or delegates this to one of its committees.
15. Consider and agree date for FGB and Committee meetings in line with statutory and school deadlines.
16. Decide any changes in session times.
17. Agree an annual budget and associated service level agreements.
18. Review attendance and exclusion data.
19. Review the monitoring of Collective Worship on an annual basis.
20. Make decisions on extended services i.e. breakfast/after school care provision.
21. Receive reports on performance management.
22. Invite staff with specific responsibilities to attend specific meetings to present information to the FGB.
23. Receive minutes from each of the three committees named below:
 - a. Resources, Pay & Personnel
 - b. School Improvement
 - c. New Build
24. Ensure that it reviews statutory documentation as detailed in the policy matrix.
25. Members of the Governing Body will visit the school at least once a term and be linked to a school improvement/development priority. They should communicate with the school staff leads for these priorities regularly.
26. The Headteacher will present a short report on any important items that have not communicated within committee meetings once a term, linked to the SEF/SDP.

FULL GOVERNING BODY

Annual Timetable of Business

Autumn Term 1

- Agree Pay Policy & receive report on pay recommendations for staff
- Adopt Manual of Personnel Practice
- Adopt Manual of Financial Practice
- Review and agree ToR for FGB
- Review and agree ToR for Appeals committee
- Review and agree ToR for Exclusion committee
- Consider SIAMS Self-Evaluation Form
- Update on New Build project
- Agree governor monitoring, incl. Collective Worship
- Approve schedule of delegated responsibility (Policy Matrix)

Autumn Term 2

- Approve ToR for all committees
- Review Self Evaluation Form
- Review and approve school policies in line with the Policy Matrix
- Headteacher Report
- Update on New Build project
- Committee Reports

Spring Term 1

- Review SIAMS Self Evaluation Form
- Agree staffing structure for following academic year
- Strategic developments
- Progress on New Build

Spring Term 2

- Review Self Evaluation Form
- Review and approve school policies in line with the Policy Matrix
- Headteacher Report
- Progress on New Build
- Committee Reports
- Share HCC Internal Financial Audit Annual Statement (*previously Statement of Financial Expectations*)

Summer Term 1

- Approve draft budget
- Strategic developments

- Discuss draft Strategic Development Plan for coming year
- Progress on New Build

Summer Term 2

- Elect Chair and Vice Chair of Governors for the following academic year
- Agree membership of all committees and appoint Chairs & Vice-Chairs for those committees
- Appoint members to HT Review Panel
- Agree Strategic Development Plan for the following academic year
- Agree dates for FGB and Committee meetings for coming year
- Annual Safeguarding return
- Headteacher Report
- Progress on New Build
- Committee Reports