



GRAFTON PRIMARY SCHOOL

GOVERNING BODY

TERMS OF REFERENCE

1. **Values**

In exercising its functions, the governing body of Grafton Primary School (the **Governing Body**) shall:

- a) act with integrity, objectivity and honesty in the best interests of Grafton Primary School; and
- b) be open about the decisions made and the actions taken, and in particular, be prepared to explain decisions and actions to interested persons.

This does not require the Governing Body to disclose material relating to:

- c) a named teacher or other person employed or engaged, or proposed to be employed or engaged, at Grafton Primary School;
- d) a named pupil at, or candidate for admission to, Grafton Primary School; or
- e) any matter, which by reason of its nature, the Governing Body or a committee of the Governing Body are satisfied, should remain confidential.

2. **Constitution and quorum**

- a) The constitution of the Governing Body shall be as set out in the Instrument of Government for Grafton Primary School.
- b) The quorum shall be half of the full Governing Body.

3. **Notice and records**

- a) The Governing Body shall meet once a term and otherwise as required. Governors who form members of the Governing Body shall normally be given at least seven (7) days' notice of a meeting.
- b) A written record shall be kept of all proceedings of the Governing Body and shall be submitted to the next meeting of the Governing Body. All papers considered by the Governing Body shall be available to all governors on request.

4. **Responsibilities and role of the Governing Body**

- a) The Governing Body shall exercise its functions with a view to fulfilling a largely strategic role in the running of Grafton Primary School.
- b) The Governing Body shall establish a strategic framework for Grafton Primary School by setting:
 - aims, values and objectives for Grafton Primary School;
 - policies for achieving those aims, values and objectives; and
 - targets for achieving those aims, values and objectives.

- c) The Governing Body shall ensure accountability by:
 - monitoring and evaluating progress towards achievement of the aims, values and objectives set;
 - appointing the Headteacher;
 - performance managing the Headteacher;
 - engaging with stakeholders; and
 - regularly reviewing the strategic framework for Grafton Primary School in the light of that progress.
- d) The Governing Body shall ensure financial probity by:
 - setting the budget;
 - monitoring spending against the budget; and
 - ensuring value for money is obtained.
- e) In exercising these functions, the Governing Body shall:
 - subject to any other statutory provision, comply with any trust deed relating to Grafton Primary School; and
 - consider any advice given by the Headteacher (as set out below).
- f) The Governing Body shall act as a "critical friend" to the Headteacher and shall support the Headteacher in the performance of the Headteacher's functions and by providing constructive criticism.
- g) The Governing Body shall attend relevant training courses and review available advice to ensure that the above responsibilities are carried out effectively.
- h) The Governing Body shall maintain a register of business interests that have the potential to conflict with the interests of Grafton Primary School and update it annually.

5. Committees of the Governing Body

- a) The Governing Body shall establish committees of governors – including the number of committees and terms of reference – and delegate suitable functions to those committees as it deems appropriate.
- b) The delegation of functions and the structure of the committees shall be reviewed annually by the Governing Body and the terms of reference for each committee shall also be reviewed annually (whether by the Governing Body itself or by the relevant committee (by way of delegated powers from the Governing Body)).
- c) The Governing Body shall approve appointments to the membership of each committee and ensure that members of each committee elect a Chair and Vice-Chair of each committee.
- d) Where possible, the Governing Body shall appoint link lead governors including (but not limited to) the curriculum, safeguarding, SEN and health and safety.

6. The role of the Headteacher

- a) The Headteacher shall be responsible for the internal organisation, management and control of Grafton Primary School and the implementation of the strategic framework established by the Governing Body.
- b) The Headteacher shall advise the Governing Body in relation to the establishment and review of the strategic framework, and in particular, the Headteacher shall formulate:
 - aims and objectives for Grafton Primary School for adoption, with or without modification or rejection by the Governing Body;

- policies for Grafton Primary School achieving those aims and objectives for adoption, with or without modification or rejection by the Governing Body; and
 - targets for the achievement of those aims and objectives for adoption, with or without modification or rejection by the Governing Body.
- c) The Headteacher shall report at least once every school year to the Governing Body on the progress made towards achieving the aims and objectives set and in particular towards meeting specific targets set.

7. Delegation of the Governing Body's functions

- a) In deciding whether or how to exercise any power to delegate functions any of its statutory functions to a committee of the Governing Body, a governor or the Headteacher (subject to any instructions and/or restrictions prescribed by the Governing Body), the Governing Body shall have regard to:
- exercising its functions with a view to fulfilling a largely strategic role in the running of Grafton Primary School; and
 - the responsibility of the Headteacher for the internal organisation, management and control of Grafton Primary School.
- b) The Headteacher shall comply with any reasonable direction of the Governing Body in performing any function delegated to the Headteacher by the Governing Body.

8. Chair and Vice-Chair of the Governing Body

The Governing Body from amongst its membership shall appoint the Chair and Vice-Chair of the Governing Body at its first meeting of each academic year. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

9. Marketing and Stakeholder Collaboration and Use of Technology

- a) Ensure Grafton Primary School's website fulfils the statutory requirements incumbent on the Governing Body (as set out in "The constitution of governing bodies of maintained schools: Statutory guidance for governing bodies of maintained schools and local authorities in England" and published by the Department for Education).
- b) Engage appropriately with stakeholders and, in so doing, ensure stakeholders understand the role, structure and objectives of the Governing Body.
- c) Whilst ensuring that the participation of governors at Governing Body meetings is "in person" as far as is possible, the Governing Body will adapt to the public health situation and governor's work commitments and allow for meetings and/or approvals to be conducted via email, telephone call and/or video conference call, provided that:
- the Chair of the Governing Body considers it appropriate for such approval to be made in such manner;
 - such process may only happen twice during an academic school year (provided that if the public health situation prohibits meetings "in person", this requirement may be waived); and
 - it is recorded by the Clerk to the Governing Body in the relevant minutes of the meeting to which such approval relates.

APPROVED: 19 October 2020
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