



September 2022

## Governing Body Terms of Reference

### 1. Membership

The Governing Body shall consist of twelve (12) governors of which there shall be:

- Ex-officio- Executive Headteacher
- Ex-officio- Vicar of St. Michael's CE Church, Highgate
- Staff Governor
- LDBS Governor
- LDBS Governor
- West Haringey Deanery Synod
- West Haringey Deanery Synod
- PCC
- PCC
- LA Governor
- Elected Parent Governor
- Elected Parent Governor

### 2. Proceedings

2.2 All governors will commit to attending all meetings, unless due to personal circumstances – in which case the Clerk will be informed in advance of the meeting.

2.3 The quorum for all meetings will be fifty per cent of the total number of governors.

2.4 The Chair and Vice Chairs of the Governing Body will be appointed by the GB.

2.5 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply in relation to the governing body conduct of business.

2.6 The governing body works as a "whole team" with two separate committees plus pay committee.

2.7 The governing body will appoint a lead person with responsibilities for each of the following areas:

- Finance
- Premises, Health and Safety
- Curriculum and assessment
- Admissions
- Christian ethos
- SEND & Inclusion
- Communications
- BAME achievement & staffing
- Safeguarding
- Wellbeing
- Digital Strategy



2.8 The governing body may co-opt members as it sees fit. Other individuals and observers, including other representatives of the LA, may only attend governing body meetings with agreement of the governing body.

2.9 In the event of a tied vote the Chair or Acting Chair will have a second or casting vote.

### **3. Function of the GB**

The duties of the GB can be summarised under three key roles

3.1 Be strategic leaders of the school by:

- Setting targets for school improvement;
- Overseeing the conduct of the school leadership and management including performance management;
- Setting and overseeing the management of the school's delegated budget including setting a policy of spending decisions and limits to decisions that can be made by the Headteacher alone, and those decisions that must be referred to the GB for approval, with reference to the Haringey Financial Standards procedures ;
- Setting staffing structures;  
Monitoring performance management arrangements;  
Agreeing policies and plans drafted by the Headteacher and setting an appropriate policy framework within which the school must operate;  
Appointing senior managers and other key staff.

3.2 Provide challenge and support to the school's senior leadership team by:

- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring performance against targets;
- Monitoring the implementation of the policy framework and its impact on standards of achievement;
- Monitoring school self-evaluation;
- Ensuring the school complies with statutory requirements;
- Providing robust challenge and support to the Headteacher and SLT;
- Monitoring and evaluating progress.

3.3 Hold the Executive Headteacher and SLT to account by:

- Receiving regular information from the Executive Headteacher and SLT on the performance of all aspects of the school;
- Agreeing a performance management policy and monitoring its implementation;
- Conducting the performance management of the Executive Headteacher and monitoring progress towards agreed targets;
- Ensuring performance management throughout the school is conducted effectively to make a positive impact on outcomes for children and linked appropriately to pay in accordance with the pay policy;
- Ensuring that the information to parents meets statutory requirements;
- Agreeing a complaints policy and monitoring its implementation;



- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions.

**4. The Role of the Executive Headteacher**

4.1 The Executive Headteacher will be responsible for the internal organisation, the leadership and management and control of the school.

4.2 The Executive Headteacher will provide the GB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the GB for information.

**5. Conduct of the GB**

5.1 The GB will conduct its business in an open and transparent way and in accordance with the principles of standards in public life as determined by the Nolan committee, and with reference to 'The Good Governance, Standards for Public Services' document produced by the Independent Commission for Good Governance in Public Services.

5.2 The GB strive to work as a team in which constructive working relationships are actively promoted.

5.3 The GB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the GB.

5.4 Where functions have been delegated to an individual, or a group, they must report back to the full GB on actions taken under delegation at the earliest possible opportunity. The GB remains responsible for any action undertaken on its behalf under delegation.

5.5 Individual members of the GB must respect confidentiality.

5.6 The GB is responsible for the appointment of the Clerk. The Clerk will also be bound to confidentiality.

**6. Procedural issues**

6.1 GB minutes will be collated and sent to the Chair and Executive Headteacher within ten days for approval, before wider circulation to the members of the GB by email.

6.2 Part 1 minutes of a Governing Body meeting will be published on the school website as soon as is practicable.

6.3 The agenda and papers for GB meetings will be determined by the Chair and the Exec HT in the first instance, at least ten days before the meeting. This will then be circulated seven days in advance to other members.

Approved by the Governors

...Cordelia Brown ..... (Chair)

21 September 2022

..... (Date)