



# Queensgate Foundation Primary School



## Terms of Reference – Full Governing Board

### INTRODUCTION

The Governing Board ensures that the school:

- Operates effectively with a strategic focus in line with relevant legislation
- Strives for continuous improvement through specific action and the effective delegation of tasks and associated responsibilities

### RESPONSIBILITIES

The Governing Board has a corporate responsibility for the operation of the school.

The work of the Governing Board and the agenda content will cover the:

- Annual election of Full Governors Chair and Vice Chair
- Annual agreement of membership of Resources Committee, Pay Committee, Curriculum Committee and Discipline Committee
- Co-ordination of the activities, responsibilities and outcomes of the above sub-committees
- Periodical review and agreement of the terms of the Delegation of Management
- To review the Scheme of Delegation annually

### MEMBERSHIP

The membership shall be as defined in the constitution of the Governing Board

### MEETINGS

The membership of the Governing Board is requested to attend.

A viable meeting of the full governors shall require a minimum of:

- The Chair of Full Governors, Vice Chair or delegated individual
- The Headteacher or delegated individual
- The Chair of each committee, Vice Chair or delegated individual
- The Clerk to Governors or delegated governor minute taker

Quorum shall be **9 or 1/3** (whichever is greater) of members. Voting shall be by majority decision of the voting members.



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## MINUTES

Minutes shall be taken at each meeting and circulated to all members of the governing Board. Approved minutes will also be available for inspection by staff, parents and members of the public on request (copies to be held in school file).

Meeting dates and agendas shall be notified to governors in advance, prior to committee meetings.

Signed: R. Williams .....Chair of Governors

B. Williams .....Headteacher

Reviewed: September 2018

Next Review Date: September 2019