

**ST BARTHOLOMEW'S SCHOOL
THE FULL GOVERNING BODY**

TERMS OF REFERENCE

APPROVED BY THE FULL GOVERNING BODY SUMMER 2016

TO BE REVIEWED ANNUALLY AT THE SUMMER MEETING

Membership

The Full Governing Body includes all categories of Governor:

- Parent
- Staff
- Those appointed by the Governing Body
- Those appointed by the Foundation
- The Headteacher
- Co-opted.

The work of the Full Governing Body will be supported by the Clerk to the Governors who will give notice of meetings, act as minute secretary and advise about procedures. In cases of conflict of interest, an alternative clerk will be sought.

As and when desirable, the Chair may request any other person to attend meetings.

Quorum

As defined in the Articles of Association, a quorum for a meeting of the Governing Body shall be "any one half (rounded up to the nearest whole number) of the membership." This excludes Associate Members. The quorum must include the Chair or Vice-chair of the Governing Body and the Headteacher.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting.
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.
- The conduct of meetings will be in accordance with the Articles of Association.
- The Chair and Vice-chair, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at the Autumn Term meeting each year.

Responsibilities

The Articles of Association requires that the Full Governing Body must approve the following:

- The Budget
- The appointment of a Headteacher and Deputy Headteacher
- The Capability Policy
- The Curriculum Statement.
- The Child Protection Policy
- The Anti-bullying Policy
- The Behaviour Improvement Policy
- The Equality Policy
- The Special Educational Needs Policy
- The Relationship & Sex Education Policy
- The Health & Safety Policy
- The Complaints Policy
- The Lone Worker Policy
- The Waste Management Policy
- The Lettings Policy
- The Governors' Visits to School Policy
- Financial Procedures
- Governors' Code of Conduct
- The Physical Restraint Policy
- The Charging and Remission Policy (Charging for School Activities).
- The Pay and Appraisal Policies
- The Admissions Policy
- Freedom of Information Policy
- Data Protection Policy
- The Unreasonable, Persistent and Harassing Complainants Policy

Reporting

Minutes will be distributed to all Governors each term, and copies will be published on the website.

Signed
Chair

Date