

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

**TERMS OF REFERENCE**

**APPROVED BY THE FULL GOVERNING BODY  
SUMMER 2024**

**TO BE REVIEWED ANNUALLY AT THE SUMMER MEETING**

**Membership**

The Full Governing Body includes all categories of Governor (also known as Trustees and Directors):

- Parent
- Those appointed by Members, including 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 Full Governing Body shall be "any one half (rounded up to the nearest whole number) of the membership." The quorum must include the Chair or Vice-chair of Governors, as well as the Headteacher unless the matter to be discussed represents a conflict of interest.

**Voting**

The Headteacher shall not vote on any decision concerning budget and financial commitments of the Governing Body.

**Meetings**

- Meetings will be held at least 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**

To approve, review and monitor the implementation of all requisite policies and procedures as defined in the Delegated Policy Framework and the Finance Scheme of Delegations. These include, but are not limited to:

- The Budget
- The appointment of a Headteacher/ and Deputy Headteachers
- The Capability Policy
- The Curriculum Statement
- Safeguarding & Promoting the Welfare of Children Policy
- The Anti-bullying Policy
- The Behaviour Policy
- The Equality Policy
- The Exclusion Policy
- The Special Educational Needs & Disabilities Policy
- The Relationship & Sex Education Policy
- The Health & Safety Policy
- The Concerns & Complaints Policy
- The Lettings Policy
- The Governors' Visits to School Policy
- The Governors' Code of Conduct
- The Physical Restraint Policy
- The Charging and Remission Policy (Charging for School Activities).
- Pay and Appraisal policies
- The Admissions Policy
- The Freedom of Information Policy
- The Data Protection Policy
- The Unreasonable, Persistent and Harassing Complainants Policy
- The setting of term (session) dates.

## **Reporting**

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

***Approved by the Full Governing Body at its meeting on  
11<sup>th</sup> July, 2024***