

Edward Pauling Primary School

Governing Board Terms of Reference

1. Purpose

The Full Governing Body (FGB) is responsible for the strategic leadership and oversight of the school. All statutory functions of the governing body are carried out by the FGB unless explicitly delegated to an individual or panel under these Terms of Reference.

2. Core Functions

The FGB will:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold senior leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
3. Oversee the financial performance of the school and ensure money is well spent

3. Structure and Meeting Pattern

- The FGB and each committee will meet at least once each term (or as agreed)
- Additional meetings may be called by the chair or at the request of at least one-third of governors
- The annual work plan will ensure all statutory duties are covered

4. Membership

- Membership will follow the school's Instrument of Government
- The FGB will elect a chair and vice chair annually
- The FGB will appoint link governors (e.g. safeguarding, SEND, finance) to support monitoring

5. Quorum

- A FGB meeting is quorate when one half of the current membership, rounded up, is present (excluding vacancies); the quorum for committees is three governors
- Decisions are made by simple majority vote; the chair has a casting vote

6. Delegation

6.1 Delegation to the Headteacher

- Operational management of the school
- Day-to-day financial management within agreed budget limits
- Appointment, performance management and dismissal of staff below the leadership spine (except where statutory processes require governor involvement)
- Any other responsibilities described in the delegation plan

6.2 Delegation to Individuals / Panels

The FGB will appoint individuals or small panels where statute requires or where necessary for workload management. These may include:

- Chair's emergency powers: to make urgent decisions where delay would prejudice the school
- HT Performance Management Panel: usually 2–3 governors with an external adviser
- Pay Panel: for pay recommendations (where not delegated to the headteacher)
- Staff discipline panels and appeals panels (convened as required)
- Complaints panels (convened as required)
- Exclusion panels (convened as required)
- Link governors: delegated monitoring responsibility, not decision-making

6.3 Delegation to Committees

The FGB delegates certain functions to two committees: Curriculum and Finance & Resources. These functions are set out separately in each committee's Terms of Reference.

A full Scheme of Delegation sits alongside these ToR.

7. Responsibilities of the FGB

The FGB will:

- Approve the school budget and monitor financial performance
- Approve key statutory policies (as per annual schedule)
- Monitor educational performance and school improvement
- Ensure compliance with safeguarding, health & safety, and statutory duties
- Ensure robust risk management
- Ensure stakeholder engagement
- Quality assure link governor reports

8. Minutes and Reporting

- Accurate minutes will be taken for all FGB meetings, using the LBH Governor services
- Link governors and panels will provide written reports to the FGB

9. Training and Development

- Governors will undertake training to fulfil their roles effectively
- New governors will receive an induction

10. Review

- These Terms of Reference will be reviewed annually by the FGB