



## The Full Governing Body of Hagley Primary School Terms of Reference (Sept 2025)

### Introduction

In accordance with the Governance Handbook (2017), all governing boards should hold executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff. The governing body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

### Membership and quorum

The committee will be appointed by the governing board annually and will consist of an elected chair and vice chair, the headteacher and other nominated governors. Subject teachers may also be asked to attend committee meetings to help identify any areas for concern and discuss how these can be addressed.

In accordance with part 5 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the committee is only open to no less than three governors.

The quorum of the committee will be half of the number rounded up to the nearest whole.

### Duties

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Body meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Body\*
- To establish the committees of the Governing Body and their terms of reference\* (Leadership & Management Committee/Personnel, Pay & Performance committee, Resources Committee and Quality of Education Committee)
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
- To formally accept the annual Budget proposed by the finance committee
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate (delegated to the Resources Committee)
- To review the delegation arrangements annually\*
- Full Governing Body to be responsible for the appointment of Head teacher
- To monitor the progress of work being done by committees (Leadership & Management Committee/Personnel, Pay & Performance committee, Resources Committee and Quality of Education Committee) and individuals
- To ensure that each committee have specific delegated responsibilities within Terms of references agreed by the Full Governing Body
- To consider the recommendations made by the committees with regard to the working of the Governing Body
- To establish and keep under review arrangement for governor's visits to school
- To allocate working parties/as required and delegate responsibilities accordingly

\*these matters cannot be delegated to either a committee or an individual

Reviewing its own progress on a regular basis, taking into account its own performance, constitution and these terms of reference to make sure that the committee is operating at its full potential.

### Meeting and recording arrangements

- The Governing Body will meet as often as necessary to fulfil its responsibilities and at least once per term. The chair may call unscheduled meetings as long as appropriate notice is given to all members of the Governing Body.
- The clerk will circulate an agenda and any other relevant documents to the meeting no fewer than seven days prior to the meeting.
- The clerk will take minutes of the meeting which will then be shared with the chair and circulated to the Body members for approval at the following meeting.



- **If the clerk is unable to attend the meeting, the committee must appoint a clerk in accordance with the School Governance Regulations, which state that the governing board must appoint a clerk, who must not be the headteacher of the school.**
- **The Governing Body may invite non-members to meetings to assist or advise on a specific matter or issue. These additional attendees will not be entitled to vote on any matters. Any appointed associate members may be given the right to vote; however, only at committee level.**
- **Every matter to be decided upon will be determined by a majority vote; each member of the Governing Body shall be entitled to one vote. Where there is an equal division of votes, the chair will have the deciding vote.**
- **A register of attendance shall be kept for each meeting and will be published on an annual basis.**

#### **Review dates and terms of office**

**The governing board will determine the constitution, membership and terms of reference of the committees and review these annually for the duration the committee is required.**

<b>Name of Governor</b>	<b>End of term of Office</b>
Ms A Bradley	Parent Governor
Mr J Bryant	Co-opted Governor
Ms R Cummings	Staff Governor
Mrs R Core	Co-Opted Governor
Mrs T Davis	Co-opted Governor
Mr S Grimes	Parent Governor
Dr K Jamalapuram	Co-Opted Governor
Mrs K May	LA Governor
Mr M McDonald	Parent Governor
Mrs V Payne	Headteacher
Mr M Richards	Co-Opted Governor
Mrs S Riding	Co-Opted Governor
Mrs C Smith	Co-Opted Governor
Mr A Tyler	Parent Governor
Mr R Tindell	Associate Governor (Deputy head teacher)
Mrs C Davis	Associate Governor (Assistant Head teacher)
Mrs T Rennie	Associate Governor (School Business Manager)

<b>Chair of the Governing Body</b>	Mrs Rebecca Core
<b>Vice-Chair of the Governing Body</b>	Mrs Tess Davis
<b>Clerk to the Governing Body</b>	Mrs Lucy Simpson

<b>Quorum:</b>	<b>One half of the number of Governors shown in the Instrument</b>
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<b>Agreed by the Governing Body on September 2025</b>	<b>Date 30.9.25</b>
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<b>Chair of Governing Body</b>	Mrs R Core	<b>Clerk to the Committee</b>	Mrs L Simpson
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<b>Quorum 50% rounded up</b>	7 Governors
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<b>Date Committee Established</b>	23 March 2018
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<b>Date of review</b>	Annually September
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