

MERTON JUNIOR SCHOOL FULL GOVERNING BODY

TERMS OF REFERENCE

Overview

The Governing body will act as a corporate body.

In exercising their functions, the governing body will adopt the following principles:

- a) to act with integrity, objectivity and honesty in the best interests of the school; and
- b) to be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested persons.

The governing body will promote the ethos of the school in accordance with the school's vision and mission statement.

Membership

Membership is as stated in the instrument of Governance, members being elected or appointed to vacancies as appropriate.

Quorum

A quorum of at least one half of the stated membership (excluding any vacancies); one of whom must be the headteacher or his/her representative and one of whom must be the Chair or Vice chair of Governors.

Meetings

Meetings must be held at least once each term.

Election of Chair and Vice Chair

The Chair and Vice Chair shall be elected by and from the members of the Full Governing Body in September each year, and/or if a vacancy arises.

Reporting

The agenda and draft minutes of all meetings must be circulated to all members; and once approved, minutes must be made available for staff and parents to see.

Responsibilities

General

- 1) The governing body shall exercise their functions with a view to fulfilling a largely strategic role in the running of the school.
- 2) The governing body shall establish a strategic framework (within the School Improvement Plan) for the school by -
 - a) agreeing aims and objectives for the school;
 - b) agreeing policies for achieving those aims and objectives;
 - c) agreeing targets for achieving those aims and objectives.
- 3) The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.
- 4) The governing body shall advise and support the head teacher in the performance of his/her functions and give him/her constructive criticism.
- 5) The governing body shall decide which of its functions will be delegated to committees. The remit of each committee shall be defined by a terms of reference document, reviewed periodically. The governing body shall review and approve reports and decisions from each committee.

6) School curriculum

The governing body shall -

- a) consider the curriculum policy formulated by the head teacher and adopt it, with or without modifications;

b) monitor, evaluate and review the implementation of the curriculum policy

Performance management

7) The governing body shall –

- a) establish a written performance management policy setting out how the head teacher and school teacher appraisal at the school is to be implemented. This will be done having consulted with teaching staff.
- b) review (and if necessary, amend) the performance management policy every school year.
- c) implement the policy in conjunction with the headteacher.

8) School Finance

The governing body shall consider and approve the budget plan, consider and approve any proposed revisions to the budget plan during the course of the year and monitor spending against plan.

9) Staffing

The governing body shall

- a) decide the number of staff at the school and the level of the posts.
- b) advertise and set up selection panels for head and deputy head posts.
- c) set the pay of all members of staff in line with legal requirements
- d) establish disciplinary rules and grievance procedures;
- e) suspend or dismiss staff in exceptional circumstances

10) Standards and Target Setting

The governing body shall set the targets for the achievement of pupils at the end of KS2 in the following school year.

11) Premises

The governing body shall

- a) control the use of the school premises during and outside the school day.
- b) prepare a Health & Safety policy and ensure risk assessments are carried out.

Signed _____

Date _____