

Ramsgate Holy Trinity C.E. Primary School

Terms of Reference

The Governing Body.

Full governing body – September 2016

Membership:- Twelve members as per the Instrument of Government

Six governors, one of whom must be the Headteacher or staff governor shall be present for a meeting to be quorate.

The Governing body shall be able to co-opt additional members, for specific purposes, as specified in the Instrument of Government.

Members of committees shall be elected annually at the autumn term governors' meeting. The committee shall elect a Chairman and Vice Chairman, serving for a period of two years.

Meetings: meetings will be held at least once a 'seasonal' term but may be called at any time at the request of any members via the Chairman.

Meetings shall be minuted by an appointed clerk to the governors.

Role of the Chairman of Governors:

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Kent County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and offers strategic direction

Disqualification – the Headteacher, Staff Governors, Staff Members

Role of the Clerk to the Governors

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Governing Body

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.

Terms of reference:

- 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*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- 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 keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*

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

Membership – As per the Instrument of Government**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations**Quorum:** Six governors, one of whom must be the Headteacher or staff governor shall be present for a meeting to be quorate.**Chairman:** Mr. Richard Farr**Vice-Chairman:** Miss Mary Somers-James**Clerk:** Mrs. Kim Metcalfe

| Names of Governors | Term of office ends: | |
|---|----------------------|---------|
| Rev. P. Adams (Ex-Officio) | | Ongoing |
| Vacancy (Parent) (Diocesan Board of Education Foundation) | | |
| Mr. P. Couch (Diocesan Board of Education Foundation) | August | 2018 |
| Mr. C.Crook (Diocesan Board of Education Foundation) | August | 2019 |
| Mr. R. Farr (Parent elected Non-Foundation) | June | 2018 |
| Mr. David Haughton (Headteacher) | August | 2017 |
| Vacancy (Staff Governor) | | |
| Miss Mary Somers-James (Diocesan Board of Education Foundation) | Oct | 2017 |
| Mr. R. Thomas (Diocesan Board of Education Foundation) | Dec | 2019 |
| Mr. Simon Thompson(Diocesan Board of Education Foundation) | Nov | 2019 |
| Mrs. A. Tyler (Parent elected Non-Foundation) | August | 2018 |
| Mrs. Val Woodin (LEA Governor) | April | 2018 |

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| These Terms of Reference agreed by the Governing Body: | 29 | 09 | 2016 |
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Signed:

Mr. R. Farr - Chairman of Governors

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| Review Date (annual) | 09 | 2017 |
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