

**TAVISTOCK PRIMARY & NURSERY SCHOOL**  
**TERMS OF REFERENCE FOR THE GOVERNORS'**  
**FULL GOVERNING BOARD**

**Title:** Full Governing Board

**Membership:** Membership shall consist of no fewer than 12 (twelve) governors, as set out in the Instrument of Governance.

**Quorum:** The quorum for a meeting of the full governing board and any votes at that meeting is 50% of current posts held. The board shall not meet without the head teacher being present or a substitute nominated by him/her.

**Meetings:** The board shall meet at least once each term or otherwise as required.

**Terms of Reference:**

The Governing Board needs to take a strategic role, support and challenge the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Board meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Board will:

1. Have an Instrument of Governance
2. Hold at least 3 meetings per year
3. Appoint or remove the clerk
4. Elect a Chair and Vice Chair
5. Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors and provide induction for new Governors
6. Offer ongoing training for all Governors
7. Complete housekeeping tasks annually in September
8. Maintain and update annually a file of pecuniary interest declarations
9. Observe delegated decisions as set out within the Governing Board Delegation Planner

The Governing Board will have a strategic view of:

- Whole School Management: Receive Headteacher's reports, set term dates, agree the Self Evaluation Summary and Strategic School Improvement Plan, agree all statutory policies and procedures, elect Governors to areas of key responsibility. Monitor standards of teaching and ensure National Curriculum is taught. Ensure adequate safeguarding arrangements are in place and that all school statutory returns are completed.
- Pupils: Review and monitor pupil progress and school performance data, pupil attendance, pupil exclusions and admissions. Review outcomes of annual pupil survey
- School Finances: Agree annual budget, monitor income and expenditure against set budget, complete annual benchmarking review. Monitor Pupil Premium and PE Funding. Complete Schools Financial Value Standard. Review 3 yearly external audit report.
- Personnel Management: Review staffing structures, pay & conditions, attend interviews, ensure appraisal process completed. Monitor staff absence and well-being.
- Premises: Develop strategic plan for improvements, review Asset Management Plan and School Condition Survey, ensure Health & Safety compliance and that issues are met and that adequate insurance is in place. Review 3 yearly external Health & Safety audit.
- Parents: Publish a School Prospectus and ensure all statutory information is available on a school Website. Attend school events and take opportunities to meet and talk to parents. Review outcomes of annual parent survey.

Date reviewed and adopted: 17th September 2024

Signature of Chair of Governors: Sue James