



## Chosen Hill School Full Governing Body Terms of Reference

### Purpose of the Committee

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

The number of Governors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

Subject to Articles 47-49 and 64, the Academy Trust shall have the following Governors:

- up to 9 Governors, appointed under Article 50;
- a maximum of 7 elected Parent Governors appointed under Articles 53-58;
- up to 3 Staff Governors, comprising up to 2 teacher(s) and up to 1 support staff, subject to Article 50A;
- the Principal;
- any Additional Governors, if appointed under Article 62, 62A or 68A; and

The Academy Trust may also have any Co-opted Governor appointed under Article 59.

### Term of Office

The term of office for any Governor shall be 4 years, save that this time limit shall not apply to the Principal. Subject to remaining eligible to be a particular type of Governor, any Governor may be re-appointed or re-elected.

### Specific responsibilities

- To agree constitutional matters
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To hold at least three Governing Body meetings a year or a meeting of the temporary governing body as many times as required
- 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 or remove a Clerk to each committee
- To suspend a governor
- To appoint or remove community or sponsor governors
- To set up a Register of Governors' Business Interests
- To approve and set up a Governors Expense Scheme
- To regulate the Governing Body procedures (where not set out in law)
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To review the delegation arrangements annually
- To approve the appointment of the Principal on the recommendation of the selection panel
- To approve the dismissal of the Principal
- To approve the suspension of the Principal
- To end the suspension of the Principal
- To approve the appointment of the Vice-Principal on the recommendation of the selection panel
- 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 approve the first formal budget plan of the financial year
- To establish mandatory policies
- To set and publish targets for pupil achievement
- To set the times of school sessions and the dates of school terms and holidays
- To consult annually before setting an Admission's Policy

**Timetable**

To meet at least three times per year and otherwise as required.

**Quorum**

Three Governors or where greater, one third of Governors (rounded up to a whole number) of the total number of Governors holding office at the date of a meeting.

Where there is a vote for

- Appointing a parent Governor,
- Any vote on the removal of a Governor,
- Any vote on the removal of the Chair of Governors

the quorum shall be any two-thirds (rounded up to a whole number) of the persons who are at the time Governors entitled to vote on these matters.