

## **Campion School Governing Body Terms of Reference**

### **Members**

The members of the committee will be appointed by the Full Governing Body annually at the first meeting of the school year (normally September), or as required. The headteacher will designate senior staff to work with the committee.

Members as at September 2024 are:

Fergus Durrant (Chair)  
Janice Gillmore-Caley (Vice Chair)  
Bob Crowther  
Christine Heath  
Judy Falp  
Darren Mitchell  
Janice Gillmore-Caley  
Chris Catto  
Catalina Salam

Members of staff designated to attend are:

Jassa Panesar  
Steven Bolsover  
Nick Hawkins  
Sobia Aziz

### **Clerk:**

The clerk to the Full Governing Body will take minutes of the meetings, submit a draft to the chair for correction and circulate to the full governing body. As at January 2020:

Clerk to Governors: Kerrie Flippance

### **Chair:**

The Chair is appointed by the Full Governing Body annually or as required. In the absence of the Chair, Vice Chair, the remaining members present shall elect one of the members to chair the meeting.

The role of the Chair is to:

- Manage the agenda
- Keep the meeting to time
- Ensure that all views are heard and manage the debates
- Allocate the actions arising from the meeting

### **Review Frequency:**

Terms of Reference to be reviewed annually

### **Expected Duration:**

Scheduled meetings will normally last for a maximum of 2 hours

### **Frequency of Meetings:**

2 a school term unless there is a requirement for extra ad-hoc meeting(s)

### **Meeting Dates and Venue:**

Campion School or another venue to be agreed by the chairperson. Meeting dates are set in the meeting plan agreed by FGB in July for the following school year.

### **Purpose:**

The board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/school and making sure its money is well spent

The purpose of the committee is :

- To monitor and evaluate pupil achievement against school and national targets, in particular public exam results.
- To review SEND policy and make recommendations to the governing body and monitor and evaluate the application and impact of activities relating to education, assessment, funding and review of children with Special Educational Needs (including gifted and talented children) and have regard to

## Campion School – Governing Body Terms of Reference

the SEN Code of Practice.

- To decide which subject options should be taught having regard to the resources, and implement provision for flexibility in the Curriculum (including activities outside the school day)
- Monitoring of pupil premium spending
- Ensuring that the National Curriculum is taught to all pupils
- Checking that the statutory required information is published on the school's website
- Ensuring that health and safety regulations are followed

### **Agenda Topics:**

The meeting agenda will cover the following topics:

- Declarations of Interest
- Apologies for absence
- Approval of the Minutes of Previous Meeting
- Matters Arising
- Presentations from departments
- Monitoring of pupil outcomes
- Monitoring of teaching and learning
- Monitoring of curriculum
- Approval of policies

### **Notice of Meetings:**

A schedule of meetings will be set by the Full Governing Body at the end of the Summer Term for the succeeding school year.

Notice of each meeting, confirming the venue, time and date together with an agenda of items and all papers to be discussed, shall be forwarded to each Member of the Committee, not less than seven working days prior to the meeting.

### **Minutes of Meetings:**

The Clerk to the Committee shall minute the proceedings and resolutions of all the meetings of the Committee, including recording the names of those in attendance.

Minutes of the meeting will be initially reviewed by the chair.

Minutes of the meeting shall be approved at the following meeting as a true and correct record and signed by the Chair of the Committee.

Minutes or draft minutes of each meeting shall be presented to the next possible Full Governing Body meeting.

### **Delegated Authority and Policies: Sanction Levels and Approval Documentation**

The committee will review the following policies according to the review schedule with delegated authority to approve them on behalf of the governing body:

Capability Procedure (Support Staff)  
Capability Procedure (Teaching Staff)  
Child protection and Safeguarding (inc Exec Summary)  
Children with Health Needs who Cannot Attend School  
Data Protection Policy  
Medical Needs Policy  
NQT Policy  
Pay Policy  
SEN policy (inc SEN Information Report)

### **Quorum:**

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

### **Voting**

Voting will be by simple majority. In the case of a tie, the Chair of the Committee has the casting vote.