

Coaley C of E Academy and Diocese of Gloucester Academies Trust

Terms of Reference for Local Governing Body meetings

September 2020-August 2021

Strategic Governance

The Board of Governors has an important strategic role to play in the management of Coaley C of E Primary Academy. This is to help the head teacher and staff provide the best possible education for all of the pupils. Governors bring their experience, life skills and common sense to this task. In everything we do, we should aim to raise expectations of what can be achieved by all pupils and strengthen the involvement of parents and the community. This involves:

- Setting the school's vision and aims.
- Establishing and maintaining the school's ethos.
- Setting the school's plans and policies.
- Monitoring and evaluating school performance and
- Promoting self-evaluation to sustain school improvement.

Membership

- The governing body membership is determined by the Diocese of Gloucester Academies Trust (DGAT) via the Scheme of delegation.
- The full governing body shall agree the proceedings and terms of reference of any committee and shall review these annually.
- The membership of any committee agreed by the full governing body may include associate members, provided that the majority of members of the committee are governors.
- Each committee shall have a chair and the clerk will be in attendance – the appointment of the chair shall be undertaken at a full governors meeting.
- The chair of the full governing board shall be appointed annually as per the DGAT Scheme of delegation.
- The Headteacher cannot act as clerk to a committee in the absence of the appointed clerk, but a governor can.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must not be less than two governor members of the committee.
- Full governor meetings/extraordinary governor meetings shall have a quorum of not less than 4 governor members.

Meetings

- The governing body is free to determine how often their committees meet and will depend on the circumstances of the school at any given time. Committee meetings will not be open to the public, but minutes shall be made available on the school website. Information relating to a named person or any other confidential matter does not have to be made available for inspection.
- In the absence of the chair, for the full governing board the vice-chair shall conduct the meeting. For committee meetings, the committee shall choose an acting chair for that meeting from among their number.
- Meetings shall be arranged via the clerk who will record all decisions in the minutes.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number but shall not include the head teacher for this role.
- Draft minutes of each meeting held by the full governing board or committee shall be circulated with the agenda for the next meeting of the full governing board and will be presented at that meeting by the chair (or in their absence another member of that committee).
- Minutes shall be signed by the Chair of Governors as a true record following approval of the governing board.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless the majority of those present are governors.

Committees

- There shall be two committees reporting into the full governing board.
 1. Finance, Resource and Property
 2. Ethos and Standards
- Terms of Reference for these committees shall be review annually in September and referred to when necessary or appropriate.

These Terms of Reference shall be reviewed annually in September, in line with the committee ToR's.