

Full Governing Body Terms of Reference

Purpose

The Governing Body's key responsibility is to ensure that pupils' learning and development is at the heart of the school's priorities.

Membership

The Full Governing Body.

Meetings

The committee shall meet termly and at any other times as required.

Quorum

The quorum shall be five governors. The committee shall not meet without the Headteacher or his/her representative being present.

- 1 To ensure that the governing body fulfils its legal responsibilities regarding the delivery and assessment of the National Curriculum.
- 2 To monitor pupil attainment and receive regular reports on the analysis of test and assessment results.
- 3 To contribute to and monitor the school improvement plan and the post Ofsted inspection action plan.
- 4 To ensure that Freedom of Information guidance is followed.
- 5 Satisfaction of pupils and their parents including the review of the Complaints Policy. To act as the Governing Body Complaints Committee and to consider any complaints made against the Head Teacher
- 6 To monitor the provision of enrichment and extension activities and the broader curriculum.

Election of chair

The chair will be elected at the first meeting of each academic year of the full board of governors committee.

Recording and reporting of meeting

The clerk to governors will be the clerk to the committee, and will produce minutes of all meetings to be circulated to the full governing body meeting. In their absence a member of the committee will be elected to take minutes.