



Pirton Hill Primary School

Full Governing Body (FGB) Terms of Reference

Overview:

The Governing Body is the strategic decision-making body of the school and is legally accountable for its conduct, standards, and financial health.

The Governing Body will discharge its duties in accordance with all relevant statutory and regulatory frameworks, including the [Education Act 2011](#), [School Governance \(Roles, Procedures and Allowances\) Regulations 2013](#), [2012 Constitution framework \(appointments, disqualifications, terms, associate members\)](#) and the Local Authority's Scheme for Financing Schools. It will ensure that governance practices reflect current legal obligations and best practice guidance. These Terms of Reference shall be reviewed annually to maintain compliance and ensure they remain fit for purpose.

All governance business will be conducted through the Full Governing Body, supported by four standing committees:

- Quality of Education Committee
- Resources Committee
- Headteacher's Professional Growth Panel
- Pay Committee

In addition, four committees will convene on an ad hoc basis as required:

- Staff Discipline Committee
- Staff Appeals Committee
- Pupil Discipline Committee
- Pupil Appeals Committee

Purpose:

The Governing Body shall adopt a strategic leadership role, providing constructive support and challenge to the Headteacher while remaining accountable for its decisions and actions. All Governors are expected to act in the best interests of the school and uphold the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. Governors must demonstrate transparency and be willing to explain and justify their decisions to stakeholders and the wider school community.

The core functions of the governing body are as set out in [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#) and include, but are not limited to ensuring:

- That the vision, ethos and strategic direction of the school are clearly defined.
- That the headteacher performs their responsibilities for the educational performance of the school.
- The sound, proper and effective use of the school's financial resources

The Governing Body and its Governors **must**, as required by [Regulation 6\(2\)](#):

- Act with integrity, objectivity and honesty and in the best interests of the school.
- Be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties.

The Governing Body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Maintained Schools Governance Guide

Governance arrangements within this body shall be guided by the principles and expectations set out in the *Maintained Schools Governance Guide*, as published by the Department for Education on GOV.UK. This document provides authoritative guidance on the roles, responsibilities, and legal duties of governing bodies in maintained schools, ensuring compliance with statutory frameworks and promoting effective governance practice. All members are expected to be familiar with its contents and apply its recommendations in the execution of their duties. The guide can be accessed at: [Maintained schools governance guide - Guidance - GOV.UK](#)

Governor Appointment and Election Process:

Governors may be appointed through election by parents, staff, or nomination by the Governing Body. The Headteacher is automatically a member of the Governing Body by virtue of their role. Parent and Staff Governor positions will be filled through a formal nomination and election process. Co-opted Governors, Local Authority Governors, and Associate Members will be nominated and appointed by the Governing Body. When a Governor's term concludes or a vacancy arises, the relevant appointment or election procedure will be followed accordingly.

Instrument of Government:

The Local Authority last approved an updated Instrument of Government for the school effective from 1st September 2018. The Governing Body shall consist of a total of 12 Governors; 3 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 6 Co-opted Governors. The Term of Office for all Governors is 4 years.

Membership:

Details of the current Governing Body membership are provided in the Governance Membership document. A Chair and Vice Chair will be elected on an annual basis. The Governance Clerk will attend all Full Governing Body meetings to support administrative and procedural functions. Attendance by Associate Members at Full Governing Body meetings is optional and at their discretion.

Quorum:

A meeting of the Full Governing Body shall be considered quorate when at least half of its current membership is present, with a minimum of three Governors in attendance. To ensure impartiality, the majority of those present must be non-employees of the school. Associate Members do not count towards the quorum and may attend but do not contribute to the minimum attendance requirement.

Meetings:

The Governing Body will convene a minimum of six times per academic year, with meetings scheduled at regular intervals to ensure consistent oversight. If the Chair is unable to attend a meeting, the Vice Chair will assume their responsibilities. In the absence of both, a temporary Chair will be elected for that meeting. The Governance Meetings Schedule for the forthcoming year will be reviewed and formally approved at the final meeting of the current academic year.

Agenda, Supportive Documentation and Minutes

Each meeting agenda will set out all items the Governing Body is required to consider, ensuring statutory responsibilities are addressed. The agenda will be distributed to all Governors via GovernorHub no later than seven days prior to the scheduled meeting. Where practicable, supporting documentation will also be shared at least seven days in advance to facilitate informed discussion and decision-making.

Draft minutes of Governing Body meetings will be submitted to the Chair and Headteacher for initial review within two weeks of the meeting. Following this, the draft minutes will be circulated to all Governors via GovernorHub within three weeks. Minutes will be formally approved, subject to any necessary amendments, at the subsequent meeting of the Governing Body. Once approved, minutes will be made available to the public upon request, except where confidentiality applies.

The Governing Body will maintain confidentiality in all matters relating to identifiable staff members (current or prospective), individual pupils (including applicants), and any other issues deemed sensitive by nature. Where such matters are discussed, the Governance Clerk will produce Confidential Part 2 Minutes, which will be reviewed and ratified by the Governing Body. These confidential minutes will not be shared with Governors who were not present at the meeting, nor will they be made available to the public.

Voting:

Decisions of the Governing Body shall be made through a formal voting process during scheduled meetings. Voting rights are reserved exclusively for full Governors; Associate Members are not entitled to vote. To participate in a vote, eligible Governors must be present either in person or via an approved remote video-conferencing platform.

Any Governor who has a direct or indirect interest in a matter under consideration—where such interest may reasonably be seen to influence their judgement or responsibilities—must declare the interest to the Governing Body and abstain from voting on that item.

A motion will be carried where the majority of voting Governors present support it. In the event of a tied vote, the Chair shall exercise a casting vote to determine the outcome.

Emergency Power (Chair's Action):

In circumstances where it is not feasible for the Governing Body to convene, either in person or via virtual means, the Chair of the Governing Body may take urgent decisions on its behalf. Chair's Action will only be exercised when the Chair reasonably believes that failure to act would result in significant detriment to:

- The school,
- A pupil or their parent/carer, or
- A member of staff

Chair's Action may only be used for functions that are legally delegable to an individual, in accordance with the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#). It must not be used to:

- Approve the school's budget,
- Suspend a Governor, or
- Decide to discontinue the school.

Further guidance is available under [Regulation 19 of the School Governance Regulations: School Governance Regulations 2013](#) – GOV.UK

Before taking any decision under Chair's Action, the Chair will consult with the Headteacher. In the Chair's absence, the Vice Chair is authorised to act under the same provisions.

The Clerk to the Governing Body will inform all Governors of any Chair's Action taken, as soon as reasonably practicable. A formal record of the decision will be included in the minutes of the next Governing Body meeting.

Policies and Compliance:

The Governing Body is responsible for ensuring that all statutory policies required by the Department for Education (DfE) are in place, regularly reviewed, and effectively implemented. In line with best practice outlined in the [Maintained Schools Governance Guide](#), these policies should be reviewed annually unless otherwise specified, and updated to reflect changes in legislation, guidance, or school context.

Policy reviews should involve appropriate consultation with stakeholders, including staff, parents, and pupils where relevant, to ensure transparency and inclusivity. Non-statutory and school-specific policies will be reviewed and ratified in accordance with the School Policies Schedule, which is maintained and monitored by the Governing Body. This schedule will be reviewed periodically, and policy review dates will be planned in advance to align with the Governing Body's meeting calendar.

Governors must ensure that all policies are accessible, clearly communicated to the school community, and support the school's strategic priorities, safeguarding responsibilities, and compliance obligations.

Leadership and Management:

- To draw up the Instrument of Government and any amendments thereafter.
- To agree constitutional matters, including procedures where the Governing Board has discretion.
- To ensure compliance with local and national guidance and regulations.
- To regulate the Governing Body procedures where not set out in law.
- To elect a Chair and Vice Chair of the Governing Body at the first meeting in the Autumn Term.
- To approve membership of the Pay Committee annually.
- To elect a Chair and Vice Chair of the Pay Committee at the first meeting in the Autumn Term.
- To approve membership of the Headteacher's Professional Growth Panel annually.
- To elect a Chair and Vice Chair of the Headteacher's Professional Growth Panel at the first meeting in the Autumn Term.
- To approve membership of the Quality of Education Committee annually.
- To elect a Chair and Vice Chair of the Quality of Education Committee at the first meeting in the Autumn Term.
- To approve membership of the Resources Committee annually.
- To elect a Chair and Vice Chair of the Resources Committee at the first meeting in the Autumn Term.
- To monitor overall Governance Membership and consider recruitment action to fill vacancies as appropriate.
- To ensure a suitable induction process and mentoring for newly appointed or elected Governors.
- To ensure Governors attend relevant training to continue their effectiveness.
- To ensure compliance with local and national guidance and regulations by monitoring information provided by the school, Governance Clerk, LA and DfE and ensure necessary action is taken by the Governing Body
- To review admissions arrangements in conjunction with the Local Authority annually.
- To take an active role in the curriculum design, intent and implementation, and review the impact identifying success and areas requiring improvement.
- To take an active role in the design of the School Improvement Plan, identifying success and areas requiring improvement.
- To develop and approve strategies for teaching and learning, and the curriculum that drives the

development of the School Improvement Plan.

- To review regularly the school's progress against the strategies.
- To set and monitor key performance indicators and consider how these reflect local and national performance data.
- To update and review regularly the School Profile and School Improvement Plan identifying monitoring opportunities for the Governing Body
- To assign Link Governors to monitor the priorities of the School Improvement Plan in line with the Link Governance Guidance at the first meeting of the autumn term.
- To approve role descriptors for Governors, Link Governors, Chair and Vice Chair of the Governing Body, and Governors.
- To develop and approve a Governor's Monitoring Schedule on an annual basis in line with the School Improvement Plan.
- To ensure Governors visit the school and to review, adopt and monitor a Governors' Visit Policy and Feedback Procedure.
- To ensure the Headteacher provides such reports, in a timely manner, as requested by the Governing Body to enable it to undertake its role.
- To ensure the Senior Leadership Team have put in place remedial actions, where needed.
- To work with the families of its pupils to foster positive home, school and community relationships and to review, at least annually, how the school is regarded by pupils, parents and staff.
- To continue its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.
- To consider if Governor Diversity data reflects the community the school serves and upload a summary document to the school website.

Governance Development:

- To take an active role in the Governance Self Evaluation process, identifying success and areas requiring improvement.
- To update and review regularly the Governance Development Plan identifying areas of development.
- To continue its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.
- To ensure all newly appointed Governors complete induction including induction training, safeguarding training, prevent training and equality training.

Operational:

- To set a timetable of meetings to ensure at least 6 Governing Body meetings are held each year.
- To set an annual business plan.
- To elect (or remove) the Chair and Vice Chair to the Governing Body.
- To appoint (or dismiss) the Governance Professional to the Governing Body.
- To appoint (or remove) LA, Co-opted and Partnership Governors.
- To appoint (or remove) the Headteacher, Deputy Headteacher and Assistant Headteacher.
- To suspend a Governor.
- To decide which functions of the Governing Body will be delegated and to whom and, to review the delegation arrangements through the Terms of Reference and Scheme of Delegation annually.
- To receive reports from any pairs or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.
- To set up a register of Governors' Business/Pecuniary Interests and Gifts and Hospitality.
- To regularly monitor the attendance of Governors at Governing Body meetings.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.

- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To ensure the school has a Complaints Procedure for Staff and that staff know how to raise concerns and make a complaint.
- To ensure that the statutory required information is published on the school's website.
- To ensure that the Governing Body complies with all other legal duties placed upon them.

Curriculum:

- To ensure that the National Curriculum is taught to all pupils and that the curriculum has appropriate coverage, content, structure and sequencing that is implemented effectively.
- To act as a working party for any specific curriculum issues, implementation of new initiatives and Government/LA directives.
- To promote and support curriculum development within the school.
- To consider and promote, with the school Senior Leadership Team, internal strategies for improving pupil achievement.
- To keep under review, a Charging and Remissions Policy for school activities.
- The Board will approve the RSHE policy and curriculum, ensure meaningful parental engagement, and plan for implementation of DFE's July 2025 RSHE guidance (coming into force 1st September 2026)

Pupil Assessment, Monitoring and Target Setting:

- To ensure effective assessment systems are operating within the school.
- To receive from the Headteacher, regular assessments from in school monitoring/tracking systems.
- To review annual Teacher Assessments and other pupil results as reported by Government bodies and the LA.
- To monitor standards and progress through regular staff generated core subject reports.
- To set targets for pupil achievement improvement in conjunction with the Senior Leadership Team, Governing Body and LA.
- To work with and assist the appointed core subject curriculum Link Governors and ensure that the Governing Body receives regular updates on these activities.

Equal Opportunities:

- To ensure that equal opportunities for all pupils are encompassed within all school policies and procedures, including pupils with English as an Additional Language and those identified as Gifted and Talented and Disadvantaged.
- To monitor provision and access for pupils with Special Educational Needs and disabilities and work closely with the SEND Link Governor.
- To publish equality information and objectives under the Equality Act 2010 at least every four years and will collect and publish aggregated governing board diversity data

Safeguarding & SEND:

- The Governing Body will maintain explicit oversight of safeguarding in line with DFE Keeping Children Safe in Education and the Home Office Prevent Duty Guidance, receiving at least termly Designated Safeguarding Lead reports covering (but not limited to) training, referrals, low-level concerns, and SCR spot-checks.
- To ensure Governors confirm they have read, understood and sign the following documents, annually:
 - Safeguarding Policy.
 - DFE Keeping Children Safe in Education.
 - Governor Code of Conduct Policy.
 - Health & Safety Policy

- To receive a regular report on Safeguarding and ensure Safeguarding is very effective.
- To receive a SEND Information Report, annually.
- To ensure all Governors complete Safeguarding training on an annual basis.
- To ensure at least one (ideally three) Governor completes Safer Recruitment training.
- To appoint a Safeguarding Link Governor on an annual basis.

Pupil Discipline and Exclusions:

- To ensure all suspensions and permanent exclusions are considered in line with the current DFE statutory guidance, with required notifications and timelines.
- To establish a Statement of Behaviour Principles on which the school can produce a Behaviour Policy.
- When required, to approve membership of the Pupil Discipline Committee and the Pupil Appeals Committee.
- When required, to elect a Chair the Pupil Discipline Committee and the Pupil Appeals Committee
- To direct the reinstatement of excluded pupils.
- To ensure at least three Governors complete Exclusion training every three years.

Admissions

- To ensure admissions and appeals activity will comply with the School Admissions Code, School Admission Appeals Code and Local Authority processes.

Finance and Risk Management:

- To review and ratify the annual school budget and the three-year Financial Plan, duly considering the School Improvement Plan's priorities.
- To closely monitor and review, at least six times per year, the school budget, including considerations of medium to long-term planning and resourcing and make decisions on expenditure above the Headteacher's delegated limits ensuring best value is applied to all spending.
- To review earmarked funding reports for Pupil Premium, PE and Sports Premium, Catch Up Premium and any other earmarked grants the school receives.
- To receive the Year End Accounts and reports annually.
- To receive a regular report on virements between CFR budgets.
- To annually review the Scheme of Delegation and decide the level of delegation to the Headteacher for the day to day financial management of the school.
- To monitor any Governor expenses.
- To ensure an annual audit of the school funds and to review the use of these funds.
- To monitor and respond, as necessary, to any local authority requests for input/consultation on finance related matters.
- To ensure that the school operates within the financial regulations of the appropriate Local Authority Financial Scheme and to annually review the Finance Manual, the Statement of Internal Control and the Schools Financial Value Standard (SFVS).
- To ensure completion, Governing Body approval and annual submission of SFVS by the Local Authority's deadline, track actions, and review related-party transactions as per DFE expectations.
- To review and take account of any consultations to change the LA Finance Scheme.
- To review contracts, service level agreements and insurance annually.
- To determine whether sufficient funds are available for staff pay increments as recommended by the Headteacher.
- To ensure a review of financial benchmarking, insights and procurement Value for Money (VFM) assurances take place regularly within the relevant committee's cycle.
- To provide explicit assurance on fraud prevention and detection controls, ensuring clear reporting routes are in place and documented within the school's internal controls statement.

- As a result of the Headteacher's Professional Growth Panel recommendations, to determine whether sufficient funds are available for increments.
- To maintain pupil recruitment by regularly reviewing the effectiveness of the marketing plan.
- To ensure risk management systems and a sound system of internal controls exist within the school.

Human Resources:

- To receive and review a HR report from the Headteacher regularly.
- To keep under review, the school staffing structure, in conjunction with the Headteacher.
- In the case of Senior Leadership Team appointments, to liaise with the Head/local education authority regarding arrangements to advertise, interview and recruit for these posts. One member of the Governing Body to be part of the interview panel for all leadership posts.
- To receive and review the recommendations of the Headteacher regarding staff appointments as necessary.
- To ensure the school provides excellent teaching and learning opportunities by attracting and retaining well qualified and motivated staff.
- To determine redundancy payments, dismissal payments, settlement payments and early retirement payments.
- To keep under review procedures/policies for all matters relating to staff.
- To monitor support staff training and professional development.
- To monitor teaching staff training and professional development and monitor to ensure that the teaching delivered is of the highest standard.
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.
- To receive an annual report from the Pay Committee to review the impact of and implementation of pay awards linking to the Pay Policy, Appraisal Policy for Teaching Staff and Appraisal Policy for Support Staff.
- To receive an annual report from the Headteacher's Professional Growth Panel to review the impact of and implementation of any pay award for the Headteacher linking to the Pay Policy and Appraisal Policy for Teaching Staff.
- To establish a Governor Panel, when required, to hear staff appeals against dismissal, redundancy or grievances and action, as appropriate, any decisions relating to the outcomes of the Committee meeting.
- To receive a report from the Headteacher for the termly monitoring of the Single Central Record. An audit report from the LA may be available if the Governing Body engages such services from the LA.
- To review and agree all recommended HR policies.
- When required, to approve membership of the Staff Discipline Committee and the Staff Appeals Committee.
- When required, to elect a Chair the Staff Discipline Committee and the Staff Appeals Committee.
- To respond as necessary to any local authority requests for input/consultation on personnel related matters.
- **To ensure a Whistleblowing Policy is in place, reviewed annually and communicated to staff.**

Premises and Health & Safety

- **The Governing Body will recognise its statutory duties under the Health and Safety at Work etc. Act 1974.**
- **It will operate in line with the DfE's Health and Safety: Responsibilities and Duties for Schools guidance.**

- The Governing Body ensures that appropriate policies, risk assessments, and monitoring arrangements are in place. The Headteacher is responsible for implementing these arrangements effectively.
- Governors will receive regular reports on health and safety matters to:
 - Assure compliance, and
 - Promote a safe environment for pupils, staff, and visitors.
- In conjunction with the Local Authority, implement and review annually, a Health & Safety Policy.
- To ensure that health and safety regulations are followed, appropriately prioritised and, staff and Link Governor receives regular training.
- To develop a school buildings strategy and contribute to Local Authority Asset Management Planning arrangements.
- To review a funded maintenance plan ensuring the school maintains and develops further, the facilities of the school so that it can deliver education in a safe and secure environment which has regard to sustainability as a guiding principle in resource decisions.
- To ensure the Link Governor for Health & Safety inspects the premises including the grounds annually and prepares a report of the conditions and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- As part of the regular financial reviews, monitor the costs and arrangements for maintenance, repair and redecoration within the allocated budget.
- As part of the regular financial reviews, oversee contracts relating to cleaning, grounds maintenance, fire safety, intruder safety and any other contract relating to premises and health and safety.
- To monitor school policies and action plans relating to premises and health & safety statutory regulations and law, lettings and charges.
- To receive report findings of inspections and audits and ensure the Headteacher takes appropriate remedial action.
- In conjunction with the Local Authority, ensure adequate levels of buildings insurance, contents insurance and personal liability insurance in in place.

Headteacher's Delegation:

The Headteacher has day-to-day responsibility for the internal organisation, leadership and management of the school. The Headteacher:

- Implements the strategic framework set by the Governing Board.
- Reports regularly on standards, progress, safeguarding, staffing, finance and school improvement.
- Ensures staff, pupils and parents are aware of policies and procedures.
- Provides governors with information, data and advice to support effective decision-making.

Chair's Delegation

The Chair provides leadership to the Governing Board and ensures that it fulfils its functions effectively by:

- Setting agendas with the Clerk and Headteacher.
- Ensuring all Governors are properly inducted, trained and appraised.
- Facilitating effective meetings, encouraging contributions, and promoting collective decision-making.
- Acting as the main point of contact between the Governing Body and the Headteacher.
- Taking urgent action between meetings where necessary, within the limits set out in regulations and these Terms of Reference.

Vice Chair's Delegation

The Vice Chair supports the Chair and undertakes delegated responsibilities as agreed, deputising in their absence.

Individual Governors Delegation

Each governor shares corporate responsibility for decisions of the Governing Board and must:

- Prepare for and attend meetings, contributing to discussions and decisions.
- Undertake regular training and development to keep knowledge current.
- Observe confidentiality, manage conflicts of interest, and comply with the Code of Conduct.
- Link-governor roles may be undertaken (e.g. safeguarding, SEND, health and safety, curriculum, finance) with clear reporting to the Board.

Link Governors Delegation

Where responsibilities are delegated to individual governors, the following terms apply:

- Link Governors will monitor a specific priority from the School Improvement Plan or a statutory area of the Governing Body's remit. They will provide feedback to the full Governing Body in line with the schedule set out in the Link Governor Guidance and Monitoring Plan.
- Monitoring may be carried out through school visits or alternative forms of engagement such as remote meetings, telephone discussions, or email correspondence, where appropriate. School visits need not take place during operational hours; effective discussions can also be arranged at mutually agreed times with relevant staff, including after the school day.
- All visits and monitoring activity must be conducted in accordance with the Governor Visits Policy.
- The Governing Body will confirm Link Governor Roles, including those covering statutory functions (e.g. safeguarding, SEND, health and safety), at the first meeting of the autumn term each year.
- Link Governors are responsible for ensuring that the Governing Body receives regular, timely updates on their area of oversight.
- A list of current Link Governor Roles must be published on the school website.

Committee Delegation:

The Governing Body has delegated responsibilities to Committees of the Governing Body as outlined in the section 'Overview' on page 1 of this document. Committee Terms of References are reviewed annually by the Governing Body and are accessible through GovernorHub and the School website.

Website Governance Compliance

The Governing Body must ensure that all mandatory governance information is published on the school's website including governor details, business and pecuniary interests, attendance records, a summary of diversity data, the Scheme of Delegation, and an Annual Governance Statement. The Governing Body is committed to operating with transparency, integrity, and accountability, providing assurance to stakeholders that governance arrangements meet both legal and regulatory obligations while promoting best practice in school leadership. Full guidance: [What maintained schools must or should publish online – GOV.UK](#)

Approved by the Governing Body:	Date: Autumn Term 2025
Next Review Date:	Summer Term 2026