TERMS OF REFERENCE

Governing Board

LEOPOLD PRIMARY SCHOOL

(Incorporating the Leopold Gwenneth Rickus Primary School)

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(1)

Membership

1. The composition of the Committee of the Governing Board *(hereinafter referred to as 'The Committee')* shall be as follows:
    a. A minimum of four governors and the Headteacher;
    b. And may include Associate Members appointed by the Full Governing Board.
        i. Where Associate Members are appointed, they shall serve for a determinable period not exceeding 4 years.
2. The Committee shall reflect, as far as is possible, the characteristic of the Full Governing Board.
3. The Committee shall be appointed by the Full Governing Board at its first meeting of any academic year.
    a. Where a vacancy for a Governor on the Committee arises during the academic year, the Full Governing Board shall as soon as is practicable appoint another to fill this vacancy.
4. The Chair of each Committee shall be elected at the first meeting of each school year;
    a. *Until the Chair is elected, the Chair of the Governing Board shall serve as Interim Chair of the Committee.*
5. The Clerk to the Governing Board shall serve as Clerk to the Committee.
    a. Where the Clerk to the Governing Board is not otherwise designated to serve as Clerk to the Committee, a Clerk shall be elected at the first meeting of each school year alongside the Chair of the said Committee; *and*

6. The Committee may at its discretion, co-opt additional Associate Members *(with limited voting rights as determined by the Full Governing Board)* for any purpose and may invite other designated individuals to attend its meetings but such individuals shall not exercise a right to vote on any matter being deliberated by the Committee.

(2)

Quorum & Voting

1. Only Governors can exercise full voting rights.
2. Associate Members may exercise limited voting rights as determined by the Full Governing Board.
3. Unless otherwise designated by the Full Governing Board, at the start of every meeting of the Committee, there shall be no less than three Governors along with the Headteacher or her nominated representative;
4. For the purposes of clause 2 (3), the nominated representative of the Headteacher shall be deemed to be exercising full voting authority for and on behalf of the Headteacher;
5. Where there is any question or business being discussed by the Committee which will require the Headteacher's input and she is not present at the said meeting, but is being represented by her nominated representative, the information or input submitted by her nominated representative shall be deemed to have been submitted by the Headteacher as though she were present; *and*
6. The Headteacher shall before any meeting of the Committee where she will not be present, shall inform the Chair of the said Committee or the person who shall be performing the functions of that office.
7. No vote shall be taken at any meeting of the Committee where Associate Members out number Governors.

(3)

Meetings & Minutes

1. Where the Chair of the Committee is absent from any meeting, the members of the said Committee who are present, shall elect a member of the said Committee to act as Chair;
2. The person elected under clause 3 (1) shall be a Governor and must not be employed by the School;
3. The Clerk designated under clause 1 (4) – Membership, shall attend *(where possible)* all meetings of the Committee and keep a record of the proceedings of the meetings.
4. The minutes of any meeting of the Committee shall include a record of all persons attending *(whether in part or in whole)*, any decisions taken, action points and recommendations.
    a. All recommendations by the Committee shall be written in a manner which clearly informs the Full Governing Board of the proposals or alternatives to the said proposals for their consideration.
5. The minutes of any meeting of the Committee shall be circulated to all members of the Committee as soon as is possible after every meeting but no later than 10 school days after the said meeting was held.
6. All minutes of the Committee shall be laid before the next Full Governing Board meeting after the Committee last met.

7. The Committee shall meet at least once per term, but may meet at other intervals for other purposes relating to their specific remit;
8. An agenda and other relevant supporting documents which shall be discussed at any particular meeting shall be circulated to all Committee members no later than 7 days before the said meeting;
9. Where the stated timeframe as per clause 3 (7) cannot be adhered to, Committee members shall be duly informed by the Clerk to the Committee at the direction of the Chair after consultation with the Headteacher;
10. The Chair shall consult with the Headteacher and the Clerk to the Committee on the items to be published on the Agenda;

(4)

Member's Interest

1. Any member of the Committee who has a direct or indirect pecuniary interest in any matter which is a subject of consideration by the Committee, he or she shall disclose the said interest and withdraw from the meeting at the time the item is being discussed; and
2. The interest shall be duly recorded in the minutes or other Register of Interest.

(5)

Review

1. The Terms of Reference shall be reviewed annually at the Autumn Meeting of the Full Governing Board or at other intervals designated by the Full Governing Board;
2. The powers granted to the Committee by the Full Governing Board may be broadened to cover any situations or other incidentals, but may only be exercised as designated by the Full Governing Board; *and*
3. The said powers as referred to in clause 5 (2) may be curtailed as deemed necessary by the Full Governing Board.

(6)

Functions & Powers

1. The Committee shall consider all issues specific to its Terms of Reference *or* other issued referred to it by the Full Governing Board and *where appropriate,* take professional advice for the effective disposition of its mandate.
2. The Full Governing Board shall expressly outline the mandate of the Committee via issuing Specific Terms of Reference.
3. All powers and functions exercised by the Committee shall be in line with those designated to it by the Full Governing Board and all decisions taken by the Committee shall be done in the best interest of the Leopold Primary School *(incorporating the Leopold Gwenneth Rickus Primary School)*.
4. The Full Governing Board shall have the authority to modify the functions and powers delegated to the Committee at anytime it deems appropriate.
5. All decisions of the Committee which involves spending in excess of its spending authority *(including allocated budget)* shall be referred to the Finance Committee for approval.
    a. The Chair of the Committee shall confirm the school's financial position before directing the Committee to spending beyond its spending authority *(including allocated budget)*.

(7)

Procedures & Training

1. The Terms of Reference specific to any Committee shall be reviewed annually to ensure the Committee has the appropriate delegated authority to effective perform its functions.
2. The procedure for all meetings of the Committee shall be comparable to that of the Full Governing Board.
3. Members of the Committee shall take appropriate steps to maintain and develop their knowledge and skills amendable to their respective Committee *(this may include attending training et al)*.