Nether Green Junior School

UNIFIED GOVERNING BODY
TERMS OF REFERENCE AND PROCEDURES

Approved by:	Governing Board
Last reviewed on:	September 2026
Next review due by:	September 2027

1. INTRODUCTION

1.1 The Nether Green Junior School Governing Board has resolved to conduct all its business as one unified board without committees.

1.2 The Governing Body provides strategic leadership for Nether Green Junior School (NGJS) and has a vital role to play in promoting high standards of educational achievement at NGJS.

1.3 Appendix 1 sets out the key matters in relation to the School for which the Governing Body are responsible and which OFSTED inspectors will use to judge the effectiveness of school governing bodies.

1.4 The Governing Body are not school managers and should not interfere with the day-to-day running of the School.

1.5 In addition to these Terms of Reference and Procedures the Governing Body will at all times operate in accordance with the requirements of the Education Acts, the school governance regulations, the Local Authorities Scheme for Financing Schools and other relevant legislation, and also within the Governors Code of Conduct and policies of the school.

2. CONSTITUTION

2.1 The Governing Body shall operate as one unified body. All Members of the Governing Body shall work together to conduct the business of the Governing Body. Certain tasks and roles may be delegated to a Member (or Members) of the Governing Body from time to time.

2.2 The Governing Body shall consist of 10 Members with voting rights, consisting of 4 parent-elected Members, the head teacher (unless the head teacher decides not be a Member), 1 staff governor, and four co-opted governors (no more than 2 being school staff).

Note – the number of employed staff on the governing board (including the head teacher) will not exceed 1/3 of the total.

There may be associate members with no voting rights including the Deputy Head teacher and representatives of link infant feeder schools. The Governing Body may recruit additional Members (co-opted Members).

3. CONDUCT

3.1 Each Member of the Governing Body shall sign and abide by the latest available Code of Conduct for School Governing Bodies. The Code of Conduct incorporates the Seven Principles of Public Life published by the Nolan Committee in May 1995.

3.2 Upon appointment, and at the beginning of each academic year, Governing Body Members shall sign the register of pecuniary interest and declare any financial or commercial interests or any other potential positions of conflict in relation to the Governing Body that are relevant.

4. ROLE OF CHAIR AND VICE CHAIR

4.1 The key roles of the Chair of the Governing Body are:

4.1.1 Giving the Governing Body a clear lead and direction ensuring that the Governing Body works as an effective team and understands their accountability and the part they play in the strategic leadership of the School and in driving School improvement.

4.1.2 Attracting individuals with the necessary skills and ensuring that tasks are delegated across the governing body so that all Members contribute and the workload is shared.

4.1.3 Being a critical friend by offering support, challenge and encouragement, holding the head teacher to account and ensuring the head teacher's performance management is rigorous and robust.

4.1.4 Ensuring school improvement is the focus of all policy and strategy and that the scrutiny, monitoring and challenges conducted by the Governing Body reflect school improvement priorities.

4.1.5 Ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that Governing Body business is conducted efficiently and effectively.

4.1.6 The Chair of the Governing Body will lead the meetings and keep order.

4.2 The Vice Chair will take over the role and responsibilities of the Chair should the Chair be unavailable.

4.3 Term of office - 4 years. This can be renewed with the approval of the governing body.

5. MEETINGS

Full Governing body meetings.

5.1 The Full Governing Body shall meet at least twice in each School term. The agenda and related documents will be circulated before each meeting.

5.2 The Chair shall endeavor to set meeting dates for the School year as far in advance as possible. Members are expected to attend all full governing body meetings (unless Associate Members are asked not to attend).

5.3 It is important that each Governing Body meeting is quorate in order for it to be effective. The quorum for a Governing Body meeting shall be six voting members.

5.4 Member declarations of interest must be stated at all meetings.

5.5 The following matters shall be reported/discussed at all business meetings: Head teacher's report; Finance and School budget; Premises, Health & Safety; Personnel; Curriculum and Data; Safeguarding (explicitly aligned to Keeping Children Safe in Education 2025); Link governor reports

5.6 Matters that require formal agreement or ratification will be agreed by a vote of those Members who are entitled to vote. Voting may be conducted by a show of hands or a secret ballot. A Member may abstain from voting. The Chair has the casting vote in the event of a tie.

5.7 The Clerk will produce detailed minutes of each Governing Body meeting including all questions raised by Members and including the results of any voting.

5.8 Governing Body minutes shall be circulated by email as soon as possible after the meeting. At the next full governing body meeting they will be reviewed and agreed by all Members or disagreements recorded. Minutes shall include action points and individual Member responsibilities.

5.9 Confidential matters shall be recorded in separate minutes and not disclosed to any person outside of the Governing Body.

Data/Curriculum Group Meetings: A smaller number of governors will form a working group to focus on: Pupil achievement; Progress against the school development plan; Curriculum development. This group will meet half termly to scrutinise school outcomes and development and feedback into the full governing body meeting.

6. MATTERS TO BE DECIDED BY THE FULL GOVERNING BOARD

To determine the strategic direction of the school.

To monitor and evaluate the performance of the school by receiving reports from the head teacher.

To agree constitutional matters, including procedures where the Governing Body has discretion.

To consider whether or not to exercise delegation of functions to a Member or Members.

To receive reports and ratify recommendations from Members.

To consider business provided by the local authority.

To investigate financial irregularities.

To agree selection panel for head teacher and deputy head appointments.

To suspend or end suspension of head teacher.

To draw up the instrument of government and any amendments thereafter.

To appoint or remove the Chair and Vice Chair.

To hold at least six Governing Body meetings a year.

To set up a register of Member's business interests.

To recruit and appoint new Members where appropriate.

To suspend a Member.

To manage the school budget & consider proposed revisions to the budget.

Decide whether to delegate power to spend the delegated budget to the head teacher and if so establish financial limits of delegated authority (see scheme of delegation).

To ensure a policy review cycle is in place.

To maintain the information required to be published on the school website.

7. RELATIONSHIP WITH HEADTEACHER AND SENIOR LEADERSHIP

7.1 The head teacher and the deputy head teacher shall provide the Governing Body with such reports as the Governing Body requires.

7.2 Specifically, the following reports and information shall be provided to the Governing Body, or to an individual Member of the Governing Body as appropriate, as soon as the report or information becomes available: Head teacher's report for the first meeting in each School term; Brief mid-term report for second meeting of the term; Pupil attainment data for data group meetings; Reports showing progress against the school development plan.

8. PANEL HEARINGS

8.1 The Governing Body shall convene a panel out of its Members (excluding staff Members) as appropriate for the purpose of the following matters:

To make any decisions under the Governing Body's personnel procedures (e.g. disciplinary, grievance, capability) where the head teacher is the subject of the action.

To make any decisions under the Governing Body's personnel procedures (e.g. disciplinary, grievance, capability) unless delegated to the head teacher.

To make any determination or decision under the Governing Body's Complaints Procedure for Parents.

To consider any appeals against a decision to dismiss a Member of staff or to a decision short of dismissal (e.g. disciplinary, grievance or capability).

To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.

To consider any representations by parents in the case of an exclusion (parents/carers do not have to be invited).

To consider the appropriateness of any permanent exclusion or suspension (previously called fixed term exclusion) which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/carers must always be invited to make representations in line with statutory guidance).

8.2 All panels are to be convened by the Chair of the Governing board.

8.3 Any Member who has participated on a panel for a staffing decision, cannot sit on the appeal panel.

9. CONFIDENTIALITY AND DATA PROTECTION

9.1 When conducting its business the Governing Body shall comply with the seven principles of the UK GDPR and the Data Protection Act 2018, and ensure compliance with all relevant data protection legislation.

9.2 At all times, data and information provided to the Governing Body in relation to the School shall be treated with the appropriate level of confidentiality.

APPENDIX 1 – KEY MATTERS FOR THE GOVERNING BODY TO ADDRESS

1. Carry out their statutory duties, such as safeguarding, and understand the boundaries of their role on the Governing Body.

2. Ensure that they and the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain.

3. Ensure clarity of vision, ethos and strategic direction, including long-term planning (for example, succession).

4. Contribute to the school's self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact of their own work.

5. Understand and take sufficient account of pupil data, particularly their understanding and use of Analyse School Performance (ASP) and Ofsted's Inspection Data Summary Report (IDSR).

6. Assure themselves of the rigor of the assessment process.

7. Are aware of the impact of teaching on learning and progress in different subjects and year groups.

8. Provide challenge and hold the head teacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, including by using ASP, IDSR, progress data, examination outcomes and test results.

9. Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics.

10. Ensure that the financial resources made available to the school are managed effectively.

11. Are providing support for an effective head teacher.

12. Monitor performance management systems and understand how the school makes decisions about teachers' salary progression, including the performance.

13. Management of the head teacher, to improve teaching, leadership and management.

14. Engage with key stakeholders.

15. Are transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

16. Ensure the school meets its statutory duties regarding SEND provision and equality of access for all pupils, and that governors maintain appropriate oversight of this area.