

**NICOL MERE SCHOOL**  
**GOVERNING BODY**

**FULL GOVERNING BODY**  
**STRUCTURE, INCLUDING**  
**CONSTITUTION, TERMS OF**  
**REFERENCE AND**  
**MEMBERSHIP WITH SPECIFIC**  
**RESPONSIBILITIES**

**2019-2020**

**Approved by the Full Governing**  
**Body at their Summer Term**  
**Meeting**

**on 10<sup>th</sup> July 2019**

## FULL GOVERNING BODY

There has in law to be at least **one full** Governing Body meeting each term: we have agreed to meet four times in each year. It has been unanimously agreed that the dates for each meeting will be arranged at the current meeting and for this to be suitable to all present and those not present to be informed.

- The Headteacher's report will normally be presented at three of the termly meetings.
- The agenda for the meeting, together with any relevant papers and the Headteacher's report (when applicable) are to be sent to every Governor, at least seven clear working days before each meeting.
- The minutes of the meeting are to be circulated to governors within four working weeks of the meeting having taken place. The minutes will be approved at the next full governing body meeting.
- Governing Body meetings will not be open to public access except by specific invitation.

Non – attendance at full Governing Body meetings for a period of six months, without the agreement of the Governing Body, could result in disqualification as a Governor. Governors' attendance will be published on the school's website.

There is a requirement for Nicol Mere School to establish three statutory committees: these are:-

- **the Staff Dismissal Committee** and its associated Appeals Committee
- **the Pupil Discipline Committee** and its associated Appeals Committee
- **the Headteacher Performance Review Panel** (and Review Officer to hear any complaints about the Headteacher's appraisal).

### **Committees and Working Groups (see separate Terms of References)**

Although there is no obligation to create or to delegate additional responsibilities to committees or working parties, for reasons of greater involvement and efficiency, the Nicol Mere Governing Body have agreed to do so and have established the following committees:-

1. **ASSET MANAGEMENT - FINANCE/STAFFING/PREMISES/ HEALTH & SAFETY (see separate TOR)**
2. **PAY & PERSONNEL (see separate TOR)**
3. **CURRICULUM & MONITORING (see separate TOR)**
4. **AD HOC COMMITTEES : –**

**COMPLAINTS/DISCIPLINARY/APPEALS (related to Staff) (see separate TOR).** This would be subsumed within the Staffing Committee and would meet the requirements of Statutory Committees 47 and 48 of the Educational (School Government) (England) Regulations 1999.  
**PUPIL DISCIPLINE COMMITTEE & GENERAL COMPLAINTS PANEL**

### **Definition of Terms**

**Committees** are defined as those groups of governors which have delegated powers as agreed by a meeting of at least two thirds of the full governing body.

**Working groups** are groups of governors who focus in depth upon specific issues and make recommendations and reports to the governing body as well as submitting their own proposed budget to the Finance Committee.

The composition of committees and associated rules for the conduct of their meetings are defined in the next section, with the attributes being common to each committee. The relevant terms of reference are included within the designated Committees section.

### **COMPOSITION**

- Committees will normally consist of at least 5 members of the governing body and meet at least once per term.
- Three members will represent quorum
- People who are not governors may be co – opted onto the committees but they may not vote.
- The Headteacher and Chair of governors are entitled to attend meetings of any of the above committees.
- All committees must elect a chairperson who cannot be an employee of the school
- Agendas are to be drawn up by the Headteacher/Chair/Clerk of each Committee and circulated, along with any relevant papers, to each member of the group, giving at least seven days notification.
- Minutes must be kept of each meeting for distribution to the full Governing Body: they should include a list of those in attendance together with a record of any decisions reached: they should be circulated to all group members within four working weeks of the meeting and a copy passed to the governing body clerk; they should be signed by the chair, after approval, at the next meeting of the group.

- The Chairperson of each committee is responsible for summarising the outcomes of their associated committee meeting(s) at the next full governors' meeting: this will provide the opportunity for further discussion or clarification.
- Any committee member who has a pecuniary interest in a matter under discussion must withdraw from discussion of that item.

Signed : ..... Chairs .....

Date : .....