

OAK COTTAGE PRIMARY SCHOOL GOVERNING BODY

1. Mission Statement

The Governing Body is accountable in law for all major decisions about the school and its future.

The Governing Body has three core strategic functions:

- ensuring the clarity of vision, ethos and strategic direction of the school
- holding the headteacher to account for the educational performance of the school and its pupils
- overseeing financial performance of the school and making sure its money is well spent. The primary purpose of the Governing Body is, in the role of 'critical friend' to the school, to support the Headteacher in determining strategy and direction of the school, the proper implementation of statutory requirements and the monitoring and evaluation of the school development plan, including through active participation in the School Improvement Programme (SIP).

To facilitate this the Governing Body will determine and implement the necessary and appropriate committee structure.

The Chair of Governors and the Headteacher will be ex-officio members of all standard Committees.

2. Composition:

2.1 The Governing Body will consist of up to 14 members.

3. Quorum:

The quorum for meetings shall be six governors.

4. Frequency of meetings:

The Governing Body shall normally meet monthly and otherwise as required.

5. Terms of Reference:

Tasks are carried out by the Governing Body (such as approval of the School Improvement Plan) or delegated to committees or individuals in accordance with the Governing Body Delegation Planner (Pay Committee)

The majority of work is carried out in two main areas:

Premises & Resources – ensure the efficient management of the school's resources to achieve best value for money and ensures the school site is fit for educational purposes including the upkeep of the buildings, facilities, contents and the grounds

Standards & Achievement - ensure that the school provides the best possible education for our pupils and adopts policies and procedures to ensure that the school and Governing Body comply with their legal, ethical and moral obligations and has due regard to the role of the school in the community. Governors ensure website compliance and the management of the Pupil Premium and Sports & PE grant monies and responsibility for Nursery admissions

Terms of reference are reviewed annually by the Governing Body.

Notice of meetings and an agenda are to be given to committee members at least 4 working days in advance of a meeting.

Access to GB minutes requested by members of the public will be granted with 24 hours.

Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.

Members of staff have voting rights in all areas other than those relating to pay, performance management and related decisions.

In its role as employer, the governing body will be responsible for the appointment of staff through the agreed recruitment procedures.