



Full Governing Board Terms of Reference 2025/26



The Governing Body of Bitterne Manor Primary School has the purpose of ensuring clarity of vision, ethos and strategic direction. To hold the head teacher to account for the educational performance of the school and its pupils, and the performance management of its staff. The Governing Body will oversee the financial performance of the school and make sure its money is well spent. The undertakings of the Governing body will be open, transparent, and its minutes will be available except for matters considered confidential.

The Governing Body will fulfil its strategic role by supporting in setting and scrutinising the aims of and objectives of the school. By adopting policies for achieving those aims and objectives, and setting targets for which those will be met.

Membership:

The Board will comprise 10 governors:

- The Head Teacher
- A staff appointed governor
- A local authority appointed governor
- 2 parent governors
- 3 co-opted governor
- 2 Foundation trust governors

All governors will be appointed for a 4 year term of office. A chair and vice-chair will be elected annually.

A clerk will be employed to prepare the agenda, send out papers in advance of the meeting, take minutes at all full meetings of the Governing Body, maintain a register of governors and maintain a register of attendance and interests.

Quorum: One half of the current membership of the governing board, rounded up.

Meetings:

The Governing Body will meet 3 times a year. Minutes of the meetings will be shared with the board and made available to the public. Where the Chair is not available for a meeting, the vice chair will step up. Where neither the Chair nor Vice-Chair is not available for a meeting, another governor as agreed by those present will chair the meeting. Policies and compliance:

The Governing Body will review and ratify all policies procedures and areas of compliance not delegated to a committee. The Governing Body will ensure that all statutory policies will be published on the school website and are available to all if requested.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states that voting rights for Associate Members in a committee may be determined by the FGB. As agreed by the FGB at the meeting on 23.4.25 voting rights for Associate Members in a committee will continue to be restricted.

Consent for absence may be granted in advance by the FGB on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or chair. Otherwise, the FGB will have due regard for the disqualification regulations for non-attendance, as follows: Where a governor without the consent of the governing body has failed to attend their meetings for a continuous period of six months (beginning with the date of the first meeting the governor fails to attend) they will be disqualified from continuing to hold office as a governor of that school. (School Governance (Constitution) (England) Regs 2012 (Schedule 4, Para 9, 2).

The governing body abides by the regulations laid down in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) and [Statutory guidance 2014](#) that sets out the way governing bodies should function, as well as the [School Governance \(Constitution\) \(England\) Regulations](#) and the [Statutory Guidance](#) advising governing bodies how they should be constituted and how the composition of their membership should be made up (as amended by [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#))

Monitoring:

The Governing Board will undertake its functions by

- Review, approve and monitor the School Improvement Plan
- Review, approve and monitor the School Evaluation Form (SEF)
- Establish, approve and adhere to the school monitoring (school visits) policy, process and feedback procedure
- Set dates of meetings for the year ahead
- Receive the Head Teachers' report
- Receive reports from governors with governor link responsibilities
- Receive and consider proposals for change of status
- Review and evaluate the level of exclusions and attendance
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Monitor and evaluate attendance of pupils/staff/governors
- Involve all stakeholders in review of values and vision for the school
- Receive and review termly reports from finance and curriculum committees
- Delegate relevant policies to subcommittees and adopt as recommended
- Review and adopt policies allocated to the FGB
- Leadership - including safeguarding
- Behaviour and attitudes - including attendance/exclusions
- Receive and review updates and reports about Cooperative Trust activity

Structure and Training

- Establish and review an Instrument of Governance
- Establish and review a Governor's Code of Conduct
- Recruit new governors and co-opt associate members according to their skills.
- Hold Governor elections in accordance with statutory guidance
- Provide induction of new governors
- Organise support and training for governors.
- Review the effectiveness of the governing board

Governor Links

- Establish governor link roles and responsibilities and cadence of reporting during Full Governing Board meetings
- Review annually the delegation of functions, governor link structure and their subsequent roles and responsibilities
- Delegate functions to governor link roles
- Maintain and update annually a file of pecuniary interest declarations

Marketing and Stakeholder (parents, students, teachers) Collaboration

- Ensure the school's website fulfils the statutory requirements
- Engage with parents and other stakeholders
- Ensure all stakeholders understand the role, structure and objectives of the governing body

The governing body delegates the following to the headteacher:

- The appointment of all teaching and support staff below the level of deputy headteacher whilst reserving the right for a governor to be involved in interviewing panels;
- Decisions on the remission of charges whilst reserving the right to hear appeals from parents on such decisions;
- Management of the budget and power to vire between cost centres.
- The full governing body delegates in principle to the headteacher the authority to make contract renewal, termination and dismissal decisions (in accordance with Southampton City Council policies), although acknowledging that there may be instances where delegation of specific dismissals is not appropriate.

Policies to Include:

- Admissions
- Attendance
- Behaviour
- SEND
- Safeguarding and Child Protection
- School Uniform
- Complaints
- Data Protection
- Equality Objectives
- Suspensions and Exclusions Policy

Approved by the governing board: **4.11.25**

Next review date: **Autumn 2026**