



The Grange Community Primary School Full Governing Body Terms of Reference 2025-26

1. Purpose

The purpose of the Full Governing Body is to:

- a. that the vision, ethos and strategic direction of the school are clearly defined
- b. that the headteacher performs their responsibilities for the educational performance of the school
- c. the sound, proper and effective use of the school's financial resources

2. Committee Membership

	Full Governing Body	Standards (excl. HT)	Finance (excl. HT)	Personnel (excl. HT)
Minimum Size of Committee	10	6	4	3
Number of Associate Members	0	0	0	0
Voting Rights of Associate Members	Nil	Nil	Nil	Nil

3. Quorum

	Full Governing Body	Standards (excl. HT)	Finance (excl. HT)	Personnel (excl. HT)
Quorum Number	5	3	2	2

4. Committee Meetings

All Committees will meet at least three times per academic year. Members of the Committee are entitled to seven days' notice of a meeting and to receive the agenda and any papers to be considered at the meeting. A shorter timescale may be given if the Committee Chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any Committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same for all meetings.

5. Chairmanship

The chairmanship of the Committees is to be decided by the Committee members.

If the Chair is absent from a meeting, a Governor may be elected to take the Chair for the duration of that meeting.

6. Partnership with the Headteacher

In carrying out its functions the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The Headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a governor).

7. Monitoring

The Sub-committees of the Full Governing Body will monitor and report on the following areas:

- a. Finance Committee: the financial performance of the school compared with the forecasted budget; the progress made on financial items contained in the School Improvement Plan; review the School Financial Value Standards; financial risks and opportunities faced by the school.
- b. Personnel Committee: staffing updates for absence, disciplinary matters, recruitment and resignations; review the progress made on personnel matters in the School Improvement Plan; appraisal of staff.
- c. Standards Committee: the attainment of year groups as rated by teacher assessments or external tests (e.g., SATS); attainment of and support for SEND and disadvantaged pupils; review the progress made on pupil performance items in the School Improvement Plan.
- d. All Committees may be asked to provide information and / or report on additional areas at the request of the Full Governing Body.

8. Minutes

All Committee meetings must be minuted and minutes circulated to all Governors at the final draft stage.

9. Policies

The Committees will review and ratify policies according to the responsibilities stated in the Policy Register.

10. Other matters

The Full Governing Body and Committees have delegated powers to carry out the specific tasks as outlined in the Scheme of Delegation.

In addition, the Committees will:

- consider, as appropriate, and make recommendations on other related matters not specifically delegated by the Governing Body.
- contribute to Governing Body and school self-review with particular reference to Ofsted Self Evaluation Form – SEF.

The full Governing Body agreed these terms of reference on 30th September 2025.

Signed: (Chair of Governing Body):

Name: Angela Badger

Date: