

Penarth Group School (PGS) - Governing Body Terms of Reference

What role will the Governing Body play?

Our School proposes to have a Governing Body to play a central role in Governance operations:

- supporting with any operational management issues;
- communicating with staff, pupils and parents;
- celebrating the school's achievements;
- providing an interface with the local community;
- ensuring that the school becomes a genuine hub of the community.

It is intended that the Governing Body will be the advocates of the school, supporting the work of the school by representing parents, pupils, staff and the community and by working with the Headteacher to advise on significant issues relating to school improvement.

The Governing Body will meet formally once per term and the Headteacher will attend these meetings. The Governing Body will consider the Headteacher's termly updates and will have particular reference to monitoring the school's updates relating to inclusion issues e.g. Safeguarding, Child Protection and SEND.

The Governing Body will enable local people to get involved in the life of the school and help build and maintain the reputation of the school in the community.

As a minimum, the Governing Body will have one Parent/Carer Governor who will be elected from amongst the Parent/Carer body in line with the model articles of association. We will also encourage staff, pupils, parents, and members of the community to be part of the group.

The Chair of the Governing Body will act as an adviser and advocate of their school. The Chair will have an open, formal invite to attend all scheduled internal quality assurance meetings for their school, so that they have an active role in scrutinising the performance of the school and to ensure transparency within the school's accountability structures. The Chair can extend this invitation to other members where it is deemed appropriate to do so.

Alongside the Headteacher, at least two Governors from the Governing Body will be invited to sit on any disciplinary, admissions or exclusion panel hearings.

Will the Governing Body have any decision-making power?

Any delegation of function from the school will be based upon the quality of Governance and Management and school performance being deemed to be at an acceptable level. Where performance is judged insufficient, then the Governing Body will revoke any delegated responsibilities from the school as required.

The Governing Body is intended to be a sounding board for the school – to gauge the opinions and ideas of parents, pupils, staff and the community and to work together advising the school on how further improvements or shared learning can be achieved.

The Governing Body is designed to enable local people to get involved in the life of the school and to support its standing in the community e.g. helping to run celebration events, inputting into communications about the school, making links with local businesses in the community etc

How will the Governing Body advise the Head teacher?

The Governing Body will have clear mechanisms to ensure that they can advise and influence the strategic direction of the school through the following channels:

- The Chair is invited to join internal quality assurance meetings to scrutinise and support the school in achieving improved educational outcomes for its pupils and to ensure transparency within the accountability structure.
- The Governors will be required to report back to the Chair on the progress of the school and the work of the Governors on a termly basis.

What is the membership of the Governing Body?

The composition of the school Governing Body will be as follows:

LGAB Membership
Chair
Vice Chair: (Co-opted)
Parent Representative (Elected)
Teaching Staff Representative (Elected)
Penarth Group Representative (Elected)
Co-opted Representative (Co-opted)

The Chair reserves the right to remove Governing Body members who are not adhering to the Code of Conduct. The Chair will support the school in recruiting governors to serve on the Governing Body

What is the term of office?

Elected governors will serve a term of office as defined at the time of election (minimum of four years) There will be no fixed term of office, but each governor will be asked to annually complete a declaration of interest form, the code of conduct and a continuation of role pro forma for each new academic year. All Governors will be required to complete a DBS check prior to appointment.

How often will the Governing Body meet?

The Governing Body will meet formally once per term and the school Headteacher will attend these meetings.

The Chair will coordinate scheduled school visits (e.g. Subject visits) working with the individual Governor and Headteacher to determine areas of focus.