

## **Wood Green Academy**

### **Full Governing Body Terms of Reference including Strategy and Vision Meetings**

- The Terms of Reference should be read in conjunction with the Articles of Association<sup>1</sup> which sets out the composition of the Full Governing Body.
- The following committees established by the Governing Body comply with the School Governance Procedure (England) Regulations 2003.
  - Staffing Sub Committee
  - Finance, Audit, Premises and Safety Sub Committee
- The Head Teacher can attend all meetings of any committee established by the Governing Body but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Head Teacher they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

#### **Meeting Structure**

- The Full Governing Body must meet at least three times a year. These meetings each term will be with a formal regular agenda:
  - To liaise and consult with matters arising from other committees where necessary.
  - To contribute to the School Improvement Plan.Where possible a second meeting each term will be for the whole Governing Body “Strategy and Vision” to explore further matters concerning school development.
  - Strategy and Vision meetings should offer time for practical discussion and allow senior leaders in school to share current developments and new opportunities for the school with the Governing Body

#### **Quorum**

- The legal minimum quorum for Governing Body meetings is three voting governors, or, where greater any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting.

#### **Voting**

- Associate members may be appointed to a committee by the Governing Body and may be given voting rights however; the number of governors serving on the committee must be greater than the number of those who are not governors.
- No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the Governing Body.

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<sup>1</sup> Articles of Association

## Clerk Duties

- The appointed Clerk will undertake the Clerking of the Committee.
- The minutes shall be included as an Agenda item for consideration at the next meeting of the full Governing Body where appropriate.
- All decisions made by the Committees with delegated power should be reported to the next full meeting of the Governing Body. If the minutes are not finalised a brief statement of the conclusions reached should be given.

## Chairperson

- The Chairperson, Vice Chairperson and Deputy Vice Chairperson of the Committee will be appointed at the first committee of the academic year.

## Governor Training

- All governors are encouraged to attend training regularly and review training needs annually.
- All governors will receive a copy of The Governors Hand Book.

<sup>1</sup> <http://www.woodgreenacademy.co.uk/?wpdmact=process&did=MzluaG90bGluaw==>

Date approved at Full Governors	7 <sup>th</sup> October 2024
Date to be reviewed next	Sept 2025