

**Lily Lane Primary School**  
**Full Governing Body**  
**Constitution and Terms of Reference**  
**Academic Year 2017-18**

**Membership**

The membership and composition of the governing body shall be determined by the Instrument of Government as drawn up by the governing body and approved by the LA, and as amended from time to time.

**Chairing**

The full governing body will elect a Chair and Deputy Chair at the first meeting of each academic year, unless such posts have already been filled for a term of more than one year.

**Attendance**

Members of the full governing body, the Headteacher (if not a member), and the clerk to the committee have a right to attend full governing body meetings. The governing body may allow other persons to attend.

**Quorum**

The quorum for full governing body meetings shall be 50% of the number of Governors on the governing body, excluding vacancies, rounded up to the nearest whole number.

**Meetings**

The full governing body shall meet at least once a term and more often if required.

**Clerking**

The full governing body shall appoint a clerk to the committee.

**Terms of Reference**

1. To agree the work of the Governing Body and its committees for that term and beyond;
2. To set up and maintain a register of governors pecuniary interests;

3. To agree a calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents;
4. To receive reports on and monitor the progress of work being undertaken by committees and individuals with delegated powers or responsibilities;
5. To receive reports from the Head Teacher at each meeting;
6. To review, agree and monitor the School Improvement Plan;
7. To consider standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy;
8. To set such targets as may be required by government or the LA;
9. To consider curricular issues which have implications for Finance and Personnel decisions;
10. To oversee arrangements for individual governors to take a leading role in specific areas of provision, as agreed from time to time. To receive regular reports from them;
11. To agree the first formal budget plan for each financial year,
12. To oversee arrangements for the schools premises, including Health and Safety, repairs and maintenance, and ensure that the premises are developed to meet changing requirements;
13. In consultation with the Headteacher and the Finance Committee to oversee premises related funding bids;
14. To determine within statutory provisions whether any child should be admitted to school;
15. To review admissions arrangements;
16. To make Head Teacher and Deputy Head Teacher appointments;
17. To determine and oversee the operation of the procedures for the appointment of other staff

**Agreed** by the Governing Body of Lily Lane Primary School at the meeting

on \_\_\_\_\_

**Signed** \_\_\_\_\_ **Print** \_\_\_\_\_ **Chair of Governors**