

## Full Governing Body Meeting - TERMS OF REFERENCE

<p><b>Meeting:</b> <i>Once per term</i>  <b>Day:</b> Wednesday, 4pm  <b>Time:</b> 1-2 hours</p> <p><b>Location:</b> Staff room,          Newham Bridge Primary          School</p>	<p><b>Attendees:</b>          Full Governing body          Clerk (from LA)          Subject leaders (by invitation)</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>■ To ensure clarity on the school vision, ethos and strategic direction</li> <li>■ To review the educational performance of the school and its pupil</li> <li>■ To oversee the financial performance of the school and make sure that its money is well spent.</li> </ul>
<p><b>Inputs documents sent out before the meeting:</b></p> <ul style="list-style-type: none"> <li>■ Head Teacher's report (including SDP)</li> <li>■ Governor feedback from school visits</li> <li>■ Governor feedback from school council</li> <li>■ Governor Safeguarding report (Spring term)</li> <li>■ Governor roles (Spring term)</li> <li>■ Governor SEN &amp; G+T report (Summer term)</li> <li>■ Sub committee meeting minutes</li> <li>■ Training governor: Governor training status</li> <li>■ New/revised school policies/procedures</li> </ul>		<p><b>Output:</b></p> <ul style="list-style-type: none"> <li>■ Notes of the meeting (by Clerk within one week of the meeting)</li> <li>■ An agreed governor training plan</li> <li>■ Pupil targets for SATS results (Autumn term)</li> <li>■ Governor roles and responsibilities (Spring term)</li> <li>■ School development plan (Summer term) – from RA ctte.</li> </ul>
<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>■ Apologies for absence</li> <li>■ Declaration of interest</li> <li>■ [Discuss questions arising from "input documents"]</li> <li>■ Agree pupil targets for SATS results (Autumn term)</li> <li>■ Governor communication/website review (Autumn term)</li> <li>■ Review of agreed actions</li> <li>■ Any other business</li> <li>■ Approval of documents for inspection</li> <li>■ Date and time of next meeting</li> </ul>	<p><b>KPI's:</b></p> <ul style="list-style-type: none"> <li>■ Safety</li> <li>■ Teaching standard</li> <li>■ Clubs &amp; activities</li> <li>■ Pupil performance</li> <li>■ Pupil attendance</li> </ul> <p>(KPI's are within the HT report)</p>	<p><b>Ground rules:</b></p> <ul style="list-style-type: none"> <li>■ Agenda and documents for review are sent out a week before the meeting by mail and email.</li> <li>■ All documents are read and questions arising brought to the meeting</li> <li>■ Input documents will not be read during the meeting only the issues discussed</li> </ul>