



Locks Heath Infant & Nursery School Governing Body

Terms of Reference 2025/2026

Last reviewed: Autumn 1 2024	Current review: Autumn 1 2025	Next review: Autumn 1 2026
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This document outlines the key roles, responsibilities and structure of the Governing body at Locks Heath Infant School. It is not meant to be exhaustive in its content, rather giving a summary of all the main topics. For more detailed information please refer to [The Maintained Schools Governance Guide](#). The terms of reference will be published on the school website.

Purpose

The governing body has 3 core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

Membership

The governing body will work together to ensure it has sufficient and appropriately skilled governors to undertake its duties effectively. The governing body is made up under the 2012 Constitution Regulations meaning it will have a make up of 12 governors:

- 1 Local Authority (LA) Governor
- 4 Parent Governors
- 5 Co-opted Governors
- 1 Staff Governor
- 1 Headteacher

All governors will be appointed for a 4 year term of office. The governing body will;

- create an inclusive environment that reflects the school learning values and enables them to recruit and retain effective governors
- be proactive in recruiting governors when vacancies arise
- consider for associate membership individuals who would not otherwise be qualified to be governors but whom the governing body agree will bring specific expertise and experience to the governance and success of the school
- work in accordance with the agreed and published Governors' Code of Conduct

Quorum

The School Governance (Roles, Procedures & Allowances (England) Regulations 2013 Part 4 states:

“The quorum for a meeting of the governing body and any vote on any matter at such a meeting is one half (rounded up to the whole number) of the membership of the governing body.

The membership of the governing body does not include vacant positions on the governing body.”

Committees

There will be 2 committees – the Pay Committee. The Pay Committee will consist of 4 governors and have a separate Terms of Reference. The Headteacher Performance Management Panel – will consist of 3 governors and have a separate Terms of Reference.

Lead Governor Roles

Individual(s) lead governor roles will be agreed at the last FGB of the academic year or at the first committee meetings of the new academic year. If required the governor(s) holding lead governor roles can be changed at any time during the year. A full handover between lead governors is required when a change occurs.

Election of Chair and Vice Chair(s)

The Chair and Vice Chair(s) will be elected for 1 year at a time. The election of the Chair and Vice Chair(s) for each new academic year will take place at the last FGB of the academic year. Governors may self-nominate or be nominated by another governors. All nominations must be sent to the Clerk in advance of the last FGB each academic year. The Clerk will take the Chair for the election of the Chair of Governors. Where an election is contested, voting by secret ballot with the candidate receiving the largest number of votes being elected.

Meetings

At least 9 full governing body meetings must take place every academic year. The number of meetings needs to take account of the worklife balance of the Headteacher, Staff and Governors. At the last FGB of the academic year, the date for the first FGB of the next academic year will be agreed and published. Dates of FGB for the remainder of the academic year will be scheduled in line with the school strategic calendar, holding the school leadership to account following the last FGB and statutory governor duties. Governors will receive relevant papers a minimum of 7 days before each FGB. The governing body will aim to complete full governing body meetings within 2 hours. In the event that governors are unable to attend a meeting, apologies must be sent to the Clerk and Chair in advance of the meeting along with any questions, challenge or comments the absent governor wishes to have tabled on their behalf. Under current regulations, governors can attend meeting by virtual means.

Disqualification from meetings

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when that individual is the subject under discussion or there is a perceived conflict of interest.

Role of the Governing Body

Work with the senior leadership team to set the school’s vision, ethos and strategic direction

Be a source and challenge and support to the Headteacher

Monitor progress in priority areas of the school development, triangulating evidence wherever possible

Approve and monitor the nursery school & infant school budgets, ensuring money is spent well

Challenge the senior leadership team to promote high levels of expectations and outcomes for all children

Ensure the school operates within statutory safeguarding regulations and has an outstanding safeguarding culture

Clerk to the Governors

The Clerk is an employee of Locks Heath Infant & Nursery School. Performance Management of the Clerk is the joint responsibility of the Headteacher and the Chair of Governors. The Clerk cannot hold another paid role in the school.

Role of the clerk

To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board, primarily with agendas, minutes, administration of Governor Hub and filing;

To advise the Governing Board on Constitutional and Procedural Matters, duties and powers;

To attend meetings of the Governing Board and ensure minutes are taken and distributed

To alert the Chair to any patterns of governor attendance that are causing concern

To maintain a register of members of the Governing Board, report vacancies to the Governing Board and provide support and advice in the recruitment of new governors

To ensure that all mandatory information regarding the school's governance is available on the school's website

To give and receive notices in accordance with relevant regulations

To perform such other functions as may be determined by the Governing Board from time to time