



The Burbage Grove Road Schools Federation

Terms of Reference – Full Governing Board

Date agreed:	9 th October 2025
Review date:	Review to take place at first Full Governing Board meeting of the school year, annually: September 2026
Chair of committee:	Rebecca Jones
Vice Chair of committee:	Rachel Peckover
Clerk:	Becky Dalton
Membership:	<p>The governing board will be formed in categories of governorship as in the Instrument of Government - this will include elected parents and staff and appointed co-opted, foundation and LA governors.</p> <p>Membership will be skills-based.</p> <p>Non-voting Associate Members will also be invited to attend and contribute to governing board meetings, and their membership will also be skills-based.</p> <p>The Grove Road Schools Federation Governing Board Instrument of Government</p> <ul style="list-style-type: none"> • 2 parent governors • 1 local authority governor • 1 executive head teacher • 1 staff governor • 6 co-opted governors • 3 foundation governors • Total: 13 governors
Quorum:	More than 50%
Meetings:	<ul style="list-style-type: none"> • The Working Group will meet at least once per term, prior to each Resources Committee meeting, and more frequently as necessary and agreed. • A member of the committee will make a record of all proceedings at each meeting. • Minutes will be circulated to members within seven working days of the meeting. • The Chair will report key points to the Full Governing Board (FGB) and Resources Committee.



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Purpose and Objectives:

The Full Governing Board (FGB) has a strategic role concerning the management of the schools, and it will take into account the requirements of legislation. The Full Governing Board may delegate any of its statutory functions to a committee, a working/steering group, a Governor or to the Head Teacher, subject to prescribed restrictions.

The FGB has the following core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;
- Overseeing the financial performance of the organisation and making sure its money is well spent.

To meet these functions, the full governing body will delegate some responsibilities (determined through Governor Links and other terms of reference) to the governors of the FGB.

Responsibilities:

- **Planning, review and monitoring**
 - Review, approve and monitor the School Development Plan (SDP);
 - Review, approve and monitor the School Evaluation Form (SEF);
 - Establish, approve and adhere to the school monitoring (school visits) policy, process and feedback procedure;
 - Set dates of meetings for the year ahead;
 - Receive regular updates on pupil progress and attainment;
 - Receive reports from governors with governor link responsibilities;
 - Review admissions;
 - Receive and consider proposals for change of status;
 - Note term dates for the academic year and agree the occasional days;
 - Review, monitor and evaluate examination/national test results;
 - Review and evaluate the level of exclusions and attendance;
 - Review, adopt and monitor the procedures for dealing with complaints from parents/carers;
 - Monitor and evaluate attendance of pupils/staff/governors;
 - Involve all stakeholders in review of values and vision for the school.



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- **Structure and Training**
 - Establish and review an Instrument of Government;
 - Establish and review a Governor's Code of Conduct/Governor Charter;
 - Hold at least three full governing board meetings per academic year;
 - Elect or remove Chair or Vice-Chair;
 - Appoint or remove Clerk;
 - Recruit new governors and co-opt associate members according to their skills;
 - Hold governor elections in accordance with statutory guidance;
 - Provide induction of new governors;
 - Organise support and training for governors, including online CPD and Achieving for Children CPD courses;
 - Review the effectiveness of the governing board.

- **Governor Links**
 - Establish governor link roles and responsibilities and cadence of reporting during Full Governing Board meetings;
 - Review annually the delegation of functions, governor link structure and their subsequent roles and responsibilities;
 - Delegate functions to governor link roles and working/steering groups;
 - Ensure that governor link and working/steering groups are approved by the FGB;
 - Appoint governor links;
 - Maintain and update annually a file of pecuniary interest declarations.

- **Head Teacher Performance Management**
 - Ensure at least three governors are appointed and trained to complete the Executive Headteacher's Performance Management;
 - To arrange the appointment of an external adviser to review the Executive Headteacher's performance and give guidance on key objectives for the year;
 - Meet with the Executive Headteacher to outline/set their key objectives;
 - Meet at least twice a year with the Executive Headteacher to discuss objectives/progress;
 - Measure the results of the previous year in October of the following academic year.



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- Marketing and Stakeholder (parents, students, teachers) Collaboration
 - Ensure the school's website fulfils the statutory requirements;
 - Engage with parents and other stakeholders;
 - Ensure all stakeholders understand the role, structure and objectives of the governing body.
- Use of Technology, eg. emails, conference calls
 - Ensure the attendance of meetings and participation is “in person”, but also adapt to governor’s work commitments and allow for approvals to be conducted over email and/or group conference and/or video calls. This can only be done twice during an academic school year and must be recorded by the FGB/committee clerk.

Appendix 1: Delegated Policies

- Behaviour Policy
- Child Protection Policy (Juniors include Safeguarding)
- Child-on-Child Abuse Policy
- Complaints Policy
- Inclusion Policy
- Uniform Policy

Appendix 2: Delegated Risk Register Elements

Risk Register