

Terms of Reference Northwood School Governing Body

- To abide by the Code of Conduct and act at all times within the guidelines set down by the QED Trust Board and in the Scheme of Delegation.
- To establish and promote the aims and ethos of Northwood School.
- To consider safeguarding, equalities and diversity implications when undertaking all its functions.
- To ensure the safety and well-being of students and staff.
- To determine the strategic direction of Northwood School and agree annual/three year strategic plans.
- To ensure that the budgets delegated to the Northwood School are managed within the Trust's Scheme of Delegation.
- To support the Headteacher in maintaining and improving academic standards and performance.
- To support the Headteacher to monitor student behaviour and consider appeals against any decision to exclude students from attendance.
- To support in the appointment of staff to Northwood School through such procedures as agreed with the Headteacher.
- To hold the Headteacher to account by questioning and evaluating school data and practices.
- To support the Headteacher in preparation for Ofsted Inspections.
- To establish any sub-committees, with a power to co-opt additional members where appropriate. Other working groups may be established as deemed necessary.
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To comply with all regulations affecting the Trust (including charity law, company law, GDPR, employment law and health and safety).
- To annually complete a register of business interests and declare any conflicts of interest at meetings.
- To visit the school at least two times a year to help support and monitor strategic plans.
- To complete relevant training and professional development.

MEMBERSHIP (as specified in the QED Scheme of Delegation)

- The Governing Body shall include the Headteacher or his/her representative, up to 4 members from the community, one staff member and up to 2 parent members. Governors will serve for the agreed



term (currently 4 years). The roles of Chair and Vice Chair will be nominated/elected at the first meeting of each academic year.

- Only full members of the Governing Body shall have the right to vote on any resolution placed before it.

QUORUM (as specified in the QED Scheme of Delegation)

- With the exceptions listed below, the quorum for Governing Body meetings and decisions shall be 5 governors who are members at the time of the meeting.

The exceptions are:

- any vote on the removal of a person from the Governing Body
- any vote on the removal of the Chair of the Governing Body

When the quorum shall be two thirds (rounded up) of all persons entitled to vote on the matter.

MEETINGS

- The Governing Body shall usually meet twice per term, although there may be occasions where there is a need for additional meetings. The agenda for the meeting shall be distributed at least seven days before the meeting.

DECLARATIONS OF PECUNIARY OR OTHER POTENTIAL CONFLICTS OF INTERESTS

- Each year governors will be required to sign a declaration of pecuniary and other interests. They should then continue to keep the Clerk to the Governors informed of any changes to this declaration.
- At each meeting members of the Governing Body must declare any conflicts of interests at the appropriate point on the agenda. Where there is a conflict between the interests of any governor and the interests of the governing body, that person may be required to withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

S= Standing Item

F = Flexible

Standing Items	Term 1	Term 2	Term 3
Pecuniary Interests	S		
Declarations of Interest	S	S	S
Terms of Reference	S		
Policies	S	S	S

Headteacher's Report and SEF	S	S	S
SDP	S	S	S
Data protection	S	S	S
Safeguarding	S	S	S
Agree and monitor budget	F	F	S
Staffing	F	F	S
Governor links and committee feedback	S	S	S

These Terms of Reference proposed	4 th October 2023
<i>Chair of Governing Body</i>	Mrs M. Barlow
<i>Clerk to Governing Body</i>	Mr I Lowe
These Terms of Reference ratified by the Governing Body	4 th October 2023
<i>Next Review Date</i>	October 2024