

## Hove Learning Federation Full Governing Board - Terms of Reference

**Reviewed: October 2024**  
**Review: Autumn 2025**

	Governor Name	Governor Role
1	Maddie Southern	Executive Headteacher
2	Sarra Lee	Parent Governor WHIS
3	Anne Marie Williamson	Parent Governor HJS
4	Lorna Cummings	Staff Governor
5	(vacancy)	Local Authority Governor
6	(vacancy)	Co-opted Governor
7	David Karp	Co-opted Governor
8	Lisa Marshall	Co-opted Governor
9	Emer Gardener	Co-opted Governor
10	Marcel Amour	Co-opted Governor
11	Louise Wilkinson	Co-opted Governor
12	(vacancy)	Co-opted Governor
13	(vacancy)	Co-opted Governor
14	(vacancy)	Co-opted Governor
	Abby Hedger-Jones	Associate Member

<b>Chair of Governors</b>	Lisa Marshall
<b>Vice Chairs of Governors</b>	Louise Wilkinson
<b>Senior Clerk</b>	Tom Way

### General Terms

Strategic core functions of our board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Executive Headteacher and senior leaders 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
- Ensuring the voices of stakeholders are heard

The main responsibilities to be managed by the board are outlined below.

### Membership

The Hove Learning Federation has a membership of 14 governors, as per the role categories, as outlined in our Instrument of Government:

- 1 Headteacher staff governor
- 2 Elected Parent Governors
- 1 Elected Staff Governor
- 9 Co-opted Governors
- 1 LA Governor

- The Board may appoint and remove Associate Members of the full governing body as required.

### Quorum & Frequency

- The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the current membership of the governing body.
- The FGB will meet once per half term

### Meetings

- The Full Governing Board meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair and vice-chair, the governing body shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the governing body shall choose a clerk for that meeting from among their number (someone who is not the Executive Headteacher).
- Any decisions taken must be determined by a majority of votes of governors present and voting. In the event of a tie, the Chair (or the person acting as Chair for the purpose of the meeting) will have a casting vote.
- Agendas/Papers will be circulated to all governors and associate members by the clerk at least one week before the meeting.
- The draft minutes of each meeting will be circulated by the clerk with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair. Minutes to include items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.

### Appointments

- Election of Chair normally takes place at the first Full Governing Board meeting of each academic year
- Election of Vice-Chair normally takes place at the first Full Governing Board meeting of each academic year.
- The chair or vice-chair may at any time resign their office by giving notice in writing to the clerk
- Where a vacancy arises in the office of the chair or vice-chair, the governing body must elect one of their number to fill that vacancy at their next meeting.
- Prior to each election of the chair and vice-chair, the governing body must determine the date on which the term of office of the chair and vice-chair will end. This will normally be the next autumn term. But if a mid-cycle election occurs, the governing body may decide to extend this for an additional year, to the subsequent autumn.
- Where more than one governor is nominated the outcome will be decided by holding secret ballot
- The appointment of Clerk to Governors is determined by the Full Governing Board. The Governing Board can remove the clerk at any time.

### Terms of Reference

- Approving the staffing structure for the school with Executive Headteacher
- Appointment of key staff
- Agreeing the Governing Board constitution
- Recruitment and appointment of Governors
- Approval of the school budget
- Review, approve and monitor the School Development Plan
- Monitoring and reviewing policies and documents
- Supporting the school to raise standards
- Approving targets for and monitoring progress of pupil achievement
- Overseeing matters relating to staff conduct and discipline
- Reporting on pupils' achievement
- Overseeing governor monitoring
- Consider whether or not to exercise delegations or functions to individuals or committees and draw up terms of reference as appropriate
- Reviewing delegation arrangements annually
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary
- Ensuring that views of stakeholders are regularly sought and that appropriate action is taken to address identified issues.
- Monitoring and championing equality and diversity across the school
- Overseeing formation of governance panels and relating their outcomes back to the board
- Ensuring that Health & Safety regulations are met and monitored regularly
- Receive a regular report on Safeguarding
- Ensuring appropriate safeguarding framework is in place
- Ensuring governors are up to date with current safeguarding legislation and training
- Approving the pay committee recommendation
- Approving the establishment of task and finish groups
- Overseeing and monitoring the training and development of governors to ensure the board has the knowledge and skills required to support the school
- Ensuring that the statutory required information is published on the school's website
- Ensuring risk management systems and a sound system of internal controls exist within the school
- Ensure compliance with GDPR
- Ensure compliance with Equalities legislation