

Governing Body Chairs and Vice Chairs Terms of Reference

Version 4.3

Review by Chairs Committee:
Adopted by Governing Body:

May 2023
July 2023

Reviewer:
Governor Link:

Chairs Committee
Chair of Governors

CHAIRS AND VICE CHAIRS TERMS OF REFERENCE

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Membership

All Chairs and Vice-chairs of East Barnet School Governing Body and its Committees. Meetings will be once per term as a minimum. Unless deemed confidential, minutes will be shared with all governors. The Headteacher and other SLT staff are not members of this committee, but can be invited to attend if considered helpful, appropriate, or essential because of items on the agenda.

B. Aims

1. To generally take a more strategic and co-ordinating role than other committees and so increase the effectiveness of the work of the Governing Body in being a supportive, critical friend to the school.
2. Provide a forum where Chairs and Vice-chairs can work together and share knowledge.
3. Promote consistent good practice, develop standardised information and reporting systems and feed these back to all sub-committees.
4. Give direction to the school priorities by providing an opportunity for ideas and plans to be linked between committees.
5. Be a forum for members to share ideas, thoughts, and concerns - decisions, plans and solutions should then have a positive impact on all committees and therefore the school.

The Committee will work on behalf of the School Governing Body within these terms of reference:

1. Meet before the Full Governing Body session each term to agree the work of the Governing Body and its committees for that term and beyond, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
2. To take decisions or undertake investigations as delegated to this committee and detailed in the Governing Body Decision Planner

3. Discuss new information and initiatives concerning the governing body and any changes in legislation, for example highlighted in the Local Authority's termly briefings for Chairs and Headteachers.
4. Discuss how information is relevant and what needs to be considered at committee meetings.
5. Monitor the progress of work being undertaken by committees and individuals.
6. Discuss new ideas and how to move the Governing Body forward
7. Establish and keep under review the working practices and procedures of the Governing Body and review arrangements for Governors' visits to school.
8. Use an annual Governor Skills Audit as a basis for strengthening and enhancing the governing body: considering training needs for existing Governors; subjects for pre-FGB meeting presentations; and targeting candidates for Community Governor recruitment
9. Make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g., a committee to oversee a building project or an Ofsted inspection.
10. Be available and respond to matters of difficulty, sensitivity or emergency and offer advice to the Headteacher.
11. Undertake tasks delegated to this committee by the Governing Body.
12. Ensure, as far as is practical, that Health & Safety and Safeguarding issues are appropriately monitored and remedied.

An agenda will be produced by the Chair of Governors, with suggestions requested from all members.

The quorum for voting is 50% of the committee membership or 4 members, whichever is the greater.