

Queens' Federation Full Governing Body Terms of Reference

FULL GOVERNING BOARD OF QUEENS' FEDERATION 2026/2027

Purpose: The Governing Body need to take a strategic role, act as a critical friend to the school and be accountable for its decisions.

The Governing Body of Queens' Federation provide:

- Strategic leadership of the Federation
- Accountability and assurance
- Strategic engagement

To ensure:

- That the vision, ethos and strategic direction of the school are clearly defined and;
- That leaders are accountable for the educational performance of the organization and its pupils, and the effective and efficient performance management of staff and;
- Oversight of the financial performance of the Federation and make sure its money is well spent and;
- That safeguarding best practices are followed with full regulatory compliance.

Membership: Number of governors: 15, according to the Governing Body constitution (except at any time when the Headteacher has given notice under Regulation 19 of the Constitution Regulations that s(he) chooses not to be a governor, when the total number of governors will be 14).

A chair and vice-chairs will be elected and a clerk will be appointed.

Quorum: The quorum for a Full Governing Body meeting is one half of the current membership, rounded up, excluding vacancies and non-voting members. In the event of a tie in any vote, the Chair will have the casting vote.

Meetings: The board will meet at least 4 times a year. Minutes of the meetings will be shared with the board and made available to the public, unless considered to be under confidential cover.

The Governing Body shall:

- Appoint the Clerk
- Elect a Chair and Vice Chairs
- Develop and maintain a Code of Conduct for Governors

- Hold at least four meetings per year
- Set dates of meetings for the year ahead
- Receive Headteacher reports termly
- Maintain and update annually a file of pecuniary interest declarations
- Review annually the delegation of functions and committee structure
- Establish and authorize terms of reference for Body and any Committees
- Authorise the delegation of powers to individual members
- Ensure at least two governors are appointed to complete the Headteacher's Performance Management
- Provide induction for new governors
- Organise continued support and training for governors
- Encourage governors to visit school and review, adopt and monitor a governors' visit policy and feedback procedure
- Keep register of and monitor governor attendance
- If required, consider the suspension of a governor
- Advise all parents of any parent governor vacancies, all staff of governor vacancies and to appoint co-opted governors as necessary
- Audit and self-review on the effectiveness of the Governing Body annually
- Consider safeguarding and equality implications when undertaking its functions
- Seek to obtain and consider parent views in the process of undertaking its functions

In relation to ensuring Vision, ethos and strategy, the Governing Body shall:

- Identify priorities for improvement and ensure these are addressed in improvement plans
- Review, approve and monitor the School Improvement Plan
- Consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of the reviews and evaluate regularly the implementation of the plan.
- Develop, review and monitor policies

In relation to Educational Performance of pupils and staff, the Governing Body shall:

- Review, monitor and evaluate the curriculum to ensure a broad, balanced, rich curriculum, that fulfils national curriculum and EYFS requirements
- Monitor the rates of progress and standards of achievements by pupils (including underachieving groups of children in receipt of pupil premium) against the pupil premium plan
- Ensure that the requirements of children with special needs are met, as laid out in the Code of Practice
- Monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and evaluate their progress and achievement
- Ensure that all children have equal opportunities
- Monitor and evaluate the impact of CPD and school training and support on improving staff performance

- Receive regular reports on Safeguarding
- Review and monitor data (including attendance and exclusions)
- Use Governor visits and staff contact as a tool for monitoring and evaluation

In relation to Financial Performance and Compliance, the Governing Body shall:

- Approve the annual budget
- Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- Review the financial position of each school (at least termly)
- Authorise the three year financial plan
- Set financial priorities through the school Development Plan
- Review, complete and submit the School Financial Value Standard (SFVS) and to undertake any remedial action identified as part of the SFVS
- Appoint the set salary of Headteacher
- Conduct performance management of Headteacher
- Review, adopt, monitor and review financial policies in accordance with statutory requirements
- Authorise non-budgeted expenditure and virements
- Approve financial regulations and procedures on an annual basis
- Act as a critical friend to the schools on all financial matters
- Review and monitor all matter relating to the maintenance and development of the premises and grounds, including health and safety
- Delegate permissible finance decisions to the Headteacher
- Ensure the statutory requirements for reporting information are met and that the school website is compliant

The Full Governing Body shall review and ratify the following policies:

Accessibility

Admissions

Attendance

Appraisal & Capability

Behaviour

Charging & Remissions Policy

Code of Conduct for All Adults

Complaints (including managing serial and unreasonable complaints)

Data Protection

Disciplinary Procedures for Misconduct

Disciplinary Rules for all employees

Early Career entitlement policy

Education of children who have or have had a social worker

Equality and Diversity

Equality Public Sector Duty
Exclusions
EYFS
Governing Body Visits
Governor Allowances
Guidance for Safer Working Practice
Management of Bullying
Managing Allegations of Misconduct
Medical Needs Policy
Organisational Change Policy
Policy for children with Health needs
Safeguarding and Child Protection
SEND
Whistleblowing
Whole School Pay

Membership of the FGB

Membership of the FGB is a personal office of trust and responsibility.

Governors are required to:

- Act together in person and not to delegate responsibility of the FGB to others
- Act without regard to their own private interests
- Manage the school's affairs prudently
- Not take personal benefit from the school
- Take no action which may bring the school into dispute

Terms of Reference agreed: July 2026	Signed:	To be reviewed: July 2027
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