

St John's Catholic Primary School

Governing Body Terms of Reference

Disqualification

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

The quorum for Governing body meetings is 4 (50% of filled places)

The Governing Body will;

Hold at least 6 meetings per year and are not delegating any statutory responsibilities to a committee, except for:-

- Ensuring at least 3 governors are appointed and trained to complete the Headteacher's Performance Management.
- Ensuring that 3 Governors are appointed and trained to form a Pay Committee.
- Ensuring that an appeals committee (4 Members) is set up in order that 3 can be selected if required for formal complaints or appeals.

Governing Body meetings will be open to the public with Minutes available, except for Part II business.

- *In the event of a tied vote the Chair will have a second or casting vote.*

Date reviewed and adopted: 2nd November 2015

Date of next review: September 2016

Signature of Chair of Governors: M De Valois