

MANOR PRIMARY SCHOOL GOVERNING BODY

Terms of Reference ~ Full Governing Body

Membership

The membership of the Full Governing Body will be as advised by Statutory Law. The Head Teacher may choose to be a member of the Governing Body and where she chooses to be, may send a representative on her behalf. Others may be invited to attend Full Governing Body Meetings as appropriate.

Quorum

The quorum shall be 50% of members of the Full Governing Body round up to the next whole number, including the Head Teacher or her representative.

Meetings

These will be held at least once a term. Governors will be notified of preliminary dates at the start of each academic year.

Agendas will be distributed to Governors at least one week prior to meetings.

The Clerk will attend Full Governing Body Meetings when possible and will be responsible for the taking and distribution of the minutes. When the Clerk is unable to attend, a member of the Full Governing Body will be asked to take the minutes.

Reports

Minutes of Full Governing Body Meetings will be available before the next Full Governors' Meeting.

Review

The Committee will review these Terms of Reference during the autumn term each year.

Chair of Committee Reviewed Oct'22
Next review Oct'23

