THE FULL GOVERNING BODY

The Governing Body takes a strategic role in the life of St Edward's, acts as a critical friend to the school and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

Constitution

1. The Full Governing Body shall consist of 20 members:

12 Foundation Governors
1 Staff Governor
Headteacher
1 LA Governor
3 Parent Governors
2 Co-opted Governors

2. Members are elected to serve a four year term of office – see instrument of Government for St Edward's RC/CE VA School

3. The Chair of Governors shall be appointed by the Governing Body and cannot be the Headteacher.

4. The Governing Body will appoint a Clerk to act as secretary – see Job description for a Clerk to the Governing Body.

5. The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.

6. The Full Governing Body will meet at least once each term following committee meetings and otherwise as required.
(This structure is based on Full Governing Body, the Business and Premises Committee, the Teaching, Learning, Assessment and Currilculum Committee, the Personal Development, Behaviour and Assessment Committee and the Ethos Committee meeting at least once a term and the Pay Committee 2 or 3 times a year).

7. Governors may invite persons to attend meetings in an advisory capacity as and when required, but such persons shall have no voting rights.

8. The Chair of Governors and Headteacher shall be members of each committee and have voting rights.

9. The Chair shall be responsible for drafting an agenda for meetings in consultation with the Headteacher and the clerk shall be responsible for the distribution of the agenda, supplementary documents and the minutes.

Terms of Reference

- To agree constitutional matters where the Governing Body has discretion.
- To ensure the recruitment of new members and their appointment as governors.
- To recommend the suspension of a governor when necessary.
- To elect a chair and two vice-chairs bi-annually.
- To appoint a clerk to the governing body.
- To establish the committees of the governing body and determine their terms of reference.
- To appoint a clerk to each committee.
- To determine which functions of the Governing Body will be delegated to committees, groups and individuals, delegation will be reviewed annually.
- To determine staffing levels (teaching and non-teaching) in the light of the budget and Curriculum and other priorities and needs.
- To receive decisions, recommendations and reports from those committees, groups or individuals.
- To draw up an agenda of meetings for the current scholastic year and the first of the following and agree the programme of work for the committees based on the cycles of school improvement, financial management, staffing issues, admissions and communicating with parents.
- To approve the first formal budget plan of the financial year.
- To draw up and keep under review a critical incident policy for the school.
- To review the School Development Plan.
- To monitor the ongoing review of all school policies.
- To establish and keep under review a protocol for the workings of the Governing Body
- To establish and keep under review arrangements for governors' visits to the school.
- To make recommendations over the establishment of exceptional working arrangements where particular circumstances arise.
- To adhere to the confidentiality statement within the code of conduct.

Adopted by the FGB on 9th July 2026

Review: Summer 2027