

The Orchard School Governing Board Terms of Reference

Chair	Sarah Adams – Chair of Governors
Members	According to the Instrument of Government
Meeting Frequency	<p>The full governing body holds four meetings in every school year. A business meeting early in Term 1 and one governing body meeting each term.</p> <p>Other delegated committees will also hold at least one meeting per term.</p>
Quorum	<p>The quorum for a meeting of the governing body and any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body.</p> <p>The membership of the governing body does not include vacant positions on the governing body.</p> <p>Every question to be decided at a meeting of the governing body is to be determined by a majority of the votes of the governors present and voting on the questions.</p>
Clerk	Strictly 4S Clerk
Roles & Responsibilities	<ul style="list-style-type: none"> • Conducting the school with a view to promoting high standards of educational achievement • Ensuring that the school operates within statutory safeguarding regulations • Approving appropriate targets for pupil achievement • Monitoring the School Development Plan • Monitoring and approving the school’s budget • Monitoring the curriculum to ensure it is balanced and broadly based, and in particular that the National Curriculum and religious education are taught, and receiving National Curriculum assessments and examination results • Responsible for appointment of the head and deputy head teachers and regulating staff conduct and discipline • Drawing up an action plan after a statutory inspection in co-operation with the LA
Decision Making	<ul style="list-style-type: none"> • Where decisions are necessary, voting will take place by show of hands, with a simple majority carrying the decision • In the case of a tied vote, the chair will have the casting vote