**Terms of Reference for the Full Governing Board (FGB) of   
Foundations for Children Nursery Schools Federation  
September 2024 to August 2025**

The FGB will carry out the four core functions of a governing body. These are to:

* *set the vision and strategic direction of the schools;*
* *hold the headteacher to account for their educational performance;*
* *ensure financial resources are well spent; and*
* *ensure stakeholders’ voices are heard.*

The FGB will have a clear, transparent and open culture with all stakeholders ie children, parents/carers, staff, community and local and national government.

The FGB will maintain relationships with other schools and the wider neighbourhood community in order to enhance the quality of education provided by the schools. The governors of Foundations for Children Nursery Schools Federation (FfC) will collaborate in a reciprocal agreement with the governors of Gloucester Nursery School in the case of a complaint being received against any of the schools.

The FGB will meet a minimum of 4 times per school year. The quorum for all business of the governing board is one half of the total number of governors in place. Inquorate meetings will be discontinued unless there are no matters of business requiring a voting decision. At the beginning of the academic year, two Co-Chairs and a Vice-Chair will be elected. One Co-Chair will take the lead on the Northampton/West Northants schools (Camrose and Parklands) and the other Co-Chair will take the lead on the Wellingborough/North Northants schools (Croyland and Highfield). The Vice Chair will support both Co-Chairs. Meeting dates will be set for the FGB and each committee at the final meeting of the previous school year.

The FGB will adopt and comply with statutory local authority and DfE policies and ensure delegated policies are up to date and implemented. See Appendix 1 for full details of the policy approval process to be adopted by the governing board, including details of the Policy Management Plan which defines policies subject to governor review.

The FGB will evaluate their performance and undertake a skills audit on a regular basis to inform governor elections and appointments, which will be decided as necessary at a full governing board meeting.

In accordance with Statutory Guidance governors will publish the following information on the school’s website in a readily accessible form:

* *The structure and remit of the governing board and any committees and the full name of the chairs of each.*
* *Full name, date of appointment, term of office and who appointed them.*
* *Relevant business and pecuniary interests including governance roles in other educational institutions, any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).*
* *Attendance record at governing board and committee meetings over the last academic year.*

The FGB will monitor and oversee the work of the Resources Committee and Curriculum, Teaching & Learning (CTL) Committee, in terms of financial performance, premises development and maintenance, and outcomes for children and staff.

Each committee will have delegated powers within limits set by the FGB, should meet at least 3 times per year and will report to the main FGB meetings.

The FGB can set up a working group if necessary to provide information and/or make recommendations to the governing board. Working groups established for specific purposes will be discontinued when their work has been completed.

The FGB will review the structure and membership of each committee annually. Committees will review their Terms of Reference at the beginning of each academic year, to be agreed at the next FGB meeting.

The FGB will adopt the FfC Governor Code of Conduct annually.

The FGB will monitor Early Years Pupil Premium expenditure and evaluation.

2-3 designated members of the FGB will annually agree performance management objectives for the Executive Headteacher and review past achievements, in conjunction with an advisor.

**Governing Board structure:**

The governing board of the federation must be constituted in accordance with 2013 regulations as a governing body of maintained schools. The total membership of the governing board must be no fewer than seven governors. The governing board of the Foundations for Children Nursery Schools Federation comprises:

* Executive Headteacher
* 2 elected Parent Governors (term of office is 2 years)
* 1 elected Staff Governor (term of office is 4 years)
* 1 appointed Local Authority Governor (term of office is 4 years)
* 9 Co-Opted Governors (term of office is 4 years)

Total: **14 governors**

The governing board may also appoint Associate Members.

The governing board also appoints a clerk to the governing board.

**Reviewed and agreed at FGB Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 1 – Policy Approvals**

Using the most current available list of statutory policies for maintained schools, the FGB agree to delegate the authority for all policy reviews to the Executive Headteacher, with the exception of those required by statutory guidance to be reviewed and agreed by Governors. Details of these can be found in the Federation’s Policy Management Plan.

The Executive Headteacher will inform governors of updates to and reviews of all policies.

Any newly created policies will be circulated in draft and reviewed and ratified (if accepted) during the next FGB meeting. They will be added to the Policy Management Plan and reviewed appropriately.

Policies will be circulated in draft to governors via the GovernorHub platform. Governors will submit their comments and questions either on Governor Hub or by email, with a view to ratification of the policy at the next relevant committee or FGB meeting. The Policy Management Plan will be used to schedule and track policy reviews through the year.