



## Terms of Reference for Governors Leadership Group

**Membership** Chair/Co-Chair of Governors - Chair of this Group Meeting.  
Vice Chair of Governors if appointed  
Committee chairs/Co-chairs  
Committee Vice Chairs  
Panel Chairs

**Attendees** EHT  
Other federation staff by invitation for particular agenda items

### Quorum

No fewer than four governors must be present including Chair/Co-Chair/Vice Chair of Governors who will chair the meeting in the absence of the Chair. Apart from Chair/Co-Chair of Governors other members of this group will not have any executive or decision-making powers outside of the meeting.

### Meetings

The Committee will meet at least once a term in advance of the main governing board meeting, with additional meetings as necessary. The meeting will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers is confidential does not have to be made available for inspection.

**Clerking** Clerk to the Governing Board

### General

- To act on matters delegated by the Full Governing Board
- The Group will act in accordance with the Standing Orders
- To liaise and consult with other committees as necessary
- To consider safeguarding and equalities implications when undertaking all committee functions
- To receive reports from the Federation in sufficient detail to undertake planning, monitoring and evaluation and thus support the Governing Board to fulfil its strategic role. The Group will involve the Federation's schools headteachers and in consultation with the Executive Headteacher, involve other senior leaders, as appropriate.

## Specific areas of responsibility for the Governors Leadership Group

- **improving the effectiveness of governance by:**
  - Providing support to Chair/Co-Chairs of Governors
  - Providing Support to Committee chairs/Co-chairs/Vice Chairs
  - Contributing to Succession Planning as required
  - Ensuring the recruitment of governors and associate members is timely
  - Making recommendations to the FGB relating to the appointment of associate members as governors.
  - Contribute to Governor induction/support as requested
  - Contributing to Governor Training and Development as appropriate
  - Ensure that Governors annual skills audit takes place
  - Reviewing the effectiveness of the Governing Board in a timely manner.
  
- **Contributing to the management and administration of governance by:**
  - Preparing annual governor meeting dates for the Spring FGB meeting approval
  - Preparing Annual Business Plan- for FGB approval June meeting
  - Preparing the Governor Visits Programme/ reviewing governor visits policy for FGB approval May/June meeting
  - Review of Standing Orders annually for FGB approval June meeting
  - Review of Code of Conduct for FGB approval May meeting
  - Prepare Annual report to parents for FGB approval in Summer term
  - Ensuring that governance clerking and administration is effective.
  
- **Improving the effectiveness of board and committee meetings by**
  - Co-ordinating the work plans of committees and full board meetings to ensure key statutory and local priority issues are appropriately allocated in a timely way;
  - Ensuring that a strategic focus is maintained
  - Ensuring that all governors and associate members are encouraged and supported to contribute at meetings

## Federation Support and Challenge

- Sounding Board for EHT and FLT for the initial discussion of proposals
- **Staffing**
  - Contribute as required to the recruitment of staff
  - Contribute as required to federation staffing reviews
- **Federation Development**
  - To support the Governing Board as appropriate
  - Monitor FDP/SDP/BIS Development plans on a termly basis
  - Monitor Audit action plans
- **Policies**
  - Contribute to policy co-ordination and management

- Consider and scrutinise policies delegated by the Governing Board
- All staffing policies unless requiring FGB ratification

**In order to assist the Federation in the flow of policies the Leadership Group can consider, scrutinise any policies due to go to a committee if a committee meeting is not due in order that policies are reviewed in a timely manner and to deal with backlog.**

Approved by FGB: May 2024

Review due: May 2025