



Full Governing Body – Terms of Reference

Lead Governor : Chair	
Version	Date updated
1	01/09/26

Headteacher: Miss Zoë Baines

SLATED ROW SCHOOL | MILTON KEYNES

1. Purpose.....	2
2. Membership and constitution.....	2
3. Meetings and quorum.....	2
4. Core responsibilities.....	2
Strategy, ethos and improvement.....	2
Education, curriculum and outcomes.....	3
Safeguarding, welfare and inclusion.....	3
Students, parents, carers and families.....	3
Finance, workforce and resources.....	3
Leadership and accountability.....	3
Compliance, risk and governance.....	4
5. Matters reserved to the FGB.....	4
6. Annual cycle and evidence.....	4
Reference framework.....	5

The FGB is the strategic and accountable body. It should devote most of its time to educational impact, safeguarding, SEND, strategy, stakeholder experience, risk and assurance - not operational management.

1. Purpose

The Full Governing Body provides strategic leadership and accountability for Slated Row School. It will ensure that the school's vision, ethos and strategic direction are clear; hold the Headteacher to account for educational performance and the day-to-day leadership of the school; and assure the sound, proper and effective use of financial resources.

2. Membership and constitution

- Membership will be as set out in the school's Instrument of Government and the School Governance (Constitution) (England) Regulations 2012, including at least two parent governors, the Headteacher (unless they resign the office), one staff governor and one local authority governor, with co-opted governors as determined through the Instrument of Government.
- The FGB should maintain a skills-based composition appropriate to a 4-19 community special school, while ensuring strong understanding of SEND, safeguarding, education, finance, HR, health and safety/estates, risk and stakeholder engagement.
- Associate members may be appointed to committees for specific expertise but are not governors and do not form part of the FGB membership.
- The FGB will identify named lead governors for safeguarding and SEND. For a school with secondary-age pupils, it should also identify a careers link governor.

3. Meetings and quorum

- The FGB will meet at least three times in each school year and more frequently as required.
- The quorum is one half, rounded up to a whole number, of governors in post; vacant positions are not counted for quorum.
- The governance clerk will convene and minute meetings in accordance with regulations. The Headteacher must not act as clerk.
- Decisions are by majority of governors present and voting, subject to any specific statutory rules. The Chair has a casting vote where applicable.
- Confidential items and conflicts of interest will be handled in accordance with law, the code of conduct and agreed procedures.

4. Core responsibilities

Strategy, ethos and improvement

- Set and periodically review the school's vision, values, strategic priorities and culture.
- Approve the School Development/Improvement Plan and monitor whether actions are improving outcomes and experiences for pupils.
- Maintain a strategic view of capacity, provision, sites, partnerships and future demand.

Education, curriculum and outcomes

- Hold leaders to account for the quality, ambition and impact of the curriculum and provision across the 4-19 age range.
- Scrutinise pupil progress and achievement using appropriate evidence for pupils' starting points and EHCP outcomes, alongside attendance, behaviour, personal development, destinations and preparation for adulthood.

- Seek evidence that assessment is purposeful and that provision is adapted to pupils' needs without reducing ambition.
- Monitor the effectiveness and impact of pupil premium, PE/sport funding where applicable, and other targeted funding.

Safeguarding, welfare and inclusion

- Provide strategic leadership of safeguarding and child protection, including Prevent and online safety; receive regular assurance from the designated safeguarding lead and safeguarding governor.
- Ensure safeguarding systems, safer recruitment, training, policies and culture comply with current statutory guidance.
- Provide explicit oversight of SEND and disability duties, including pupil and parent participation, accessibility and equality.
- Receive assurance on supporting pupils with medical conditions, mental health and wellbeing, attendance and behaviour.

Students, parents, carers and families

- Ensure the voices and lived experiences of pupils, parents, carers and families are a standing part of strategic governance.
- Include direct engagement opportunities in the governance calendar, designed to be accessible for pupils with communication differences and sensory needs.
- Use stakeholder evidence to test whether strategic decisions improve quality, safety, inclusion and family confidence; governors do not become advocates in individual cases outside formal procedures.

Finance, workforce and resources

- Approve the first formal annual budget plan where required and maintain oversight of financial sustainability, value for money and SFVS.
- Receive assurance from the Resources Committee on finance, HR/workforce, health and safety, estates, procurement, risk, cyber/information and compliance.
- Approve significant resource decisions and workforce changes reserved under the Scheme of Delegation.

Leadership and accountability

- Appoint and hold the Headteacher to account in accordance with statutory staffing requirements and local authority procedures.
- Set Headteacher objectives and assess performance through an appropriately constituted panel, with external advice where required.
- Monitor leadership capacity, succession, staff wellbeing and organisational culture without directing day-to-day management.

Compliance, risk and governance

- Ensure compliance with statutory duties, including equality, SEND, safeguarding, health and safety, data/information requirements and school website publishing requirements.
- Maintain oversight of the school's principal risks and ensure controls and mitigations are effective.
- Approve and review governance policies, committee terms of reference, delegations, code of conduct, register of interests and governance development priorities.
- Evaluate the effectiveness of governance annually, including skills, attendance, challenge, impact, succession and training.

5. Matters reserved to the FGB

- The matters listed as reserved in the Scheme of Delegation.
- Any function which legislation or the local authority scheme requires the full governing body to exercise.
- Any matter referred by the Resources Committee or Headteacher because it is outside delegation or presents significant strategic, legal, safeguarding, financial or reputational risk.
- Establish or designate ad hoc panels for suspension/permanent exclusion, complaints and employment matters when required by legislation, statutory guidance or an adopted procedure, with authority as set out in the Scheme of Delegation. The FGB will not impose a standard panel size across all types of hearing where the law does not require one.
- Ensure panel membership preserves impartiality, conflicts are managed and governors needed for any appeal stage have not been involved in the original decision. Panel constitution and quorum will follow the applicable legal requirements and adopted procedure; for delegated suspension/permanent-exclusion reinstatement functions, the designated subcommittee must consist of at least three governors.
- Receive proportionate assurance that individual cases and hearings have been completed appropriately without routinely receiving confidential case detail.

6. Annual cycle and evidence

Term / cycle	Core FGB focus	Typical evidence
Autumn	Strategy reset; safeguarding; standards baseline; stakeholder priorities; risk; statutory compliance	Headteacher report, safeguarding report, outcomes/destinations, stakeholder dashboard, risk register, committee assurance
Spring	Mid-year improvement impact; curriculum and provision; SEND/equality; attendance/behaviour; budget planning	Progress/quality evidence, SEND assurance, attendance/behaviour, budget forecast, governor visits/engagement
Summer	Annual evaluation; outcomes; self-evaluation; next-year priorities; budget; governance review	Annual outcomes and stakeholder reports, SEF/SIP evaluation, budget, SFVS assurance, skills/training review

Reference framework

This document should be read alongside the school's Instrument of Government, Milton Keynes City Council's Scheme for Financing Schools and HR/employment procedures, and current statutory guidance. Key references include:

- Education Act 2002 and School Standards and Framework Act 1998.
- School Governance (Constitution) (England) Regulations 2012 (as amended).
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended).
- School Staffing (England) Regulations 2009 (as amended).
- Department for Education, Maintained schools: governance guide, updated 15 July 2026.

- Keeping children safe in education and the SEND Code of Practice: 0 to 25 years, as updated from time to time.
- Department for Education, Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, updated 26 July 2026.

Governance documents should be reviewed after any material change in legislation, DfE guidance, the Instrument of Government, or the local authority's scheme/policies.