



Whitecross Nursery School Governing Body

Terms of Reference

1. Purpose

The Whitecross Nursery Governing body is responsible for the strategic leadership of the school, ensuring it delivers high standards of education, safeguards children, and uses resources effectively.

2. Core Functions

The governing body will act in line with the [Maintained schools Governance Guide](#) and will ensure:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher and nursery leadership team performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources
- compliance with statutory duties, including safeguarding, equality, and health & safety

3. Membership

- The governing body consists of 12 governors, including the Headteacher, at least 2 elected parent governors, one elected staff governor, one LA appointed governor and co-opted governors.
- The Chair and Vice-Chair will be elected annually.
- A Clerk to Governors will be appointed to:
 - provide expert procedural advice and administrative support
 - manage the efficient and compliant operation of the governing body

- The constitution of the governing body will be set out in the instrument of government and any changes to this must be approved by the full governing body.
- No more than one third of governors can be staff members when included with the Headteacher and elected staff governor.
- The term of office for all governors is 4 years; governors may serve for more than one term.
- All governors will complete an eligibility to serve declaration on appointment and at least annually during their term.
- All governors will be required to declare all business and pecuniary interests on an annual basis and at the start of each governing body meeting for any potential conflict of interest on any agenda items.

4. Meetings

- The governing body will meet at least 6 times per academic year, either in school or online.
- A quorum will be 50% of serving governors and no more than 1/3 of attending governors are staff members.
- Extraordinary meetings may be called by the Chair or at the request of the Headteacher.
- Meeting agendas and documentation will be sent out one week prior to a governing body meeting or earlier as far as possible.
- Meetings will be minuted in full and minutes will be reviewed and approved by the governing body at the next meeting.

5. Delegation

- There are no committees within the Whitecross governing body structure, all activities of the governing body will be carried out within full governing board meetings.
- One-off working parties may be established to carry out specific tasks or explore an issue. Working parties will have a clear remit – recorded in a terms of reference – and be dissolved once their specified purpose is complete. Decision making is retained by the governing body - working parties will have an advisory role and report back to the governing body
- Panels will be convened to carry out certain procedures as set out in school policies. These include but are not limited to:

- Headteacher performance review
- HR panels, e.g. grievances, disciplinaries and capability
- Complaints

6. Decision-Making

- Decisions will be made by majority vote of governors present, providing there are a quorate number of governors in attendance.
- In the event of a tie, the Chair will have a casting vote.
- The chair (or if they are unable to act, the vice-chair) can only act on behalf of the governing body where they are of the opinion that a delay would likely be seriously detrimental to the interests of:
 - the school
 - any pupil at the school or their parent or carer
 - a person who works at the school
- Any decisions taken under chair's action should be reported in writing to the governing body as soon as possible and recorded in governing body minutes.

7. Accountability & Review

- The governing body will publish required information on the school website.
- The ToR will be reviewed annually and updated as necessary.

8. Code of Conduct

- All governors will adhere to the agreed Code of Conduct.
- All governors must:
 - act with integrity, objectivity and confidentiality and in the best interests of the school
 - maintain commitment to the school's values
 - be open and honest about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

Approved by the Governing Body of Whitecross Nursery School at their meeting on Tuesday 7th July 2026.