**THIS DOCUMENT IS A TEMPLATE AND FORMAT CAN BE AMENDED APPROPRIATELY TO SUIT SCHOOL**

**INSERT NAME School Governing Body**

**Information and Attendance Details for Academic Year INSERT DATE**

The Instrument of Government (Updated in Academic Year INSERT DATE IF APPROPRIATE) states that the Governing Body shall consist of INSERT NUMBER OF Governors as follows:

**INSERT NUMBER OF** Parent Governors / 1 Headteacher / 1 Staff / 1 Local Authority / **INSERT NUMBER OF** Co-opted Governors / **INSERT NUMBER OF Foundation Governors / INSERT NUMBER OF Trust/Foundation Governors, INSERT NUMBER OF Partnership Governor**

\* Foundation Governors are appointed by the Diocese of Lincoln Board of Education/INSERT OTHER APPOINTING BODIES, the Authority Governor is nominated by the Local Authority, Parent Governors are elected by the parent body and Staff Governors are elected by the staff body of the school.

\*\* All Governors’ terms of office are 4 years.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Category** | **Appointed By**  **\*** | **Date First Appointed** | **Term of Office Details** | | **Business**  **Interest** | **Relationships with the school staff including spouses, partners and relatives** | **Other Governor Roles** | **Governor Role** | **FGB Meetings Attendance** | **Assigned**  **Governor Committee** | **Committee Meeting Attendance** | |
| **Start Date** | **End Date (ToE) /**  **Resigned (R)** | **Cm1** | **Cm2** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

The Governing Body appointed INSERT APPROPRIATE COMMITTEE INFORMATION in September INSERT YEAR – other appeals committees will be appointed as and when required (Delete as appropriate):

***EXEMPLAR TEXT***

***Finance, Resources and Premises –*** *Meets 3 times annually with agreed terms of reference.*

***Pay*** *– Meets as directed by the ratified Pay Policy /* ***INSERT APPROPRIATE TEXT TO POLICY ADOPTED***

***Heads Performance Management Panel*** *– Meets* ***INSERT NUMBER OF MEETINGS*** *and makes a recommendation to Pay Committee regarding Headteacher’s Pay decision.*

The Full Governing Body ratifies decisions following recommendation from the committees/panel above (unless otherwise stated in School Policy/Terms of Reference/Scheme of Delegation), and all minutes are available **INSERT WHERE MINUTES CAN BE FOUND WITHIN SCHOOL/WEBSITE** with the exception of confidential minutes.

**ASSOCIATE MEMBERS:**

The Governing Body **have/have not** appointed any Associate Governors for the Academic Year **INSERT APPROPRIATE YEAR (Delete table if no associate member has been appointed)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Category** | **Appointed By**  **\*** | **Date First Appointed** | **Term of Office Details** | | **Business**  **Interest** | **Relationships with the school staff including spouses, partners and relatives** | **FGB Meetings Attendance** | **Assigned**  **Governor Committee and Voting Right** | | **Committee Meeting Attendance** | |
| **Start Date** | **End Date (ToE) /**  **Resigned (R)** | **Committee** | **Voting Right** | **Cm1** | **Cm2** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Clerk to Governors – INSERT NAME AND DATE THAT FORM WAS COMPLETED**

**(Vacancies as at INSERT ACADEMIC YEAR END DATE) –**