**Terms of Reference for the Lead Governor on**

**Attendance for the Governing Board of Tavistock Community Primary and Nursery School**

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| Agreed at meeting of the full Governing Board: 21.11.17  Date of next review: September 2018  Name of governor lead: Louise Clements |

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| **Purpose**  The purpose of this document is to set out the role and responsibilities of the lead governor for Attendance and to clarify the level of decision making that the Governing Board has agreed will be delegated to this governor.  The governing board has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Governance Handbook). Every child matters and the governing board will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.  **Best Value**  Where possible and reasonable the governing board will ensure the principles of Best Value are followed when making decisions.  The principles of Best Value are:  • Challenge - why, how and by whom an activity is carried out;  • Compare - performance against other schools and between parts of each school;  • Consult - involving stakeholders, especially pupils and parents;  • Compete - as a means of securing efficient and effective services.  **Decision or Recommendation**  Where a D is entered below, the lead governor has delegated decision making. This must be reported back to the full GB. NB committees cannot delegate decision making to individual governors, only the full GB can do this.  Where an R is entered below, the lead governor will provide a recommendation to the full governing board. |

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| **Attendance** |  |
| To monitor attendance – including lateness, behaviour, exclusions & evaluate strategies implemented for improvement. | D |
| To ensure central record of recruitment, vetting checks (DBS), pupil record keeping, disclosure of pupil information and pupil reports (Data protection) are up to date. | D |
| To review and approve policies, as per the policy schedule | D |
| To review and recommend policies, as per the policy schedule | R |
| To review the information on the school website | D |

Signature of Chair of Governors:………………………………………………………