

Terms of Reference

Governing Body

Updated March 2024

Composition

The governing body shall consist of:

- 1 LA governor
- 1 Headteacher
- 1 staff governor
- 2 parent governors
- 4 co-opted governors

The Governing Body must have a Chair and Vice Chair, who are either appointed or elected by the Governing Body; this will be for a term of two years. The Governing Body may remove the Chair or Vice Chair from office at any time. The Governing Body must review the establishment, terms of reference, constitution and membership of all committees annually.

Quorum

The quorum for the meeting shall not be less than half of the members.

Terms of Reference

1. To agree constitutional matters, including procedures where the Governing Body has discretion.
2. To recruit new members as vacancies arise and to appoint new governors where appropriate.
3. To hold at least three Governing Body meetings a year.
4. To appoint or remove a Chair/Vice Chair/Clerk to the Governing Body.
5. To appoint or remove the Chair/Clerk of any committee.
6. To suspend a governor.
7. To establish the committees of the Governing Body and their terms of reference.
8. To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
9. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
10. To approve the first formal budget plan of the financial year.
11. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
12. To keep the Data Protection Policy, associated Privacy Notices, training and practice under review as required by the legislation, supervisory authority guidance and DfE guidance.
13. To review the delegation arrangements annually.
14. To provide a strategic view of where the school is heading. This is achieved by reviewing progress and attainment and agreeing the priorities for improvement to be included in the school improvement plan.
15. To act as a critical friend to the school. This involves supporting the Headteacher and staff and promoting the school in the local community, while at the same time questioning existing practice in a constructively critical way.



16. To hold the school to account for the educational standards it achieves and the quality of education it provides: setting targets for the school to achieve in the light of national and local targets and evaluating outcomes.
17. to conduct any and all other business required of them including but not limited to:
 - To review and monitor curriculum and provision;
 - To agree an annual School Improvement Plan, which will include clear links to the annual budget plan;
 - To review, monitor and agree finance and budgets and to approve expenditure over £1,500;
 - To review and update policies;
 - To review and monitor staffing arrangements including recruiting new teaching staff together with the Headteacher;
 - To conduct the performance management of the Headteacher and review the Headteacher's salary;
 - To review the performance management of the Teaching Staff and review the Teaching Staff's salary;
 - To recruit a new Headteacher if required;
 - To review and monitor the school's safeguarding, health and safety arrangements and monitor the fitness of the premises;

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

Minutes

A written record should be kept of the meeting of the Governing Body including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the Governing Body. Every member of the Governing Body and the Headteacher shall be given at least seven days clear notice of the meetings.



Governor Support Services