

Barley Croft Primary School

Terms of reference for Governing Body

(Draft Revised November 2021)



The Governing Body

The governing body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the governing body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three governing body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the governing body***
- **To establish the committees of the governing body and their terms of reference***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To appoint or remove the headteacher and deputy headteacher***
- **To decide which functions of the governing body will be delegated to committees, groups and individuals***
- **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***
- To ensure that the governing body complies with the requirements of the Freedom of Information Act to publish a publication scheme and put in place procedures for dealing with requests for information
- To establish a policy which decides what expenses should be paid to governors and associate members to ensure they are not out of pocket for the valuable work they do for the school
- **To approve the first formal budget plan of the financial year**
- To approve the Health and Safety Policy and to approve revisions where appropriate
- To determine and approve, in the first instance, all Personnel policies and thereafter delegate their review to the Resources Committee
- To ensure that there are effective confidential reporting arrangements for staff and governors
- To ensure that any pecuniary interests are declared at each meeting by everyone present
- **To review the delegation arrangements annually***
- *Any items which individual governing bodies may wish to include*

*** these matters cannot be delegated to either a committee or an individual**

Reporting arrangements must be established between the governing body and its standing committees which ensures a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.

Quorum: The quorum for any governing body meeting and vote must be one half (rounded up to the whole number) of the complete membership of the governing body, excluding; this includes any governor vacancies. For Standing Committees it is a minimum of three full governors.