



Stockbridge Village Primary School

Terms of Reference Full 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.

Members: As per the Instrument of Government

Quorum: 50% of current membership (i.e. quorum does not include vacant positions)

Chair: To be appointed by governing body

Clerk: To be appointed by governing body

Terms of reference:

- Monitor and agree changes to instrument of government including terms of office;
- Appoint, suspend or remove governors in accordance with Regulations*;
- Hold at least three governing body meetings a year*;
- Regulate procedures of meetings e.g. code of confidentiality and code of conduct;
- Appoint or remove the Chair and Vice-Chair*;
- Appoint or remove a Clerk to the governing body*;
- Establish the committees of the governing body and their terms of reference*;
- Decide which functions of the governing body will be delegated to committees, groups and individuals and review the delegation arrangements annually*;
- Appoint the Chair of any committee (this may be delegated to committee);
- Appoint or remove a Clerk to each committee (this may be delegated to the committee);
- Appoint associate members to committees and determine their voting rights;
- Appoint link or designated governors, including performance management governors*;
- Ensure Headteacher provides such reports as requested by the governing body to undertake its role;

- 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*;
- Ensure requirements within Safeguarding Children and Safer Recruitment in Education are met;
- Ensure requirements within the duty to promote Community Cohesion are met;
- Approve the first formal budget plan of the financial year (if not delegated to committee) and best value statement;
- Ensure copies of minutes of full meetings are forwarded to the Local Authority;
- Monitor and keep under review School Development Plan;
- Approve school prospectus;
- Approve written description of financial systems and procedures in line with LA's scheme for financing schools;
- Ensure school works within FMSiS;
- Publish proposals for alteration, change of category or closure of school*;
- Recruit Headteacher and Deputy Headteacher*;
- Determine arrangements for recruitment of other members of staff;
- Participate in school self review process including review of Governing Body effectiveness;
- Decide on decision to federate or form joint committees with other school governing bodies*;
- Any items which individual governing bodies may wish to include;

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