

Terms of Reference for Full Governing Bodies

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 review, agree and monitor policies, targets and priorities. They go on to list the responsibilities of the full governing body. These include:

- Holding at least three meetings per year
- Appointing or removing the clerk
- Electing a chair and vice chair
- Monitoring attendance
- Monitoring attainment results and exclusions
- Encouraging governors to visit the school
- Agreeing the curriculum plans
- Annually reviewing the delegation of functions and committee structure
- 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 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 approve the first formal budget plan of the financial year
- To keep the health and safety policy and its practice under review and to make revisions where appropriate
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review arrangements for governors' visits to the school

- To oversee arrangements for governor involvement in formulating and monitoring the school improvement plan
- To make recommendations to the governing body to establish exceptional working arrangements where particular circumstances arise
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher

The full governing body decides all policy matters concerning the management of the school, taking into account the requirements of legislation

The governing body may delegate any of its statutory functions to a committee, a governor or to the Head Teacher, subject to prescribed restrictions.

The Terms of Reference are reviewed annually in the summer term and approved at the first full governing body meeting of the academic year. They say that governors will declare complete an annual written declaration of interests form stating any business and/or other interests that they or their family or close acquaintances may have with the school.

1.2.2017

