

The Governing Body Terms of Reference 2017-18

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 Governing Body meetings in accordance with the Articles of Association (some stipulate one meeting a term: the newer A of A stipulate three 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 the membership of which (where possible) is to comprise of at least one governor from each of the categories that form the whole governing body, and the terms of reference*
- 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 appoint the external auditors on an annual basis and enter into a letter of engagement*
- To approve and adopt the Health and Safety Policy and to keep its practice under review and to make revisions where appropriate*
- To review the delegation arrangements annually**
- To determine the election procedures for parent and staff governors*
- To suspend a governor**
- To set up a Register of Governors' Business Interests*
- To review and formally approve the policy for Pecuniary Interests unless delegated to the Finance Committee*
- To formally approve and adopt the School Development Plan*
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures*
- To consider training requirements on a regular basis to include whole Governing body and individual governor training*
- To ensure all documents required under statutory regulation are published on the school's website*

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

Membership – As per the Articles of Association

Disqualification – as per the Articles of Association

These terms of reference agreed by the Governing Body on 27th September 2017

Co-opted Governor	Start	End
Mrs C Tubman (Chair)	01/09/2015	31/08/2019
LA Representative		
Mr S Edger (Vice Chair)	03/02/2016	02/02/2020
Parent Governors		
Mrs S Gregory	01/09/2015	31/08/2019
Mr C Kenyon	01/11/2016	31/10/2020
Mr A Lockie	08/05/2018	07/05/2022
Staff Governors		
Mrs A Tait (Head)	n/a	n/a
Mrs C Regan	01/04/2018	31/03/2022
Co-opted Governors		
Mrs C Reay	01/09/2016	31/08/2020
Mrs S Brown	01/09/2015	31/08/2019
Associate Members		
Mrs A Humphreys	01/09/2015	31/08/2019
Clerk to the Governors		
Mrs E Gregory	n/a	n/a

Chair of the Governing Body: Mrs Carole Tubman
Vice-Chair of the Governing Body: Mr Stuart Edger
Clerk to the Governing Body: Mrs Emma Gregory

Quorum: One third of the Governors in post, but at least 3 – unless appointing a parent governor, removing a governor or removing the Chair of Governor when the quorum will be two thirds of the governors in post