



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 appoint or remove community governors
- 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 suspend a governor\*
- To appoint, suspend or remove the headteacher and deputy headteacher\*
- To establish disciplinary / capability procedures
- 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 revisions where appropriate and to ensure health and safety regulations are followed
- To adopt and review the home-school agreement
- To review annually the appraisal policy
- To agree whether or not the Chief Education Officer / diocesan authority should have advisory rights
- To establish a discipline policy
- To develop a school buildings strategy and contribute as required to the LA Asset Management Planning arrangements
- To publish proposals to change the category of the school
- To ensure that there are effective confidential reporting arrangements for staff and governors
- To ensure that any business interests are declared at each meeting by everyone present and that a Register of Governors' Business Interests is maintained
- To appoint a "responsible person" in respect of pupils with special needs
- To be responsible for any decisions concerning the school forming part of a federation
- To decide whether to offer or cease offering extended school provision
- To review the delegation arrangements annually\*

\* 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 a full governing body meeting and vote must be one half (rounded-up to the nearest whole number) of the complete membership of the governing body, excluding any governor vacancies. For Standing Committees, the quorum is a minimum of three full governors.

Signed: \_\_\_\_\_ (Chair of Governors)

Approved at the meeting of the Full Governing Body: 10<sup>th</sup> December 2025