



Full Governing Body Terms of Reference

Code: S4

Date of approval: 21st October 2020

Date of next review: Autumn 2021

Agreed by Whitchurch Primary School Governing Body	Name
Chair of Governing Body	Peter Tenconi
Headteacher	Caroline Rowley

Version	Date	
1	October 2014	Annual update – changes agreed
2	21 st May 2015	Update - amalgamation
3	15 th October 2015	No changes necessary
4	27 th June 2016	No changes necessary
5	14 th October 2019	No changes necessary
6	21 st October 2020	No changes necessary

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and local delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Governing Body Terms of Reference

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 that cannot be delegated to a committee or individual and those procedures where the Governing Body has discretion
- To appoint new governors where appropriate
- To appoint a Head Teacher for the school
- To ensure that the school staffing structure is appropriate to successfully lead and manage the school
- 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 and committees
- 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 decide which functions of the Governing Body will be delegated to committees, groups and individuals with special regard to child protection and agree termly the work of the Governing Body and its committees
- 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 receive reports from and monitor the progress of 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 formal budget plan of the financial year and receive progress reports
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate including establishing and reviewing the Critical Incident policy and procedures
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To review the delegation procedures on an annual basis
- To identify and celebrate pupil achievements
- To monitor the school's publicity, public presentation and relationships with the wider community.

Quorum:	One half of the number of Governors in post.
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