

# **Bevendean Primary School & Nursery**

## **Terms of Reference for the Full Governing Body Approved July 2022**

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.

**Membership:** The Full Governing Body will comprise a maximum of 14 members which will be made up of the Headteacher, 2 parent governors, 1 staff governor, 1 LA governor, 9 co-opted governors.

The number of co-opted governors who are members of staff (including the staff governor and Headteacher) shall not exceed one third of the membership of the Governing Body.

The Governing Body may appoint Associate Members to support particular issues as required.

**Quorum:** The quorum shall be one half of the number of governors in post.

**Meetings:** The Governing Body shall meet regularly at least once a term and otherwise as required. The Headteacher will attend meetings or, if unavailable, arrange for a member of the SLT to deputise.

### **Terms of reference:**

- To agree constitutional matters\*
- 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 (Governors who are current staff members are not eligible for these positions)\*
- To appoint chairs of Committees (Governors who are current staff members are not eligible for these positions).
- To appoint or remove a Clerk to the Governing Body\*
- To establish the committees of the Governing Body and their terms of reference\*
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- 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 receive and interrogate Raise On Line data and set priorities for curriculum sub committee
- To receive and interrogate a range of school data and set priorities for the relevant sub-committee
- To review the delegation arrangements annually\*

- To consider any items which individual governors may wish to include

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