

Millfields Church of England Primary School

Governing Body

Terms of Reference

Chair: Jackie Grannell

PURPOSE

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 renew 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 or Vice Chair
- To appoint or remove the Clerk to the Governing body
- To establish the committee of the Governing Body and their 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 keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually.

MEMBERSHIP As per the Instrument of Government

QUORUM Not less than five members, including the Headteacher

CHAIR To be elected at the first meeting in the academic year.

VOTING Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.

FREQUENCY A minimum of one meeting per term.

