

## The Governing Body of Brockwell Junior School

*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

1. **To agree constitutional matters\***, including procedures where the Governing Body has discretion
2. To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
3. **To hold at least three Governing Body meetings a year\***
4. **To appoint or remove the Chair and Vice Chair\***
5. **To appoint or remove a Clerk to the Governing Body\*** The governing body may, if the clerk fails to attend a meeting of the school, appoint any one of their number (who is not the headteacher) to act as clerk for the purposes of that meeting.
6. **To establish the committees of the Governing Body and their terms of reference\***
7. To appoint the Chair of any committee *(if not delegated to the committee itself)*
8. **To appoint or remove a Clerk to each committee\*** The committee may, if the clerk fails to attend a meeting of theirs, appoint any one of their number (who is not the headteacher) to act as a clerk for the purposes of that meeting.
9. **To suspend a governor\***
10. **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
11. **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\***
12. To approve the first formal budget plan of the financial year
13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
14. **To review the delegation arrangements annually\***
15. Any items which individual governing bodies may wish to include

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

**Membership** – As per the Instrument of Government

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

**These terms of reference agreed by the Governing Body on**

Date \_\_\_\_\_