

# The Governing Board of

School

*The governing board 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 board has discretion.
2. To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate .
3. **To hold at least three governing board meetings a year\*.**
4. **To appoint or remove the chair and vice chair\*.**
5. **To appoint or remove a clerk to the governing board\*.**
6. **To establish the committees of the governing board 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\*.**
9. **To suspend a governor\*.**
10. **To decide which functions of the governing board 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 board 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 keep the data protection policy, associated privacy notices, training and practice under review as required by the legislation, supervisory authority guidance and DfE guidance..
15. **To review the delegation arrangements annually\*.**
16. 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 six of the constitution regulations.

**These terms of reference agreed by the governing board on:-**

Date: \_\_\_\_\_

Name of Governor	Category	End of term of Office

Chair of the Governing Board	
------------------------------	--

Vice-Chair of the Governing Board	
-----------------------------------	--

Clerk to the Governing Board	
------------------------------	--

Quorum:	One half of the number of governors in post
---------	---