

GRAZELEY PAROCHIAL PRIMARY SCHOOL  
FULL GOVERNING BODY

**TERMS OF REFERENCE**



**Statement:**

The Governing Body takes a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims, objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will not be open to the public. Minutes of meetings are available, except for matters considered confidential.

The Governing Body has the following core strategic functions:

Establish the strategic direction by:

- Setting the vision, values and objectives for the school.
- Agreeing the school development strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability by:

- Appointing the Headteacher
- Monitoring progress towards targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity:

- Approving the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed.

## RESPONSIBILITIES

The Governing Body will undertake the above functions by:

Hold at least 4 meetings each year.
Appoint a Clerk
Elect a Chair and Vice Chair. These appointments will be made annually. A Chair must not act for more than 6 consecutive years.
Advise all parents of any parent governor vacancies, all staff of any staff governor vacancies and to recruit and appoint all foundation governors.
Set dates of meetings for the year ahead.
Receive, review and challenge as appropriate on the Headteacher reports
Review and monitor school, Local Authority and National results.
Review the level of exclusions
Monitor attendance of pupils, staff and governors.
Be responsible for Health and Safety
Monitor accidents/incidents involving pupils, staff, governors and visitors.
Review, adopt and monitor a FoI Policy
If required, consider the suspension of a governor.
Set pupil performance targets
Provide induction for new governors
Encourage governors to visit school and to review, adopt and monitor a governors visit policy and feedback procedure
Review, adopt and monitor the procedures for dealing with complaints from parents/carers.
Review, monitor and approve the School Development Plan
Set the overall long term strategy for the school
Review, monitor and adopt a risk management policy and strategy. To regularly review the risk appetite statement. To monitor and review risks in conjunction with the Headteacher.
Ensure that at least 2 governors are appointed to complete the Headteachers Performance Management.
Maintain and annually update a file of Business/Pecuniary Interest declarations
Review, adopt and monitor a governors expense policy
Review and monitor the curriculum
Review annually the delegation of functions and committee structure
Organise support and training for governors.
To receive a regular report on Safeguarding
Approve the Annual Budget
Review of 3-5 year budget forecasts
Authorisation of statement of internal control
Appointment of Headteacher and Deputy Headteacher
Monitor and review progress and support of all pupil groups

## COMMITTEES

The governing body has delegated some of its responsibilities to the following committees:

Resources
Teaching and Learning
Admissions

The Terms of Reference for each committee are reviewed and approved by the Governing Body each year. Each committee reports to the Governing Body at each FGB meeting.

## WORKING GROUPS

The following working groups have been established:

Strategy
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These groups are set up to assist and support work in a specific area. They have no delegated authority and require approval from the FGB in respect of any recommended actions. The groups report to the Governing Body at each FGB meeting.

Working groups may be closed or additional groups established, at the discretion of the Governing Body throughout the year.

## POLICIES

The policies that are reviewed by the Governing Body are:

Access Plan	
Safeguarding Policy	

## ADOPTION

<b>These terms of reference agreed by the Governing Body.</b>	9 <sup>th</sup> September 2021
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## Current Membership

<b>Name of Member of Committee</b>	<b>Role</b>
Celia Thatcher	Head
Steve King	Parent
Peter Lambert	Local Authority
David Little	Ex Officio
Darryl Ward	Foundation
Tim Briercliffe	Foundation
Stephen King	Foundation
Joanna Broadhead	Foundation
Jackie Clark	Staff
Vacancy	Foundation
Vacancy	Foundation Governor
Vacancy	Parent

<b>Chair</b>	Darryl Ward
<b>Vice Chair</b>	Peter Lambert
<b>Clerk to the Committee</b>	Sue Roberts
<b>Quorum</b> *Including the Headteacher	One half of the total number of governors in place (not including vacancies)
<b>Date of review:</b>	9 September 2021
<b>Regularity of meetings</b>	Minimum of 4 per year