

Wheelwright Lane Primary School Governing Body

TERMS OF REFERENCE

(Highlighted sections are matters that cannot be delegated to either a committee or an individual)

QUORUM: The quorum for the governing body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the governing body, excluding any governor vacancies.

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 a Clerk to the governing body.**
- **To establish the committees of the governing body and their terms of reference.**
- To appoint the Chair of any committee (if not delegated to the committee itself)
- **To suspend a governor.**
- **To appoint or remove the headteacher and deputy headteacher.**
- **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 ensure that the governing body complies with the requirements of the Freedom of Information Act to publish a publication scheme and put in place procedures for dealing with requests for information.
- To establish a policy which decides what expenses should be paid to governors and associate members to ensure they are not out of pocket for the valuable work they do for the school.
- **To approve the first formal budget plan of the financial year.**
- To approve the Health and Safety Policy and approve revisions where appropriate.
- To determine and approve, in the first instance, all Personnel policies and thereafter delegate their review to the Resources Committee.
- To ensure that there are effective confidential reporting arrangements for staff and governors.
- To ensure that any pecuniary interests are declared at each meeting by everyone present.
- **To review the delegation arrangements annually.**