

Overstone Primary School Governing Body Terms of Reference

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.

Aims and Objectives

The Governing Body's aim is to take a strategic role in the running of the school. The Governing Body has an absolute commitment to ensuring that the school gives our children the best possible education. We do this by acting as a critical friend to the Head teacher and staff. We ask challenging, sometimes difficult questions. We provide oversight and help shape the long term direction of the school. We do this by:

- Encouraging the highest possible standards of education
- Helping to set the strategic aims and objectives of the school
- Making sure the curriculum is balanced and broadly based
- Establishing realistic, achievable targets and monitoring and evaluating the school's performance against these targets
- Ensuring proper management of the school's finances
- Communicating openly with all stakeholders.

Terms of reference:

- **To agree constitutional matters*** including procedures where the GB has discretion
- To recruit new members as vacancies arise and **to appoint new governors***
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and 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 or remove a clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
- **To receive reports from any individuals or committee to whom a decision has been delegated and to consider whether any further actions by the GB is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health & Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- To agree, early in the autumn term, the programme of work and calendar of meetings for the GB and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the GB
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head teacher

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

Ratified by Governors at their meeting on 3 October 2018 for annual review.