

# **The Governing Body of Hartington C of E Primary 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\***
- 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\***
- 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 \_\_\_\_\_

<b>Name of Governor</b>	<b>Category</b>	<b>End of term of Office</b>

<b>Chair of the Governing Body</b>	
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<b>Vice-Chair of the Governing Body</b>	
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<b>Clerk to the Governing Body</b>	
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<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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*With acknowledgement to Suffolk County Council*

Autumn 2016