



# Terms of Reference – Governing Body

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The Governing Body and its Committees will act strategically by:

- Setting the aims and objectives for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards the aims and objectives can be measured
- Reviewing and monitoring progress in achieving the aims, objectives and targets

In all of the above, the Governing Body and its Committees will act in accordance with Education Law, and will consider any advice given by the Headteacher.

The Governing Body and its Committees will act as a 'critical friend' offering an external perspective to the Headteacher and the school: monitoring its work, offering support and advice, an external opinion, asking challenging questions and offering constructive criticism when appropriate.

## **The Governing Body**

Frequency of meetings: at least once per term and as and when required.

1. Agree a programme of work and calendar of meetings for the Governing Body and its Committees for the school year based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
2. Oversee arrangements for governors' involvement in formulating the School Development Plan and monitoring and evaluate progress against the targets set out in the Plan.
3. Monitor and evaluate school achievements in particular, attendance, pupil attainment and progress.
4. Approve key strategic documents including budget and audit reports.
5. Monitor the progress of work being undertaken by Committees and individuals.
6. Decide on function of Committee and delegate responsibilities to Committees, working groups and individuals.
7. Consider recommendations made by Committees, working groups or individuals to whom a decision or area of work has been delegated and consider whether further actions are needed.
8. Agree constitutional matters.
9. Elect Chair(s) and Vice Chair(s).
10. Appoint or remove the Clerk
11. Establish and keep under review policies in line with Government statutory guidance.
12. Establish and keep under review a code of conduct for the Governing Body.
13. Establish and keep under review arrangements for governors' visits.
14. Establish exceptional working arrangements where particular circumstances arise.
15. Be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher.