

## Linton Primary School

### Terms of Reference for The Governing Body

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:

- **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 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 the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee\***
- **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
- Expenses will not be paid to governors and associate members.
- **To approve the first formal budget plan of the financial year**
- To approve the Health and Safety Policy and to 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\***
- To carry out the governing body's functions relating to the performance review of the Headteacher.

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

Reporting arrangements must be established between the governing body and its standing committees which ensures a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.

**Quorum:** The quorum for any governing body meeting and vote must be one half (rounded up to the whole number) of the complete membership of the governing body; this includes any governor vacancies. This means at least 7 governors must be present. Governors who are staff should not be in the majority.

<b>Quorum:</b>	<b>7</b>	<b>One half of the number of governors, rounded up.</b>
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**Membership - As per the Instrument of Government**

<b>Post</b>	<b>Name of Governor</b>
<b>Headteacher</b>	<b>Catherine Hollis</b>
<b>Staff governor</b>	<b>Catherine Rowley</b>
<b>Parent governor</b>	<b>Kelly Ogleby</b>
<b>Parent governor</b>	<b>Adam Windle</b>
<b>Local Authority governor</b>	<b>Ruth Gee</b>
<b>Co-opted governor</b>	<b>Michelle Coates</b>
<b>Co-opted governor</b>	<b>Claire Harmsworth</b>
<b>Co-opted governor</b>	<b>Liz Merrick</b>
<b>Co-opted governor</b>	<b>Joseph Kenney</b>
<b>Co-opted governor</b>	<b>Vacancy</b>
<b>Co-opted governor</b>	<b>Michelle McGrail</b>
<b>Partnership governor</b>	<b>Jean Walden</b>
<b>Partnership governor</b>	<b>Ian Wright</b>

<b>Chair of the governing body</b>	<b>Liz Merrick</b>
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<b>Vice-Chair of the governing body</b>	<b>Michelle McGrail</b>
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<b>Clerk to the governing body</b>	<b>Sarah Green</b>
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<b>These terms of reference agreed by the governing body</b>	<b>GB06-2526</b>
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