



Headteacher: Mr Dominic Wilkes BSc (Hons) NPQH

**BUDEHAVEN**  
COMMUNITY SCHOOL

## Terms of Reference of Budehaven Governing Body

2019-2020

*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.*

The Governing Body will fulfil its responsibilities through the work of three Committees, namely:

- School Improvement and Standards Committee (SISC)
- Finance, Staffing and Premises Committee (FSPC)
- Pay Committee
- Appeals Committee (to sit as and when required)

The Governing Body will provide challenge, support and guidance to the school and the Headteacher in all issues relating to these areas.

### **Membership**

The Governing Body shall comprise 16 Governors.

- a. 3 parent governors [at least two];
- b. 2 staff governors [the Headteacher and one place];
- c. 1 LA governor [one place];
- d. 8 co-opted governors [unlimited];
- e. 2 foundation governors [at least two but no more than 45%]

### **Quorum**

The quorum shall be 50%. In the event of a governor leaving and a meeting being held in the interim, the quorum shall be 50% rounded up.

### **Chairman**

The Governing Body shall appoint a Chairman and Vice Chairman at its first meeting held in the Autumn Term of each year.

### **Meetings**

Each committee shall meet at least once per term or otherwise as required. The Pay Committee is an exception to this; it shall meet twice each autumn to conduct the headteacher's performance management and again in November to determine the pay progression of school teaching staff.

Meetings shall be conducted in accordance with the Education (School Government) (England) Regulation 1999. Governance (Procedures) (England) Regulations 2003



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**It will:-**

- Support and challenge the school and Headteacher in all matters relating to the school in relation to:-
  - Standards
  - Finances
  - Premises
  - Curriculum
  - Personnel
  - Policies
- Provide a strategic overview of all areas to ensure the best possible education for the pupils at the school.
- Be a critical friend and monitor and evaluate attainment, achievement and the delivery of policies and plans.
- Ensure accountability by receiving, discussing and monitoring regular reports from the Headteacher.
- Agree constitutional matters\*, including procedures where the Governing Body has discretion
- Recruit new members as vacancies arise and to appoint new governors\* where appropriate
- Appoint, suspend or remove the Chair and Vice Chair or governor if deemed appropriate\*
- Appoint or remove a Clerk to the Governing Body\*
- Establish the committees of the Governing Body and their terms of reference\*
- Decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
- 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\*
- Approve the first formal budget plan of the financial year
- Keep the Health and Safety Policy and its practice under review and to make revisions where appropriate

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

Date approved:- 24/9/19.

Signed:- *Laura J. Mead* (Chair of Governors)