St Levan School

**Full Governing Body**

The Governing Body has a strategic role, and acts as a critical friend to the School and is accountable for its decisions and actions. The Governing Body approves the aims and objectives for the school and agrees, monitors 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 six Governing Body meetings a year\*
* To appoint or remove the Chair and Vice Chair\*
* To appoint or remove a Clerk to the Governing Body\* and its committees/working parties and to agree his/her remuneration
* To establish the committees and/or working parties of the Governing Body and their terms of reference\*
* To suspend a governor\*
* 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 approve the first formal budget plan of the financial year and ensure this is kept under review
* To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
* To review the delegation arrangements annually\*
* To approve all Policies and to review these at appropriate intervals
* To consider all external reports relating to the schools performance and to agree strategies to deliver improvements where these are identified and to monitor the implementation of these strategies and to periodically review them
* To consider the Local Authority’s termly briefings for Chairs and Headteacher to agree the work of the Governing Body and its Committees for that term and beyond
* To consider at the start of the autumn term the programme of work and schedule of meetings for the Governing Body and its Committees/working parties for the school year, based on known cycles of school improvement, financial management, staffing issues and communication with parents
* To consider arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
* To monitor the income and expenditure of all public funds (ie budget and standards grants) and report the financial situation at the next scheduled meeting of the Governing Body
* To monitor the income and expenditure of all public funds (ie budget and standards grants) and report the financial situation at the next scheduled meeting of the Governing Body
* To ensure that non-public funds (e.g. school private funds) are audited annually and that a certificate of audit is presented to the Governing Body
* To approve tenders and arrangements for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose.
* To oversee the preparation of tenders and implementation of buildings and grounds contracts.
* To advise the Governing Body on the school’s curriculum statement, the Cornwall Curriculum statement and their duties relating to the national Curriculum and statutory requirements
* With the assistance of the staff, to provide information about how the curriculum is taught, monitored, evaluated and resources
* To review the school’s policy and provision for collective worship and Religious Education and make recommendations to the Governing Body
* To review the policy and provision for sex education and make recommendations to the Governing Body
* To receive reports from the Governor responsible for special educational needs and to ensure that the appropriate provision for pupils with special needs is made
* To receive and consider reports prepared by Governors with specific areas of responsibility linked to the curriculum
* To review the school improvement plan annually or otherwise as required for approval of the Governing Body
* To review the school’s OFSTED Action Plan annually or otherwise as required for approval of the Governing Body
* To receive a report annually or otherwise as required from the Headteacher about the staff training and development plan
* To review information that is required to be published about results and standards
* To review and recommend to Governors, Targets at appropriate Key Stages
* To ensure staff awareness and implementation of polices relating to pupils: e.g. safeguarding, drug abuse, harassment and bullying.
* To ensure that the guidance contained in the ’Improving Attendance and Behaviour’ document is practised in the school, with specific reference to the role assigned to the Governing Body.
* To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

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

Membership – As per the Instrument of Government See Annexe 1

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

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| **These terms of reference agreed by the Governing Body** | 14.07.2014 |

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|  | **Name of Governor** | **End of term of Office** |
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| **Chair of the Governing Body** |  |
| **Vice-Chair of the Governing Body** |  |
| **Clerk (s) to the Governing Body** | Mr G Brighton |
| **Quorum:** | One half of the number of Governors in post |
| **Date of review of Terms of Reference:** | September 2016 |