



St Edmund's & St Joseph's Catholic Primary Schools

TERMS OF REFERENCE

Full Governing Body

Agreed: Summer 2018

Reviewed: Autumn 2025

Review Date: Autumn 2026

Governing Body Terms of Reference

1. To agree constitutional matters, including procedures and policies
2. To work with the school on the strategies prompted by the school's Mission and Vision to ensure these are embedded in the School Development Plan and to hold the school to account for the implementation of the plan.
3. To hold a Governing Body meeting at least once per half term.
4. To appoint or remove the Chair and Vice Chair.
5. To appoint or remove a Clerk to the Governing Body.
6. To appoint or remove the Head Teacher.
7. To recruit new members as vacancies arise and to appoint new governors where appropriate
8. To suspend a governor.
9. To appoint Governors to the relevant areas of responsibility and approve their job description as detailed below.
10. To agree annually those functions of the Governing Body that will be delegated to individuals (including the head teacher).
11. To receive reports groups and individuals at least a week before each FGB meeting and to consider whether any further actions are necessary.
12. To encourage and facilitate the school's involvement with the community.
13. To understand and authorise the annual expenditure budget plan before submission to the approving authority.
14. To ensure the Schools' observance of current financial management standards.
15. To ensure the Schools' compliance with GDPR including appointing DPO.
16. To monitor the school's targets and achievements.
17. To ensure that Governors and the Governing Body meet their full legal responsibilities.
18. To formulate the response to external initiatives and factors.

Areas of responsibility for Governors:

- Effective Leadership and Management
- Finance
- Learning and Curriculum
- Personnel
- Premises
- Safeguarding
- Standards and Progress
- LAC, SEND, PP and Inclusion

Full job responsibilities have been formulated and approved.