

<b>Terms of Reference Outwoods Primary School Governing Body</b>	
<b>The role of the governing body</b>	<i>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 , evaluate and review policies, targets and priorities</i>
<b>Quorum</b>	The quorum for a full governing body meeting and vote must be one half (rounded up to the nearest whole number) of the membership of the governing body when complete excluding any governor vacancies.
<b>Reporting arrangements</b>	Reporting arrangements are established between the governing body and its standing committees which ensure a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.
<b>Terms of Reference</b>	*These matters below cannot be delegated to either a committee or an individual
	To agree constitutional matters* , including procedures where the governing body has discretion
	To appoint new governors where appropriate* and recruit new members as vacancies arise
	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 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 approve the Special Education Needs Policy and to approve revisions where appropriate*
	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 review the delegation arrangements annually*

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