



Terms of reference Trent CE Primary School Governing Body

- **To agree constitutional matters***, including procedures where the Governing Body has discretion.
- **To comply with statutory and contractual requirements**
- **To hold at least three Governing Body meetings a year*** Minutes of meetings to be circulated to all Governors in a timely manner. Part I signed minutes to be published on the School's website.
- **To annually appoint the Chair and Vice Chair***
- **To appoint a Clerk to the Governing Body*** Clerk to distribute Governing Body agendas seven clear days before meetings.
- **To remove the Chair, Vice Chair, or Clerk*** if necessary under the Code of Conduct
- **To suspend a Governor*** if necessary under the Code of Conduct
- **To annually review the Register of Business Interests**
- **To establish the committees of the Governing Body and their terms of reference***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
- **To appoint or remove the Chair and Clerk of any committee** (*if not delegated to the committee itself*)
- **To ensure clarity of vision, ethos and strategic direction***
- **To hold the Headteacher and Senior Leadership Team to account for the educational performance of the School and its pupils, and the performance management of staff***
- **To oversee the financial performance of the School and make sure its money is well spent***
- **To approve the School Budget annually***
- **To appoint or elect new governors*** when necessary in accordance with the Instrument of Government, to ensure the effectiveness of the Governing Body
- **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 ratify statutory policies and decide review procedure**

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