

HENLEY IN ARDEN SCHOOL

FULL GOVERNING BODY

Chair of the governing body

Mrs Sue Westmacott

Vice-Chair of the governing body

Mr Simon Macdonald

Clerk to the governing body

Mr Ian Paterson

Membership – All Governors (Trustees), in accordance with the Articles

The Governing Body takes a strategic role, acts as a ‘critical friend’ to the school and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities. The Governing Body acts with integrity, objectivity and honesty in the best interest of the school.

Constitutional Matters

- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint the Chair and Vice Chair annually *
- To follow correct procedure to 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 appoint or remove a Clerk to each committee*
- 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 review the delegation arrangements annually*

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

Setting the school aims and objectives

The governing body shall establish a strategic framework for the school by:

- (a) setting aims and objectives for the school;
- (b) setting policies for achieving those aims and objectives;
- (c) setting targets for achieving those aims and objectives.

The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.

The governing body shall act as “critical friend” to the head teacher, that is to say, they shall support the head teacher in the performance of his/her functions and give him/her constructive criticism.

Ensuring Effective Oversight

- 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 budget
- To approve the school’s Self Evaluation Framework (SEF) and the School’s Development Plan (SDP) annually and to review progress on a regular basis.
- To ensure all school policies are reviewed regularly (normally biannually)

Reporting arrangements are established between the governing body and its committees to ensure a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.

Quorum: One third of the number of governors in post

Decision making process (including, but not limited to, approval or recommendation of policies) can be via meetings, email or teleconference as required.

These terms of reference agreed by the governing body

6th December 2018