Sheepy Magna Church of England Primary School
Governing Body Terms of Reference

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 review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for confidential business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- Ensure statutory information is sent to parents
- Annually ratify the School's Self Evaluation Form
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head Teacher reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan

- Annually elect governors for the following responsibilities:-
    - Literacy, Maths, SEND, Pupil Premium, Safeguarding and Equality, Health and Safety, Governor Training
- Ensure at least 3 governors are appointed and trained to complete the Head Teacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors