

## The Governing Body of Sytchampton Endowed Primary School

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 and review policies, targets and priorities.

### Terms of reference:

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion
- To review the constitution of the full Governing Body
- **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 appoint or remove a clerk to each committee\***
- **To suspend a governor\***
- **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 first formal budget plan of the financial year and Pay Policy
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually\***

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

|   |                               |
|---|-------------------------------|
| <b>Terms of reference agreed by the governing body on (date):</b> | 23 <sup>rd</sup> October 2025 |
|---|-------------------------------|

**Membership:** As per the Instrument of Government. The clerk to the governors should keep a record of all governor terms of office and when their term is due to expire.

**Disqualification:** As per Regulation 21 and Schedule 6 of the School Governance (England) Regulations 2007.

|  |                  |
|--|------------------|
| <b>Chair of the governing body:</b>  | Simon Sharpe     |
| <b>Vice-chair of the governing body:</b>   | Andrea Baylis    |
| <b>Clerk to the governing body:</b>  | Jane Lawson      |
| <b>Quorum:</b> (one half of the number of governors currently appointed, rounded up) | 6 Full Governors |