

# STOKES WOOD PRIMARY SCHOOL

## Governing Body Terms of Reference

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 reviews, agrees and monitors policies, targets and priorities. 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;
- Annually adopt the SEF;
- 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 examination/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;
- 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, Numeracy, Equality, SEN, Looked After Children, Child Protection and Health and Safety;
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management;
- Maintain and update annually a file of pecuniary interest declarations;
- Review, adopt and monitor a governors' expenses policy and curriculum policy;
- Review annually the delegation of functions and committee structure;
- Organise support and training for governors.

Signed: .....

**JANE GADSBY - HEADTEACHER**