

# Terms of Reference

## For the Full Governing Body of Birkett House 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 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 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 the Chair of any committee (*if not delegated to the committee itself*)
- 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
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually\*
- To review and monitor the school Child Protection arrangements ensuring the schools Safeguarding is effective.
- To monitor the school's compliance with equalities duties in line with the Equalities Act 2010
- Any items which individual governing bodies may wish to include

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

*Our Board has three strategic core functions*

1. *Ensure clarity of vision, ethos and direction*
2. *Holding executive leaders and the Headteacher to account for educational performance of the school.*
3. *Overseeing the financial performance of the school and making sure money is well spent*

Membership – As per the Articles of Association  
Disqualification – as per Regulation 20 and Schedule 6 of the Constitution  
Regulations

**Last updated 7<sup>th</sup> Sept 2022**