**HOLY FAMILY CATHOLIC PRIMARY SCHOOL**

**THE GOVERNING BODY**

**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 (if not a delegated function)**
* **To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate**
* **To review the delegation arrangements annually\***
* **Any items which individual governing bodies may wish to include**
* **To complete the School Financial Value Statement annually**

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

**Quorum: One half of the number of governors currently in post**

***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.***