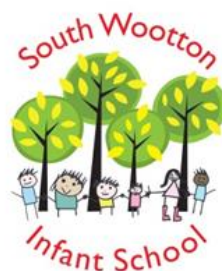


South Wootton Infant School

Governing Body Structure and Terms of Reference



Date Committees Established: September 2014

Date of Review: November 2022

Roles within the Governing Body

The Role of The Chair Of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Norfolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification - Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of Committees

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To ensure Clerking of the committee is carried out. The Chair may also be the Clerk

Disqualification – none

The Role of the Clerk to the Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – Head Teacher

The Governing Body

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 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***

- *Any items which individual governing bodies may wish to include*
***these matters cannot be delegated to either a committee or an individual**

Members

Mrs Jennifer Cook
Mr Brendan Legrove
Mrs Rebecca Burt
Cllr Elizabeth Nockolds
Mr Jamie Ring
Mr Justin Arrowsmith
Mr M Birks
Mrs E Cooper
Miss Joanne Davenport

Date of End of Office

10/07/2023
24/09/2024
18/09/2023
07/02/2022
16/09/2023
29/10/2023
28/09/2025
28/09/2025
Ex Officio

Membership – *As per the Instrument of Government*

Disqualification – *as per Schedule 4 of the School Governance (Constitution) (England) Regulations 2012.*

Chair of Governors

Mrs Jennifer Cook

Vice Chair of Governors

Mr Brendan Legrove

Clerk to the Governing Body

Mrs Rachel Curtis

Quorum

One half of the number of Governors in post

These Terms of Reference Agreed

10/02/2022