The Governing Body

The Governing Body needs to take a strategic role, to challenge the School and should be accountable for set aims and objectives and agree, monitor and review policies, targets and priorities and the impact of these on the school.

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 deal with the following leadership and management matters (including premises) subject to approved budgetary provision:-

  - Monitor the School's performance in relation to all schools, and the performance of and provision for vulnerable groups, and agree strategies for raising standards (including pupil performance targets);

  - Monitor the use of the school's in-service training (INSET) budget for staff training and review its effectiveness; ensure school Inset days are linked to the School Development Plan;

  - Ensure parents are kept informed about key developments and are provided with the necessary information on their children's progress; prepare information on the School Profile to include the reporting of agreed statutory and non-statutory targets for pupil performance;

  - Review and agree the School Prospectus; establish school session times i.e. the start and finish of morning and afternoon sessions;

- Ensure all procedures relating to the recruitment, selection and appointment of staff comply with the law and take account of equal opportunities in line with the school's Succession Planning Policy;

- Monitor and report on priorities identified in the Premises Development Plan and ensure self-help procedures are completed for Capital works;

- Ensure there are proper policies and procedures in place for dealing with staff issues; where West Sussex County Council model policies and procedures are not adopted, carry out consultation with staff and unions; review and update/adopt the relevant policies.

- To deal with the following provision, well being and community matters subject to approved budgetary provision:-

  - Monitor and review progress of selected key school improvement/ development priorities;

  - Monitor the use of on-site environmental facilities in terms of well-being and provision and their impact on teaching and learning;

  - Ensure that the views of pupils, parents, staff and governors are actively obtained, reported on and discussed; any actions following this should be fed into the School Development Plan;

  - Review and update/adopt the relevant policies.

Advisory

To make recommendations to the Governing Body on the following:-

- Contribute as appropriate to the school development planning process (annually) and advise the Governing Body on priorities for the key areas of Achievements and Standards, Leadership and Management and Premises.
- Make recommendations to the Governing Body or Finance Committee as appropriate on Capital projects and other improvements required.
- Ensure that the school curriculum is broad and balanced, relevant to the needs of all children and that the National Curriculum and Religious Education is delivered in accordance with the legal framework.
- Receive and report on the necessary risk assessments for health and safety including site security, dire, asbestos, safeguarding and prevent duty (radicalisation), ensuring compliance with West Sussex regulations.
- Regularly review the Accessibility Plan to ensure inclusion of all individuals.

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

October 2026