



## Committee Terms of Reference

### Full Governing Body

**Membership & Disqualification:** As laid down in the articles of the Academy Trust.

#### 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\*;
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents;
- To monitor the progress of work being undertaken by committees and individuals;
- To establish and keep under review Critical Incident policy and procedures;
- To consider recommendations made by committees with regard to the working of the Governing Body;
- To establish and keep under review a protocol for the Governing Body;
- To establish and keep under review arrangements for Governors' visits to school;
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan;
- To attend to any other matters appropriately referred to this Committee.

\* **These matters cannot be delegated to either a Committee or an individual.**