Oswald Road Primary School
Terms of Reference for the Governing Body

2026-2027

Chair	Peter Martin
Clerk	Designated clerk from Second2None
These terms of reference agreed by the Governing Body	14 September 2026 Amended 04 November 2026
Date of review	September 2027
Quorum	One half of the governing board, rounded to the next whole number
Meetings	Four meetings per academic year
Membership	Deborah Howard (Headteacher) Stephen Haddock Peter Martin Nic McAllister Helen Savage Victoria Thompson Jennie Wiggins Victoria Wilshaw Ernst ter Horst (Associate Member) Thomas Sumner (Associate Member)

General Terms

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 for its responsibilities to the school. It should agree, monitor and review policies, targets and priorities. The Governing Body must work closely with the management team of 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 4 Governing Body meetings a year.
- To appoint or remove the Chair and Vice Chair.
- To appoint or remove the Clerk to the Governing Body.
- To suspend a governor.
- To decide which functions of the Governing Body will be delegated and to whom.
- To approve the school budget.
- To keep Health and Safety and other relevant policies under review, and revise as necessary.
- To maintain an overview of health and safety, building maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- In consultation with the Head Teacher to oversee premises related funding bids.
- To oversee arrangements, including Health and Safety, for use of school premises by outside users, subject to governing body policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan
- To consider standards and other matters relating to the school's curriculum, including statutory requirements and the school's teaching and learning policy including curriculum subject policies. In respect of the Nursery and Reception years this means the Early Years foundation stage curriculum.
- To consider curricular issues which have implications for Finance and Welfare decisions.
- To make arrangements for the governing body to be represented at School Improvement discussions with the Local Authority. Reports and guidance resulting from the SIP visits should be presented to the governing body in the Head Teacher report.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. inclusion, literacy or numeracy.
- To receive an annual report from each subject coordinator.
- To oversee arrangements for educational visits, including the appointment of a named coordinator (risk assessment).
- To ensure that the requirements of children with special educational needs are met and that the code of practice is fully implemented.
- To hear any formal complaints from parents/others about any aspect of the curriculum.
- To ensure the schools assessment results are sent in full to the LA.
- In consultation with the Head Teacher to draft a budget plan in anticipation of the budget setting meeting.
- To establish, monitor and maintain an up to date 3 year financial plan.

- To consider a budget position statement including virement decisions at least termly.
- To review regularly and monitor spending priorities in the school development plan.
- To ensure the school operates within the financial regulations of the Local Authority.
- To monitor the expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements.
- To make decisions on expenditure.
- To determine whether sufficient funds are available for pay increments recommended through performance management by the Head Teacher.
- In the light of the Head Teacher performance management group's recommendations, to determine whether sufficient funds are available for increments.
- To monitor, evaluate and review the Best Value Statement on an annual basis.
- To monitor, evaluate and review the Scheme of Delegation on an annual basis.
- To monitor and approve the SFVS self-assessment document for annual submission.
- To draw up a staffing structure (teaching and non-teaching staff, roles and responsibilities etc.) and to review it annually.
- To review the whole school policy.
- To review job descriptions.
- To involve where appropriate in procedures for the appointment of new teaching staff.
- To ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.
- To delegate responsibility to the Resources Committee to negotiate debt payment (at its discretion) (as per Section 9 (Negotiation of debt payment) of the school's Debt Recovery Policy).