



Terms of Reference for the Local Governing Body

The Local Governing Body is governed by Plymouth CAST's Articles of Association

Membership

The membership of the Governing Body is specified in Plymouth CAST's Scheme of Delegation.

Quorum

The quorum for the Full Governing Body meeting and voting must be 50% of the complete membership of the Governing Body, excluding vacancies.

Meetings

The full Governing Body shall elect its own Chair and Vice-Chair at the beginning of the academic year, unless the office of Chair or Vice-Chair becomes vacant, when a new Chair or Vice-Chair will be appointed at the next meeting.

The agenda and related papers will be circulated to members at least 7 days before the meeting.

The minutes shall be circulated to members as soon as possible after each meeting.

Clerking

The governing body shall appoint a clerk. This must not be the Headteacher, but committee members may act as clerk in the absence of the formally appointed clerk.

Responsibilities

To elect a Chair and Vice-Chair.

To review these terms of reference at the first meeting of the academic year.

To be responsible for the Code of Conduct for the Local Governing Body, the appointment and removal of the Chair and Vice-Chair, the appointment and dismissal of the clerk, the suspension of individual governors and the establishment of committees.

To review the delegation of functions to committees on an annual basis.

To oversee the delegated work of all committees by receiving reports on all actions taken and decisions made.

To review the Scheme of Delegation annually at the first governing body meeting of the academic year.

To appoint new governors, where appropriate.

To appoint the Head Teacher and Deputy Head Teacher.

To ensure that all statutory and legal requirements are met by the school and that appropriate policies and monitoring processes are in place.

To act with honesty and integrity and be ready to explain any actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

To adopt policies and setting targets to achieve the aims and objectives for the school.

To set, agree and monitor a balanced budget each financial year for the school and ensure financial integrity.

To ensure the school's internal financial procedures are reviewed annually through the finance committee and are adhered to by all staff with financial management responsibility ensuring financial duties of staff is clearly described to avoid potential conflicts.

To review the remuneration limits of the Head Teacher and finance committee, on an annual basis.

To agree that any opinion given by a governor should not be held to be a professional opinion.

Terms of reference ratified at the Full Governing Body meeting: 12th October 2017

Name of Governor	Date Appointed
Tony Schorah	July 2015
Jacqui Scarborough	Ex-officio
Susan Buscombe	July 2015
Father Brian	September 2015
Sue Marshall	November 2016
Gareth Churcher	March 2016
Sue Fazakerley-Owen	April 2017
Sam Harrison	February 2017