



Windsor Community Primary School Full Governing Body Terms of Reference

Governors take a strategic role, acting as a critical friend to the School, to enable the day to day task of managing the school to be effectively delegated to the Headteacher. The Governing Body agrees aims and objectives and approves, monitors, and reviews policies, targets, and priorities.

Membership: 9 members as per the Instrument of Governance

Quorum: 5 Governors in post

Terms of reference:

- hold regular Governing Body meetings on a half-termly basis
- appoint or remove the Chair, Vice Chair and Clerk to the Governing Body
- agree Committees of the Governing Body and their terms of reference
- appoint special Committees as required *eg disciplinary, appeals*
- recruit, suspend or remove a Governor where appropriate
- agree on any functions to be delegated to Committees, groups and individuals
- receive reports from any individual or Committee to whom a function has been delegated and to consider whether any further action by the Governing Body is necessary
- set School strategic direction and priorities including agreeing the School Development Plan and monitoring progress towards attainment of targets
- monitor key aspects of School life – School curriculum and standards, national test results, attendance, exclusions, safeguarding, pupil tracking
- respond to complaints from parents/carers
- take overall responsibility for staffing levels, appointments, disciplinary matters and monitor staff welfare including mental health
- monitor the condition of the School buildings and site, particularly in relation to health and safety, drawing on appropriate professional advice
- provide guidance and assistance in all matters relating to budgeting/finance with oversight and monitoring of financial performance and compliance with SFVS
- agree priorities and monitoring of Pupil Premium
- monitor expenditure, including service level agreements/contracts/leases to ensure best value
- ensure the annual audit of the School Fund
- agree formal procedures relating to School management, in particular ensuring School adheres to safeguarding requirements (with a link governor in place to support this)
- approve policy documents which underpin School practices
- approve the first formal budget plan of the financial year

These terms of reference will be reviewed, and if necessary amended, annually.

These were reviewed and agreed on 2nd October 2025