



RAMSDEN INFANT SCHOOL

The Governing Body

Information, Roles/Responsibilities
and Terms of Reference

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Cumbria County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a support and challenge to the Headteacher and helps provide strategic direction
- The Headteacher, Staff Governors, Pupils, Staff Members cannot be Chair of Governors

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time
- Governors, Associate Members, the Headteacher cannot be Clerk to the Governors

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time
- The Headteacher cannot be clerk to a committee

The Governing Body

The Governing Body needs to take a strategic role, act with support and challenge to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

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***
- *Any items which individual governing bodies may wish to include*

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

Membership - As per the Instrument of Government

Disqualification - as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference will be agreed by the Governing Body	September 2022
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Name of Governor	End of term of Office
PHIL SOLLOWAY	31 October 2024
TOM BURDEN	24 September 2023
SHARON RAMPTON	01 September 2024
CLARE JOHNSON	30 April 2023
JO POOLEY	02 November 2021
JULIA SHARPE	03 November 2023
NICKY BREWERTON (HEADTEACHER)	N/A
CLAIRE BURTON	20 September 2024

Chair of the Governing Body	CLAIRE BURTON
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Vice-Chair of the Governing Body	CLARE JOHNSON AND JULIA SHARPE
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Clerk (s) to the Governing Body	RECRUITING
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Quorum:	One half of the number of Governors in post
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