

Sedgeberrow C of E First School

Governing Body Terms of Reference, Structure and Remit

Sedgeberrow C of E First School is a maintained school within Worcestershire. The Governing body was reconstituted in line with statutory guidance in February 2015 and its structure is as follows.

- Headteacher
- 3 Foundation Governors
- 4 Parent Governors
- 1 Local Authority Governor
- 1 Staff Governor
- 2 co-opted Governors
- 1 clerk to governors

The 3 core strategic functions of the governing Body of Sedgeberrow C of E First School are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher and senior leaders to account for the educational performance of the school, pupils and staff.
- Overseeing financial performance of the school and ensuring money is well spent.

As the strategic lead for the school, it is vital that Governing Body understands, and engages with the communities it serves.

Governing Body is instructed:

To hold the Headteacher and senior leadership team accountable for the day to day management of the School

To hold at least 4 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 recruit and appoint new Governors as vacancies arise

To establish the committees of the Governing Body and their Terms of Reference

To decide which functions of the Governing Body will be delegated to committees, groups or individuals

To receive reports from committees, groups or individuals to whom a decision has been delegated and consider whether further action by Governing Body is necessary

To approve the formal budget plan for the financial year

To keep the Health and Safety, Safeguarding, and SEND, policies and their practices under review

To suspend a Governor

To review any constitutional matters, and review delegation arrangements annually

To review Terms of Reference and Structure and Remit of Governing Body annually.

The three main sub-committees of the Governing Body hold delegated responsibilities for oversight of various aspects of school life.

- Standards and Achievements (SAC) – oversight of academic standards, school development plan, and school curriculum.
- Finance and General Purposes (F&GP) – responsible for budget management, staffing, maintenance and school premises.
- Headteacher Performance Management - responsible for completing annual performance management assessments on the Headteacher.

Other sub-committees meet as and when required to deal with appeals, pupil discipline, staff disciplinary issues, exclusions and complaints.

Through the appointment of dedicated governors with specific responsibilities, the Governing Body is also responsible for ensuring that the school meets its statutory requirements with regard to the safeguarding of children, health and safety, the school curriculum, SEND and finance.

Chair of the Governing Body:	Mike Xifaras
Vice-Chair of the Governing Body:	Joanna Welbourn
Clerk to the Governing Body;	Lora Simons

Quorum – one half of the number of governors currently appointed.
Where there is an equal division of votes, the Chair or acting Chair will have a casting vote.

The full Governing Body meets at least 4 times a year, with SAC and F&GP meeting at least 3 times a year.

Approved at Governors Meeting 4th February 2025