

Upton-upon-Severn CofE Primary and Pre School
Governing Body Terms of Reference 2025-26



The Governing Body will take a strategic role, act as a critical friend to the school and be accountable for its decisions. It will set aims and objectives and review, agree and monitor policies, targets and priorities.

These Statutory Terms of Reference are based on the template recommended by the Diocese of Worcester and were approved by the Board at a full meeting held remotely on 30th September 2025.

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 further action by the governing body is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health & Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- **To undertake a strategic leadership responsibility for the school's safeguarding arrangements, ensuring that it complies with its duties under legislation, ensuring policies, procedures and training in the school are effective and comply with the law at all times***

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

Membership: as per the Instrument of Government dated 26 February 2015 and amended on 10 December 2020

Disqualification: as per Regulation 21 and Schedule 6 of the School Governance (England) Regulations 2007

Quorum	One half of current number of governors, rounded up
Date terms of reference last agreed by GB	30 th September 2025
Date of next review by GB	September 2026