



**GOVERNING BODY  
TERMS OF REFERENCE**

**UPDATED BY FGB : JULY 2024**

**MINUTE NUMBER APPROVAL :1993/2**

**NEXT REVIEW DATE : JUNE 2025**

## **The Governing Body of Hadfield Infant School**

*The Governing Body needs to take a strategic role, act as a critical friend 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**

- 1. To agree constitutional matters\*, including procedures where the Governing Body has discretion**
- 2. To recruit new members as vacancies arise and to appoint new governors\* where appropriate**
- 3. To hold at least three Governing Body meetings a year\***
- 4. To appoint or remove the Chair and Vice Chair\***
- 5. To appoint or remove a Clerk to the Governing Body\***
- 6. To establish the committees of the Governing Body and their terms of reference\***
- 7. To appoint the Chair of any committee (*if not delegated to the committee itself*)**
- 8. To appoint or remove a Clerk to each committee\***
- 9. To suspend a Governor\***
- 10. To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***

- 11. 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\***
- 12. To approve the first formal budget plan of the financial year**
- 13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate**
- 14. To review the delegation arrangements annually\***
- 15. 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**

<b>NAME OF GOVERNOR</b>	<b>CATEGORY</b>	<b>END OF TERM OF OFFICE</b>
Frankie Dodd	Head Teacher	
Aileen Percival/Wilson	Staff	23-09-2027
Kath Holtom	Local Authority	24-01-2025
Councillor Becki Woods	Co-Opted	11-12-2028
VACANCY	Parent	
Keith Walker	Co-Opted	19-05-2026
VACANCY	Co-Opted	31-10-2027
Cilla Hollman	Co-Opted	23-07-2027
John Pasiecznik	Co-Opted	30-09-2027
Gill Cross	Co-Opted	09-12-2026
Jenna Bardsley	Parent	19-07-2026
Catherine Ward	Parent	26-09-2025

<b>Chair of the Governing Body</b>	<b>Kath Holtom</b>
<b>Vice Chair of the Governing Body</b>	<b>Councillor Becki Woods</b>
<b>Clerk to the Governing Body</b>	<b>Melanie Wilkinson</b>
<b>Quorum</b>	<b>One half of the number of Governors in post</b>

**GOVERNOR ATTENDANCE FIGURES 2023-2024**

- **Kath Holtom** (LA) Jan 24th 2021-Jan 24th 2025 Attendance at Meetings FGB 4/4 RMC 5/5 TLC 3/3 2023-2024 HTPM 2
- **Jenna Bardsley** (Parent ) July 2022–July 2026 Attendance at meetings FGB4/4 TLC2/3 HTPM 2 2023-2024
- **Aileen Wilson** (Staff) September 21 to September 2024) Attendance at Meetings FGB 4/4 TLC3/3 2023-2024
- **Amanda Robinson**(Co-opted) October 31st 2023-October 31st 2027 Attendance at Meetings FGB 4/4 TLC 2/3 2023-2024
- **County Councillor Becki Woods**(Co-opted)Dec31st 2021-December 2025 Attendance at Meetings FGB 3/4 RMC2/5, HTPM 2. TLC3/3 2023-2024
- **Keith Walker** May 2022-May 2026 Attendance at Meetings FGB4/4 RMC5/5 2023-2024
- **John Pasiecznik** (Co-opted) September 2023-September 2027 Attendance at Meetings FGB 3/4,RMC 3/5 TLC 3/3 2023-2024
- **Cilla Hollman** (Co-opted)July 7th 2023-July 7th 2027 Attendance at Meetings FGB4/4,TLC3/3 2023-2024
- **Jade Ibbotson** (Parent) September 21st 2020-September 21st 2024 – Attendance at Meetings FGB3/4 TLC2/3 2023-2024
- **Catherine Ward** (Parent) September 21st 2023-September 21st 2027 – Attendance at Meetings FGB4/4 RMC5/5 2023-2024
- **Councillor Gill Cross** (CO-opted) September 21st 2023-September 21st 2027 – Attendance at Meetings FGB3/4 Mrs Cross was unable to attend some meetings due to illness/in hospital 2023-2024
- **Francesca Dodd (Headteacher)** has attended all meetings of the Governing Body 2023-2024

NB Governors have also attended Curriculum Link Meetings with relevant staff