



Worcestershire County Council

The Governing Body of Pebworth & Blackminster Schools Federation

Terms of Reference
Full Governing Body

1	To determine the strategic direction of the Federation.
2	To monitor and evaluate the performance of the Federation by receiving reports from the Headteacher.
3	To agree constitutional matters, including procedures where the governing body has discretion.
4	To delegate items to the appropriate committee.
5	To receive reports and ratify recommendations from committees or from individual governors.
6	To consider business provided by the LA.
7	To investigate financial irregularities (Headteacher suspected).
8	To agree selection panel for Headteacher and Deputy Headteacher appointments.
9	To suspend or end suspension of Headteacher.
10	To draw up the Instrument of Government and any amendments thereafter.
11	To appoint or remove the chair and vice chair.
12	To appoint or dismiss the Clerk.
13	To hold at least three governing body meetings a year.
14	To set up a register of governors business interests.
15	To consider whether or not to exercise delegation of functions to individuals or committees.
16	To recruit new members as vacancies arise and to appoint new governors where appropriate.
17	To establish the committees of the governing body and their terms of reference.
18	To appoint the chair of any committee (if not delegated to the committee itself).
19	To suspend a governor.
20	To manage the individual school budgets of Pebworth and Blackminster, consider the annual budget plan, consider and approve and proposed revisions to the budget plan.
21	Decide whether to delegate power to spend the delegated budget to the Headteacher and if so establish financial limits of delegated authority.
22	To ensure a policy review cycle is in place.
23	To investigate and encourage closer collaboration between the Federation and local schools including the possibility of a multi-academy trust.
24	Any items which individual governing bodies may wish to include.

Review/Ratify/Approve

1	To approve staff development dates.
2	To review and approve the Governor Code of Conduct.
3	To approve the Statement of Internal Control.
4	To review delegated spending limits.
5	To approve the first formal budget plan of the financial year.



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Head and Deputy Head Teacher Appointments	
1	To shortlist, interview and recommend to the full governing body for appointment, one of the applicants interviewed.
2	To attend training where appropriate.

The Full Governing Body Committee has responsibility for reviewing: the School’s Self-Evaluation Plan (termly); Governor’s allowances (annually); Instrument of government (annually); Minutes of, papers considered at, meetings of the governing body and its committees; Register of business interests of Headteachers and governors (annually).

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Terms of reference agreed by Governing body	November 2017
These terms of reference reviewed by the Governing Body	September 2021