



Lacewood Primary School

Terms of Reference for the Governing Body

1. Purpose of the Governing Body

The Governing Body is collectively responsible for the strategic leadership, oversight, and accountability of Lacewood Primary school. In the absence of separate committees, the Governing Body undertakes all governance functions as a single body, ensuring effective decision-making, compliance, and continuous improvement.

2. Core Functions

The Governing Body shall:

- Set the vision, values, and strategic direction.
- Hold senior leaders to account for educational, operational, and financial performance.
- Oversee the use of resources to ensure value for money.
- Ensure statutory and regulatory compliance.
- Safeguard the wellbeing, safety, and interests of pupils, staff, and stakeholders.
- Monitor and evaluate performance, risk, and impact.

3. Scope of Responsibilities

As there are no separate committees, the Governing Body is responsible for all areas typically delegated, including but not limited to:

3.1 Strategic Leadership

- Approving and reviewing the strategic plan.
- Setting and reviewing policies.
- Monitoring progress against agreed priorities.

3.2 Finance and Resources

- Approving the annual budget and monitoring financial performance.
- Ensuring proper financial controls and risk management.
- Overseeing staffing structures, pay policies, and workforce planning.
- Ensuring effective use and maintenance of premises and assets.

3.3 Performance and Standards

- Monitoring outcomes and performance data.
- Supporting and challenging leaders to improve standards.
- Approving targets and improvement plans.

3.4 Safeguarding, Equality, and Welfare

- Ensuring robust safeguarding arrangements are in place and effective.
- Overseeing compliance with equality, diversity, and inclusion duties.
- Monitoring health, safety, and wellbeing.

3.5 Governance and Compliance

- Ensuring compliance with all statutory duties and regulations.
- Reviewing governance effectiveness.
- Managing governor appointments, induction, and training.
- Approving the Code of Conduct.

4. Delegation and Decision-Making

- The Governing Body may delegate specific tasks to named individuals (e.g. Chair, Vice Chair, Link Governors) while retaining overall accountability.
- All significant decisions are taken collectively by the Governing Body.
- Urgent decisions between meetings may be taken by the Chair (or Vice Chair in their absence) and reported to the next meeting.

5. Membership

- The Governing Body shall be constituted in accordance with relevant regulations.
- All governors have equal status and collective responsibility.
- The Chair and Vice Chair are elected annually.

6. Meetings

- The Governing Body will meet at least 6 times per year.
- Meetings will be quorate when half of the membership is present.
- Agendas and papers will be circulated in advance.
- Minutes will be recorded and approved as a true record.

7. Conduct and Confidentiality

- Governors shall adhere to the agreed Code of Conduct.
- Confidential matters must not be disclosed outside the Governing Body.
- Governors must declare and manage conflicts of interest.

8. Review of Effectiveness

- The Governing Body will annually review its performance and effectiveness.
- These Terms of Reference will be reviewed at least annually and updated as required.

9. Adoption

These Terms of Reference were adopted by the Governing Body on:

Date: 25.03.26

Chair of Governors: K. Webster