



Overbury Church of England First School, Overbury, Worcestershire, GL20 7NT

At Overbury we are passionate about achieving outstanding opportunities and learning for all through a warm and caring culture, which is grounded in our Christian Values and ethos.

We believe in putting the needs of the children at the heart of everything we do, and we are proud of our children and all that they achieve.

We strive for excellence in all aspects of learning, behaviour, and well-being. By recognising that we can support the whole child, their family, and every adult in our school community we know that we can make a real difference.

Terms of Reference – Full Governing Body (FGB) 2025-26

Membership:

- Up to 11 governors, this includes the headteacher, made up as follows:-
 - Foundation Governor x 2
 - Parent Governor x 3
 - Co-Opted Governor x 3
 - Local Authority Governor x 1
 - Staff Governor (inc HT) x 2

Quorum:

- Minimum of 6 governors, quorum is a half rounded up

Meeting frequency

- The FGB will meet a minimum of 4 times per year, but additional meetings can be organised if required.

The three core strategic functions of Overbury First School Governing Body are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the School and its pupils
- Overseeing the financial performance of the School and making sure that its money is well spent.

Remit:

- 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 four 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 (currently Teaching and Learning, and Resources). Meetings for these committees are held in between FGB Meetings.
- To suspend or remove 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 any further action by the governing body is necessary
- To approve the first formal budget plan of the financial year
- To keep statutory policy ratification under review, delegating approval to committees where appropriate
- To review the delegation arrangements annually
- To complete the headteacher performance management review annually, approve the staff pay policy and ensure that staff appraisals are completed on time
- To review, approve and monitor the School Development Plan
- To abide by the Code of Conduct for Governors
- To consider standards and other matters relating to the school's curriculum, including statutory requirements
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEND, Pupil Premium, LAC, Safeguarding, Literacy and Numeracy.
- To have an overview of curriculum development
- To review buildings' maintenance and improvements
- To maintain an overview of health and safety matters, based on feedback from the resources committee and an annual report from the Health and Safety link governor.
- Understand GDPR and monitor GDPR matters

Reviewed and approved by the Full Governing Body on 3rd November 2025