



## Dovedale Primary School

Head Teacher: Mr Nik Smith BSc (Hons) QTS NPQH  
Deputy Head Teacher: Mrs Joanne Jones BA (Hons) QTS PGCE NPQH  
Assistant Head Teachers: Mrs Issy Rogers BEd (Hons)  
Mrs Holly Dwan BA (Hons) QTS  
Mr Matthew O'Toole BA (Hons) QTS  
Mrs Dee Newby BA (Hons) QTS PGCE

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## Governing Body

### Terms of Reference

Governors take a strategic role, acting as a critical friend to the School, to enable the day-to-day task of managing the School to be effectively delegated to the Headteacher. The Governing Body agrees aims and objectives and approves, monitors, and reviews policies, targets, budget, and priorities.

Membership: as per the Instrument of Governance

Quorum; one half of the number of Governors in post

Terms of reference:

- hold Governing Body meetings on a regular basis
- appoint or remove the Chair and Vice Chair
- appoint or remove a Clerk to the Governing Body
- establish agreed committees of the Governing Body and their terms of reference
- appoint special committees as required *eg disciplinary, appeals*
- recruit, suspend or remove a governor where appropriate
- agree on any functions to be delegated to committees, groups, and individuals
- receive reports from any individual or committee to whom a function has been delegated and to consider whether any further action by the Governing Body is necessary
- agree the School Development Plan and monitor progress towards attainment of targets
- monitor key aspects of school life – national test results, attendance, exclusions, safeguarding, curriculum delivery, pupil tracking
- respond to complaints from parents/carers
- take overall responsibility for staffing levels, appointments, disciplinary matters
- monitor the condition of the school buildings and site, particularly in relation to health and safety, drawing on appropriate professional advice
- provide guidance and assistance in all matters relating to budgeting/finance and monitor ongoing financial changes
- monitor expenditure, including service level agreements/contracts/leases to ensure best value
- ensure the annual audit of the School Fund
- agree formal procedures relating to school management, in particular relating to safeguarding issues and for compliance with Schools' Financial Value Standard
- approve policy documents which underpin school practices
- approve the first formal budget plan of the financial year

These terms of reference will be reviewed, and if necessary amended, annually.

2023-2024

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## Imagine, Believe, Achieve