

DIY Guide

Guidance for School Governors

What are Terms of Reference? (TORs)

TORs represent the formal delegation of powers and responsibilities by the governing body to committees or working groups. They must be reviewed and agreed by the governing body annually.

It is possible to suggest a number of 'Headings' that may be of help to governing bodies in drawing up or reviewing the terms of reference of their committees.

- Title
- Constitution / membership (you do not have to specify names)
- Quorum
- Responsibilities and delegated powers for making decisions on behalf of the governing body
- Policies that the committee is responsible for
- Named Clerk to the committee
- Voting rights for Associate Members (if any)
- Method and frequency of reporting to full governing body
- Date TORs agreed by full governing body
- Date of review

Note:

There is bound to be some overlap in the work of the various committees and consequently there is a danger that different committees will look at a specific issue from different perspectives and make proposals which may conflict. Clear terms of reference and good reporting systems will help to avoid such situations. Some governing bodies also hold regular briefing meetings for the chairs of committees.