

Governing Body Terms of Reference

Full Governing Body

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school by receiving reports from the head teacher
- To agree constitutional matters, including procedures where the governing body has discretion
- To consider whether or not to exercise delegation of functions to individuals or committees and to establish the committee's terms of reference
- To receive reports and ratify recommendations from committees or from individual governors
- To agree selection panel for head teacher and deputy head appointments
- To suspend or end suspension of head teacher
- To draw up the instrument of government and any amendments thereafter
- To appoint or remove the chair and vice chair
- To appoint or dismiss the clerk
- To hold at least 3 governing body meetings a year
- To set up a register of governor's business interests
- To recruit and appoint new governors where appropriate
- To appoint the chair of any committee (*if not delegated to the committee itself*)
- To suspend a governor
- To manage the school budget & consider proposed revisions to the budget
- Decide whether to delegate power to spend the delegated budget to the head teacher and if so establish financial limits of delegated authority
- To ensure a policy review cycle is in place

Review/Ratify/Approve

- To approve staff development dates
- To review and approve the Governor Code of Conduct
- To approve the Statement of Internal Control
- To review delegated spending limits
- To approve the first formal budget plan of the financial year

COMMITTEE TERMS OF REFERENCE

Membership

- Not less than four governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.
- The committee may make recommendations to the Governing Body for co-option of non-governor members.
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.

- The Head teacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

Any member of staff other than the Head teacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Head teacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

Three governors who are appointed members of the committee (excluding Associate Members).

Meetings

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- The committee will be clerked by the Clerk to Governors. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).
- The draft minutes of each meeting will be circulated as soon as they have been approved by the committee Chair and the Headteacher and again with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).
- Associate members have a vote at committee meetings.

General Terms

- Act on matters delegated by the full Governing Body.
- Liaise and consult with other committees where necessary.
- Contribute to the School Improvement Plan.
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Child Protection, are delegated to specific committees, all committees should consider relevant aspects of these.

SPECIFIC TERMS OF REFERENCE - Teaching and Learning committee

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - ❖ Self-evaluation form
 - ❖ School Improvement Plan
 - ❖ Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor (where appointed).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

SPECIFIC TERMS OF REFERENCE - RESOURCES COMMITTEE

Premises

- Provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- Inspect the premises and grounds annually and review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- Be aware of the specific responsibilities of governors and the LA in regard to premises and ensure that the LA is informed of any matters for which it has responsibility. The committee will monitor such issues to ensure appropriate action is taken and ensure that the school complies with Health and Safety Regulations.

- Monitor and review an Accessibility Plan and Building Development Plan looking at the impact of the premises on the teaching and learning within the school.
- Monitor the relative funding priorities necessary for security, maintenance, repairs and redecoration, and approve the costs and arrangements within the budget allocation and according to the Schedule of Financial Delegation.
- Oversee the preparation and implementation of contracts.
- Prepare and agree a lettings and charges policy and monitor its implementation.
- Ensure any necessary liaison with the LA regarding premises issues.
- Review, adopt and monitor a Health and Safety policy.
- In consultation with the Head teacher oversee any premises related funding bid.
- Ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
- Support the Head teacher in the preparation of an Asset Management Plan for the School.
- Consider and make recommendations on risk management and insurance arrangements in regards of vandalism and other matters relating to the premises

Personnel

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- In consultation with the Head teacher, determine the staffing structure of the school.
- Oversee the appointment procedure for all staff including oversight of any process leading to staff reductions and to ensure that these procedures follow equalities legislation
- Consider recommendations on staff salaries made by the Head teacher or the Headteacher Performance Management Group.
- Annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff is informed of these.
- Review, adopt and monitor a Pay Policy.
- Review, adopt and monitor a Performance Management policy, and determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training. The Chair of Governors should not be a Performance Management Governor.
- Recommend to the Governing Body selection procedures for a Head Teacher and review these procedures as necessary.
- Keep under review the Head Teacher and staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Monitor process of staff appropriate professional development
- Review, adopt and monitor any other policies delegated by the Full Governing Body.
- Assist the Headteacher with the recruitment of staff
- Agree the Head's salary

Finance Policy and Local Scheme of Delegation

- Review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virement) for the committee, Head teacher and other nominated staff.
- Ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.

- Review, adopt and monitor a Charging and Remissions policy.
- Expedite the approval of necessary expenditure by delegating authority to the committees within their relevant area of responsibility.
- Monitor the income and expenditure of all delegated devolved funds against the allocated budget plan. To receive at least termly budgetary monitoring reports from the headteacher.

Financial Planning

- Establish a three-year budget plan taking into account the agreed priorities of the School Improvement Plan.
- Draft and propose to the FGB a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Improvement Plan.
- Ensure that there are sufficient funds are available for pay increments as recommended by the Head teacher or Performance Management Group.
- To make decisions in respect of service level agreements

Financial Monitoring - Public Funds

- Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using monthly budget monitoring reports
- Report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan.
- Subject to the local scheme of delegation, approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- Review comparative financial statistics presented by the Local Authority and obtained from the DCSF benchmarking website.
- To receive at least termly budget monitoring reports from the Headteacher.

Non-public funds

- Receive reports and monitor the income and expenditure throughout the year.
- Receive and respond to the audit report on these funds.

Schools Financial Value Standard (SFVS)

- Review the School's self-assessment in preparation for the external assessment.
- Annually complete the Statement of Internal Control.
- Annually review Governors' competencies in regards to continued professional development as stated under SFVS.
- Receive and respond on any report issued by the external assessor following an external assessment.

Relationship with other committees

- Receive reports from other committees that may have financial implications on the operation of the school.
- To report back to each meeting of the FGB and to alert them of potential problems or significant anomalies at an early date.