

Governing Body and Committee Terms of Reference 2022-23

As a Church School we believe that every person, every child and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

Full Governing Body Terms of Reference

Terms of Reference

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with minutes available except for matters considered confidential. In the event of a tied vote, the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 6 meetings per year (currently 15 including committees)
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- Set dates of meetings for the year ahead
- Receive Headteacher Reports
- Review and monitor national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Monitor accidents/incidents involving pupils/staff/governors/visitors
- Review, adopt and monitor a Freedom of Information Policy
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Annually review and approve the School's Health and Safety Policy
- Monitor the implementation of the School's health and safety arrangements
- Ensure at least 2 governors are appointed to complete the Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a Governors' Expenses Policy and Curriculum Policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors
- To receive a regular report on Safeguarding
- Ensure compliance with the GDPR
- Authorisation of Terms of Reference for all committees

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of annual budget
- Termly review of the School's financial position
- Authorisation of the 3 year financial plan
- Setting financial priorities through the School Improvement Plan
- Authorisation of Statement of Internal Control
- Appointment and salary of Headteacher

- Determination of the staff complement and Pay Policy for the school
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters

The Governing Body will not delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Delegated Functions Overview

The following functions are delegated to the Committee, but not to any individual:

- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

Strategic Board Committee

Terms of Reference

General Terms

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

Meetings

- To meet and consider the agendas for the Full Governing Body and its committees taking into account Local Authority agendas from governor forums
- To agree by early in the Autumn Term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- Review and re write the governor action plan
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review the Critical Incident Policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a Code of Conduct for the Governing Body
- To establish and keep under review arrangement for governors visits to school
- To oversee arrangements for governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements when particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity, or emergency and offer advice to the Headteacher
- To undertake tasks delegated to it by the Governing Body.

“A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school.”

Full Governing Body Meeting A – Focus: General Business

Terms of Reference

See as above items

General Terms

- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

Meetings

- Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time.
- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from amongst their number.
- In the absence of the Clerk, the committee shall choose a Clerk for that meeting from amongst their number (someone who is not the Headteacher/principal).
- The draft minutes of each meeting will be circulated 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).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Full Governing Body Meeting B –Focus: Curriculum and School Improvement

Terms of Reference

See below

General Terms

- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

Meetings

- Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time.

- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from amongst their number.
- In the absence of the Clerk the committee shall choose a Clerk for that meeting from amongst their number (someone who is not the Headteacher/principal).
- The draft minutes of each meeting will be circulated 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).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

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. relationships, 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 as a result of reviews 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

Resource Committee Terms of Reference

General Terms

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

Meetings

- The Governing Body is free to determine how often the committee meets and may delegate this to the committee
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from among their number.
- In the absence of the Clerk, the committee shall choose a Clerk for that meeting from among their number (someone who is not the Headteacher/principal).
- The draft minutes of each meeting will be circulated 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).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a Charging and Remissions Policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Headteacher.
- To report back to each meeting of the Full Governing Body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.

- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Local Authority maintained schools:
 - To review, complete and submit the School Financial Value Standard (SFVS).
 - To undertake any remedial action identified as part of the SFVS.
 - To receive and act upon any issues identified by a Local Authority audit.

Premises

- To 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.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Body.
- To arrange professional surveys and emergency work as necessary.
 - *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan. To review, adopt and monitor a Health and Safety Policy.
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the School's Improvement Plan and the effective operation of the school.
- To establish and oversee the operation of the School's Appraisal Policy - including the arrangements and operation of the School's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Body staff selection procedures, ensuring that they conform with safer recruitment practice and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Other Committee **Terms of Reference**

Membership

- The Governing Body will appoint no less than three governors to each committee.
- 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 or an associate member or a non-governor member.
- 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 Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

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

Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee

Meetings

- The committees will meet when the Headteacher or Chair of Governor consider it is necessary.
- Committee meetings will not be open to the public but minutes are available except for matters which are considered confidential.
- 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.
- It is advisable that each committee shall 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 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).

Approved by the Governing Body: November 2022

Review Date: October 2023