



Stopsley Community Primary School

Governing Body Terms of Reference

Overview:

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review the Terms of Reference at least annually.

The Governing Body has resolved to conduct all its business as a Full Governing Body, and to work with four main Committees; Curriculum and Standards Committee, Resources, Premises and Finance Committee, Headteacher's Appraisal Panel and Pay Committee. There are a four Committees that meet on a adhoc basis; Staff Discipline Committee, Staff Appeals Committee, Pupil Disciplinary Committee and Pupil Appeals Committee.

Purpose:

The Governing Body will take a strategic role, act as a critical friend to the Headteacher, be accountable for its decisions and act in the best interests of the school. They must act in accordance with the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. They must be open about, and be prepared to explain their decisions and actions to interested persons.

Our Governing Body has 4 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction. The Governing Body will regularly review the vision and values of the Governing Body and the school and ensure that these are shared with all stakeholders.
- To hold the Headteacher to account for the educational performance of the school, its pupils and staff. This will be achieved by rigorous monitoring of the School Improvement Plan, staff performance management and pupil data.
- Overseeing the financial performance of the organisation and making sure its money is well spent. The Governing Body will monitor financial data at least 6 times a year.
- Ensuring the voices of stakeholders are heard.

Election:

Governors are elected by Parents, Staff or the Governing Body. The Headteacher will automatically be a Governor by virtue of their office. Nominations and elections will be sought for Parents and Staff Governor posts. The Governing Body will nominate and elect Co-opted, Local Authority and Associate Members. When a Governor's term of office comes to an end or a vacant post arises, the above processes will be applied.

Instrument of Government:

The Local Authority last approved an updated Instrument of Government for the school effective from 1st September 2021. The Governing Body shall consist of a total of 12 Governors; 2 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 7 Co-opted Governors. The Term of Office for all Governors is 4 years with the exception of Staff Governor which is 2 years.

Membership: The current membership is outlined in the Governance Membership document. A Chair and Vice Chair will be elected annually. The Governance Clerk will attend. It is optional for Associate Members to attend the Full Governing Body meetings.

Quorum: One half of the membership of the Governing Body. The majority of Governors in attendance should be non-employees of the organisation. A minimum of three Governors to be in attendance at all Full Governing Body meetings. Associate Members are not included in the quorum of the Governing Body.

Meetings: The Governing Body will meet at least 6 times a year, spread evenly across the year. Should the Chair be unavailable to attend a committee meeting, the vice chair will step up or a temporary chair will be elected for that meeting. The Governance Meetings Schedule will be approved at the last meeting of the academic year.

Agenda, Supportive Documentation and Minutes

An agenda for each meeting will include all the tasks which the Governing Body is required to consider. The agenda shall be circulated to all Governors at least seven days in advance of the meeting via GovernorHub. Where possible, the supportive documents shall be circulated to all Governors at least seven days in advance of the meeting. The draft minutes of the Governing Body meetings will be shared with the Chair and the Headteacher, for approval, within two weeks of the meeting date. The draft minutes will then be circulated to all Governors within three weeks of the meeting date via GovernorHub. The draft minutes will be approved (subject to corrections) at the next meeting of the Governing Body. The approved minutes of the meeting will be made available to the public, on request.

The Governing Body will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the Governing Body are satisfied should remain confidential. Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the Governing Body. Confidential Part 2 Minutes will not be made available to any Governors that were not present at the meeting and the public.

Voting: Governors will make decisions by voting at Governing Body meetings. Only full Governors are eligible to vote. Associate Members do not have voting rights. To vote, a voting Governor of the Governing Body must be present at the meeting, in-person or remotely using the meeting video-conference connection. If a Governor has a direct or indirect interest in a matter to be decided by the Governing Body, and this could affect the way they do their duties they must tell the Governing Body and must not vote on the issue. A motion will be passed at a Governing Body meeting where a majority of voting Governors present are in favour of the motion. If there is a tied vote the Chair will have the deciding vote.

Emergency Power (Chair's Action):

The Chair of the Governing Body has the ability to make decisions and act on behalf of the Governing Body's behalf where it is not possible for the Governing Body to meet (either in-person or virtually). Chair's Action will only be used for urgent decisions when the Chair believes that not acting will be seriously detrimental to:

- The school, or
- Any pupil or their parent, or
- A staff member.

Chair's Action can be used for any function of the Governing Body which can be delegated to an individual (as per the regulations for maintained schools).

Chair's Action cannot be used for:

- Discontinue the school
- Approve the budget
- Suspend governors

For more details, refer to Regulation 19 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 at <https://www.gov.uk/government/publications/school-governance-regulations-2013>

Prior to making a decision under 'Chair's Action', the Chair of Governing Body will act in consultation with the Headteacher. If the Chair of Governing Body is absent, the Vice Chair will have the power to make decisions under 'Chair's Action'.

The Clerk will notify the Governing Body, as soon as feasibly possible, of any Chair's Action that has taken place. A record of such Chair's Action will be recorded in the minutes of the next Governing Body meeting.

Policies and Compliance: The Governing Body will ensure the school has in place all DFE statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. The DFE recommends that all statutory policies are reviewed annually. All in-school and non-statutory policies will be ratified in line with the School Policies Schedule. The School Policies Schedule will be reviewed regularly by the Governing Body and policy reviews will be planned in advance of Governing Body meetings.

Leadership and Management:

- To draw up the Instrument of Government and any amendments thereafter.
- To agree constitutional matters, including procedures where the Governing Board has discretion.
- To ensure compliance with local and national guidance and regulations.
- To regulate the Governing Body procedures where not set out in law.
- To elect a Chair and Vice Chair of the Governing Body at the first meeting in the Autumn Term.
- To approve membership of the Pay Committee annually.
- To elect a Chair and Vice Chair of the Pay Committee at the first meeting in the Autumn Term.
- To approve membership of the Headteacher's Appraisal Panel annually.

- To elect a Chair and Vice Chair of the Headteacher's Appraisal Panel at the first meeting in the Autumn Term.
- To approve membership of the Curriculum and Standards Committee annually.
- To elect a Chair and Vice Chair of the Curriculum and Standards Committee at the first meeting in the Autumn Term.
- To approve membership of the Resources, Premises and Finance Committee annually.
- To elect a Chair and Vice Chair of the Resources, Premises and Finance Committee at the first meeting in the Autumn Term.
- To monitor overall Governance Membership and consider recruitment action to fill vacancies as appropriate.
- To ensure a suitable induction process and mentoring for newly appointed or elected Governors.
- To ensure Governors attend relevant training to continue their effectiveness.
- To ensure compliance with local and national guidance and regulations by monitoring information provided by the school, Governance Clerk, LA and DfE and ensure necessary action is taken by the Governing Body
- To review admissions arrangements in conjunction with the Local Authority annually.
- To take an active role in the curriculum design, intent and implementation, and review the impact identifying success and areas requiring improvement.
- To take an active role in the design of the School Improvement Plan, identifying success and areas requiring improvement.
- To develop and approve strategies for teaching and learning, and the curriculum that drives the development of the School Improvement Plan.
- To review regularly the school's progress against the strategies.
- To set and monitor key performance indicators and consider how these reflect local and national performance data.
- To update and review regularly the School Profile and School Improvement Plan identifying monitoring opportunities for the Governing Body
- To assign Link Governors to monitor the priorities of the School Improvement Plan in line with the Link Governance Guidance at the first meeting of the autumn term.
- To approve role descriptors for Governors, Link Governors, Chair and Vice Chair of the Governing Body, and Governors.
- To develop and approve a Governor's Monitoring Schedule on an annual basis in line with the School Improvement Plan.
- To ensure Governors visit the school and to review, adopt and monitor a Governors' Visit Policy and Feedback Procedure.
- To ensure the Headteacher provides such reports, in a timely manner, as requested by the Governing Body to enable it to undertake its role.
- To ensure the Senior Leadership Team have put in place remedial actions, where needed.
- To work with the families of its pupils to foster positive home, school and community relationships and to review, at least annually, how the school is regarded by pupils, parents and staff.
- To continue its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.

Governance Development:

- To take an active role in the Governance Self Evaluation process, identifying success and areas requiring improvement.
- To update and review regularly the Governance Development Plan identifying areas of development.
- To continue its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.

Operational:

- To set a timetable of meetings to ensure at least 6 Governing Body meetings are held each year.
- To set an annual business plan.
- To elect (or remove) the Chair and Vice Chair to the Governing Body.
- To appoint (or dismiss) the Governance Professional to the Governing Body.
- To appoint (or remove) LA, Co-opted and Partnership Governors.
- To appoint (or remove) the Headteacher, Deputy Headteacher and Assistant Headteacher.
- To suspend a Governor.
- To decide which functions of the Governing Body will be delegated and to whom and, to review the delegation arrangements through the Terms of Reference and Scheme of Delegation annually.
- To receive reports from any pairs or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.

- To set up a register of Governors' Business/Pecuniary Interests and Gifts and Hospitality.
- To regularly monitor the attendance of Governors at Governing Body meetings.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To ensure the school has a Complaints Procedure for Staff and that staff know how to raise concerns and make a complaint.
- To consider if governor diversity data reflects the community the school serves and upload a summary document to the school website.
- To ensure that the statutory required information is published on the school's website.
- To ensure that the governing body complies with all other legal duties placed upon them.

Curriculum:

- To ensure that the National Curriculum is taught to all pupils and that the curriculum has appropriate coverage, content, structure and sequencing that is implemented effectively.
- To act as a working party for any specific curriculum issues, implementation of new initiatives and Government/LA directives.
- To promote and support curriculum development within the school.
- To consider and promote, with the school Senior Leadership Team, internal strategies for improving pupil achievement.
- To keep under review, a Charging and Remissions Policy for school activities.

Pupil Assessment, Monitoring and Target Setting:

- To ensure effective assessment systems are operating within the school.
- To receive from the Headteacher, regular assessments from in school monitoring/tracking systems.
- To review annual Teacher Assessments and other pupil results as reported by Government bodies and the LA.
- To monitor standards and progress through regular staff generated core subject reports.
- To set targets for pupil achievement improvement in conjunction with the Senior Leadership Team, Governing Body and LA.
- To work with and assist the appointed core subject curriculum Link Governors and ensure that the Governing Body receives regular updates on these activities.

Equal Opportunities:

- To ensure that equal opportunities for all pupils are encompassed within all school policies and procedures, including pupils with English as an Additional Language and those identified as Gifted and Talented and Disadvantaged.
- To monitor provision and access for pupils with Special Educational Needs and disabilities and work closely with the SEND Link Governor.

Safeguarding & SEND:

- To ensure Governors confirm they have read, understood and sign the following documents, annually:
 - Safeguarding Children Policy.
 - DFE Keeping Children Safe in Education.
 - Governor Code of Conduct Policy.
 - Health & Safety Policy
- To receive a regular report on Safeguarding and ensure Safeguarding is very effective.
- To receive a SEND Information Report, annually.

Pupil Discipline and Exclusions:

- To establish a Statement of Behavior Principles on which the school can produce a Behavior Policy.
- To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term. (This may be delegated to the Chair in cases of urgency).
- When required, to approve membership of the Pupil Discipline Committee and the Pupil Appeals Committee.
- When required, to elect a Chair the Pupil Discipline Committee and the Pupil Appeals Committee
- To direct the reinstatement of excluded pupils.

Finance and Risk Management:

- To review and ratify the annual school budget and the three-year Financial Plan, duly considering the School Improvement Plan's priorities.
- To closely monitor and review, at least six times per year, the school budget, including considerations of medium to long-term planning and resourcing and make decisions on expenditure above the Headteacher's delegated limits ensuring best value is applied to all spending.
- To review earmarked funding reports for Pupil Premium, PE and Sports Premium, Catch Up Premium and any other earmarked grants the school receives.
- To receive the Year End Accounts and reports annually.
- To receive a regular report on virements between CFR budgets.
- To annually review the Scheme of Delegation and decide the level of delegation to the Headteacher for the day to day financial management of the school.
- To monitor any Governor expenses.
- To ensure an annual audit of the school funds and to review the use of these funds.
- To monitor and respond, as necessary, to any local authority requests for input/consultation on finance related matters.
- To ensure that the school operates within the financial regulations of the appropriate Local Authority Financial Scheme and to annually review the Finance Manual, the Statement of Internal Control and the Schools Financial Value Standard (SFVS).

- To review and take account of any consultations to change the LA Finance Scheme.
- To review contracts, service level agreements and insurance annually.
- To determine whether sufficient funds are available for staff pay increments as recommended by the Headteacher.
- As a result of the Headteacher's Appraisal Panel recommendations, to determine whether sufficient funds are available for increments.
- To maintain pupil recruitment by regularly reviewing the effectiveness of the marketing plan.
- To ensure risk management systems and a sound system of internal controls exist within the school.

Human Resources:

- To receive and review a HR report from the Headteacher regularly.
- To keep under review, the school staffing structure, in conjunction with the Headteacher.
- In the case of Senior Leadership Team appointments, to liaise with the Head/local education authority regarding arrangements to advertise, interview and recruit for these posts. One member of the Governing Body to be part of the interview panel for all leadership posts.
- To receive and review the recommendations of the Headteacher regarding staff appointments as necessary.
- To ensure the school provides excellent teaching and learning opportunities by attracting and retaining well qualified and motivated staff.
- To determine redundancy payments, dismissal payments, settlement payments and early retirement payments.
- To keep under review procedures/policies for all matters relating to staff.
- To monitor support staff training and professional development.
- To monitor teaching staff training and professional development and monitor to ensure that the teaching delivered is of the highest standard.
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.
- To receive an annual report from the Pay Committee to review the impact of and implementation of pay awards linking to the Pay Policy, Appraisal Policy for Teaching Staff and Appraisal Policy for Support Staff.
- To receive an annual report from the Headteacher's Appraisal Panel to review the impact of and implementation of any pay award for the Headteacher linking to the Pay Policy and Appraisal Policy for Teaching Staff.
- To establish a Governor Panel, when required, to hear staff appeals against dismissal, redundancy or grievances and action, as appropriate, any decisions relating to the outcomes of the Committee meeting.
- To receive a report from the Headteacher for the termly monitoring of the Single Central Record. An audit report from the LA may be available if the Governing Body engages such services from the LA.
- To review and agree all recommended HR policies.
- When required, to approve membership of the Staff Discipline Committee and the Staff Appeals Committee.
- When required, to elect a Chair the Staff Discipline Committee and the Staff Appeals Committee.
- To respond as necessary to any local authority requests for input/consultation on personnel related matters.

Premises and Health & Safety

- In conjunction with the Local Authority, to provide support and guidance for the Headteacher on all matters relating to the School premises and grounds, security and health and safety.
- In conjunction with the Local Authority, implement and review annually, a Health & Safety Policy.
- To ensure that health and safety regulations are followed, appropriately prioritized and, staff and Link Governor receives regular training.
- To develop a school buildings strategy and contribute to Local Authority Asset Management Planning arrangements.
- To review a funded maintenance plan ensuring the school maintains and develops further, the facilities of the school so that it can deliver education in a safe and secure environment which has regard to sustainability as a guiding principle in resource decisions.
- To ensure the Link Governor for Health & Safety inspects the premises including the grounds annually and prepares a report of the conditions and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- As part of the regular financial reviews, monitor the costs and arrangements for maintenance, repair and redecoration within the allocated budget.
- As part of the regular financial reviews, oversee contracts relating to cleaning, grounds maintenance, fire safety, intruder safety and any other contract relating to premises and health and safety.
- To monitor school policies and action plans relating to premises and health & safety statutory regulations and law, lettings and charges.
- To receive report findings of inspections and audits and ensure the Headteacher takes appropriate remedial action.
- In conjunction with the Local Authority, ensure adequate levels of buildings insurance, contents insurance and personal liability insurance in place.
- To receive a regular premises and Health and Safety report.
- To consider and ratify the Covid-19 Risk Assessment prepared by the Headteacher and approve the mitigation put in place.

Headteacher's Delegation:

As lead professional, the Headteacher will be responsible for:

- Leading the school towards the set targets.
- Formulating and implementing the policies and
- Discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on them.

The Headteacher will give the Governing Body enough information for the Governors to feel confident that those delegated responsibilities and the Headteacher's own responsibilities, have been met.

The Governing Body will ensure it receives enough information and evidence to allow it to monitor the school's achievements and progress. In addition to information supplied by the Headteacher, other sources of information will include/be obtained through:

- Governor involvement as Link Governors as appropriate.
- Involvement in school events.
- Presentations etc. by members of staff to the Full Governing body.
- Involvement in interview panels for senior leadership positions.
- Critical consideration of data.

The Governing Body shall act as "critical friend" to the Headteacher; that is to say, it will support the Headteacher in the performance of their functions and give them constructive criticism.

Link Governors Delegation:

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

To monitor an identified target of the School Improvement Plan or a statutory function of the Governing Body and report to the Governing Body through an agreed number of visits as indicated on the Link Governor Guidance and Link Governor Monitoring Plan. Other forms of communication such as remote meetings, telephone calls, emails etc. may be substituted for a visit, where appropriate. A visit to the school does not necessarily have to take place during the school's operational times, and could be just effective as a meeting between Governors and lead professionals at the end of the day, as mutually agreed. All Governors should follow the Governor Visits Policy.

Link Governor roles and/or statutory function will be approved by the Governing Body at the first meeting of the autumn term. Link Governors will ensure that the Governing Body receives regular updates on these activities.

For this academic year, individual Governors will be linked to:

- Quality of education.
- Safeguarding, child protection and children who are looked after (CLA).
- School facilities and health and safety.
- SEND

Committee Delegation:

The Governing Body has delegated responsibilities to four Committees of the Governing Body; Curriculum and Standards Committee, Resources, Premises and Finance Committee, Pay Committee and Headteacher's Professional Growth Panel. Committee Terms of References are reviewed annually by the Governing Body and are accessible through GovernorHub and the School website.

Approved by the Governing Body:

Date: Autumn Term 2023

Next Review Date:

Summer Term 2024