

Calow Church of England (V.C.) Primary School

Governing Body and Committee 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. Attendance of 50% of the Governing Body is necessary for a meeting to be quorate. Governing Body meeting Minutes will be available for the public after approval except for confidential business.

The Governing Body will:

- Agree constitutional matters, including procedures where the Governing Body has Discretion, changes to the Instrument of Government
- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect or remove a Chair and Vice Chair
- Appoint, suspend or remove Governors
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors, associate Governors etc.
- Annually review a school self-evaluation process
- Set dates of meetings for the year ahead
- Decide which functions of the Governing Body will be delegated to committees, groups and individuals
- Note term dates for the academic year and agree the in-service training days
- Approve the first formal budget plan of the financial year
- Receive Headteacher reports and reports from co-ordinators
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Plan strategically to ensure all statutory safeguarding duties and responsibilities are met.
- Agree Curriculum plans
- 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
- Annually elect governors for the following responsibilities:-
Literacy, Numeracy, SEN, Child Protection and Premises
- Recruit and ratify the appointments of the Headteacher and Deputy Headteacher and set the ISR (Individual School Range)
- Ensure at least 2 governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of business interest declarations
- Consider pupil performance targets
- Review and monitor SATs and FSP results (Statutory Assessment Tasks and Foundation Stage Profile) and children's attainment/ progress across the school
- Review, approve and monitor the School Improvement Plan
- Approve the School Prospectus and School Profile
- Ensure any OFSTED action plan is being adhered to and comply with the requirements of the OFSTED inspection framework
- Approve the annual budget plan and statement of best value

- Approve the financial procedures and approval limits
 - Ensure clear procedures to ensure the health, safety and well being of staff and pupils
 - Review, adopt and monitor a governors' expenses policy
 - Establish the committees of the Governing Body and their terms of reference
 - Review annually the delegation of functions and committee structure
 - Receive reports from any individual or committee to whom a decision has been delegated and consider whether any further action by the Governing Body is necessary
 - Appoint the Chair of any committee (*if not delegated to the committee itself*)
 - Elect or remove a Clerk to each committee
 - Organise support and training for governors
 - Consider changes of category, alterations or closure of the school
 - In the event of a tied vote agreed that the Chair or acting Chair shall have a second or casting vote.
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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-opting 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 or an Associate member or a non-governor member.

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

- One third of Governors who are appointed members of the committee.

Meetings

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meeting minutes are available to the public except for confidential minutes
- 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).

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.
- 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

SAFEGUARDING: (Resource Committee and Teaching and Learning/Community Links Committee)

The governors, together with the Head Teacher, are responsible for ensuring that the school fulfils its legal and moral duty to promote and safeguard the welfare of children, to protect them from harm and to respond to child abuse.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by Wokingham Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed, or work in a voluntary capacity, in the school
- Appropriate disciplinary action is taken where safeguarding concerns about a member of staff are substantiated
- Sufficient resources are available to enable necessary tasks to be carried out properly under inter-agency procedures

CURRICULUM: (Teaching and Learning/Community links Committee)

- To review, adopt and monitor an overall curriculum policy.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review and adopt policies and monitor their implementation
- To ensure that the requirements of children with special needs are met
- To monitor and review the information about school performance and report according to statutory requirements.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To prepare and publish the school prospectus and school profile.

PREMISES: (Resource Committee)

- 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 inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.

- To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation.
- 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 oversee the preparation and implementation of contracts.
- 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.
- To prepare and agree a lettings and charges policy and to monitor its implementation.
- To establish and keep under review an Accessibility Plan.
- To ensure any necessary liaison with the LA regarding premises issues.
- To review, adopt and monitor a Health and Safety policy.
- In consultation with the Head teacher and the Finance committee to oversee any premises related funding bid.

PERSONNEL: (Resource Committee)

- In consultation with the Headteacher, to determine the staffing structure of the school.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as “first committee” for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor a Performance Management policy, and to 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.
- To review, adopt and monitor the Equal Opportunities policy (Holding Together)

FINANCE: (Resource Committee)

Finance Policy and Local Scheme of Delegation

- 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 ensure that the school operates within the requirements of the Local Authority's Financial Management Procedures and Financial Regulations.
- To review, adopt and monitor a Charging and Remissions policy
- To review, adopt and monitor a Best Value Statement.

Financial Planning

- To establish a three year budget plan taking into account the agreed priorities of the School Development / Improvement Plan
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement Plan.
- To make decisions in respect of the service level agreement with the Local Authority (Traded Services).
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises

Financial Monitoring - Public Funds

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by DSAS (Derbyshire Schools Administration System).
- To receive details of any budgetary adjustment made by the Local Authority
- To 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 (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.
- To review comparative financial statistics presented by the Local Authority and obtained from the DCSF benchmarking website.
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.

Non-public funds

- To receive reports and monitor the income and expenditure
- To appoint an external auditor of these funds.
- To receive the audit report on these funds.

Relationship with other committees

- To receive reports from other committees that may have financial implications on the operation of the school.

Calow Church of England (V.C.) Primary School is committed to safeguarding and promoting the welfare of all children.

Signed.....
Chair of Governors

Dated.....

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Local Authority delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – Chair of the main Governing Body

Delegation of Responsibility to Individuals

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Committees, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher