



## **FULL GOVERNING BOARD TERMS OF REFERENCE**

To ensure:

- That the vision, ethos and strategic direction of the school are clearly defined
- That the headteacher performs their responsibilities for the educational performance of the school
- The sound, proper and effective use of the school's financial resources

Membership	11 Governors
A Chair and Vice Chair will be elected, and a clerk will be appointed.	
Quorum	One half of the membership of the governing board in post.
Meetings	The board will meet at least 3 times a year. Minutes of the meetings will be shared with the board and non-confidential minutes are available to the public on request.
Policies and compliance	The board will review and ratify statutory policies as required.

The Board will undertake the above functions by:

### **Planning, review, and monitoring**

- Review, approve and monitor the School Strategic Improvement Plan (SSIP)
- Review, approve and monitor the School Evaluation Form (SEF)
- Establish, approve, and adhere to the school monitoring (school visits) policy, process, and feedback procedure
- Agree curriculum plans and ensure that the National Curriculum is taught to all pupils.
- Ensure the curriculum is broad and balanced by understanding the intent, implementation, and impact.
- Receive and review regular updates on pupil progress, attainment, and national tests
- To ensure that the school teaches religious education for all pupils and holds regular Christian collective worship.
- Appoint a School Improvement Partner to assist with Headteacher monitoring and development.
- Receive reports from Governors with specific responsibilities
- Review admissions and agree an annual policy
- Agree term dates for the academic year
- Agree any residential trips
- Review and evaluate the level of exclusions and attendance
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Monitor and evaluate attendance of pupils/staff/Governors
- Monitoring pupil premium spending and sports premium funding
- Review and ratify statutory policies as required.
- Check that the statutory required information is published on the school's website



- Ensure that health and safety regulations are followed.
- To ensure the Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook

### Board Structure and Training

- Establish and review an Instrument of Government
- Establish and review a Governor's Code of Conduct
- Hold at least 3 full governing Board meetings per academic year. Minutes of the meetings will be shared with the Board and made available to the public on request.
- Elect or remove Chair or Vice-Chair
- Appoint or remove Clerk
- Recruit new Governors and associate members according to their skills.
- Hold Governor elections in accordance with statutory guidance
- Provide induction of new Governors
- Organise support and training for Governors
- Review the effectiveness of the Governing Board

### Governor Links

- Establish governor link roles and responsibilities and reporting.
- Review annually the delegation of functions, governor link structure and their subsequent roles and responsibilities
- Delegate functions to governor link roles and working/steering groups
- Maintain and update annually a file of pecuniary interest declarations

### Staffing

- Appoint a Headteacher and Deputy Headteacher ensuring at least one of the interview panel has attended Safer Recruitment training.
- Annually agree the Local Authority Pay Policy agreed by Unions.
- Establish and review procedures for addressing staff discipline, conduct, grievance, bullying. Harassment and pay
- Establish a panel to hear any appeals
- Ensure at least 3 Governors are appointed and trained to complete the Headteacher's Performance Management
- To dismiss/suspend the Headteacher
- To review and approve the Staff Appraisal Policy
- To appoint a pay panel and ratify any recommendations
- To ratify recommendations from the Headteacher Performance Panel

### Marketing and Stakeholder (parents, students, teachers) Collaboration

- Ensure the school's website fulfils the statutory requirements
- Engage with parents and other stakeholders
- Ensure all stakeholders understand the role, structure, and objectives of the Governing Board
- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders



### Inclusion, Equality and Safeguarding

- To establish and approve a Special Educational Needs and Disability Policy (SEND)
- To publish and update at least annually a SEN information report.
- To appoint a SEND Governor
- To abide by the Equality Act 2010
- To ensure the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To receive and monitor reports on bullying, homophobic and racial incidents.
- To ensure compliance with Keeping Children Safe in Education

### Finances

- To determine and review financial policy including consideration of long term planning and resourcing
- To approve the Annual Budget, ensuring it is consistent with and supports the School/Improvement/Development Plan
- To monitor the school budget expenditure and receive budget updates at least six times a year.
- To agree the level of delegations for the day to day financial management of the school and ensure the Manual of Internal Financial Procedures (MIFP) is kept up to date.
- To review the school's charging and remissions policy on an annual basis
- To undertake financial benchmarking
- To ensure that a register of pecuniary interests is maintained for all staff and Governors and referred to when procuring or tendering for services
- To ensure that the school has effective Risk Management strategies in place
- To ensure the school's compliance with the Schools Financial Value Standards (SFVS)
- To annually review the School's Statement of Internal Controls and bank signatories
- To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items
- Ensure the principles of best value are applied to services purchased with delegated monies and approve the Value For Money Statement
- Review all major capital expenditure proposals
- Oversee the preparation and implementation of capital and service contracts
- To appoint independent auditors to audit the school unofficial funds and submit audited accounts annually to the Board
- To ensure that all insurances provide adequate cover
- To monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money