



# **Terms of Reference Governing Body**

## **Berkswell C of E Primary School**

### **Mission Statement**

*“To create a happy and safe environment where everyone is valued, listened to and respected. Nurturing individuals, enabling them to become compassionate, thoughtful and considerate. Children are helped to develop lively, enquiring minds where they are able to question and articulate their thoughts whilst valuing the opinions of others”*

## Governing Board with committees

### Outline

The Governing Board works as a controlling body meeting 3 times per year, delegating specific roles to two committees, Staffing and Standards and Buildings and Finance. These committees will have their own terms of reference. An annual planner and agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing Board will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes.

The Governing Board will consist of 14 members (including the Head Teacher) and not less than 7 members will constitute a quorum.

In order to ensure its core functions are fulfilled the Governing Board will delegate monitoring responsibilities to 'monitoring pairs' or 'individuals'. These include the statutory required individual roles and those focused on the priorities of the School Development Plan.

In each case where a function has been delegated there is a statutory duty to report any action or decision to the Governing Board and/or the relevant committee, at the next relevant meeting.

1. Terms of Reference – Governing Body
2. Terms of Reference – Head Teacher Performance Management Panel
3. Terms of Reference – Pay Panel

Agreed by the Governing Board (Date)	
Next Review Date	

## **Berkswell C of E Primary School**

### **Terms of Reference for the Governing Board**

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The Governing Board has resolved to delegate relevant business to the appropriate committee and these committees will report to the full Governing board as appropriate.

The Board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding Head teacher / Executive Leaders to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school / organisation and making sure its money is well spent.

The main responsibilities to be managed by the Governing Board are outlined below:

#### **General**

- Review Terms of Reference and annual timetable of business.
- Elect (or remove) the Chair(s) and Vice Chair.
- To appoint (or dismiss) the Clerk to the Governing Board.
- To hold at least 3 Governing Board meetings each year, agreeing a rolling calendar of meeting dates including those of sub-committees.
- To appoint and remove any associate members.
- To appoint the LA nominated governor.
- To appoint the statutory individual required roles of Safeguarding, SEND, Health and Safety and Finance based on skill set and expertise.
- To receive reports from any sub-committee or pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary.
- To recruit new governors as vacancies arise ensuring the board has all the necessary skills to be effective (The diocese has the legal right to appoint and remove foundation governors)
- To set up and publish a register of Governors' Business Interests.
- To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary.
- To assign individuals or pairs of governors to monitor the priorities of the School Development Plan, in accordance with the attached terms of reference.
- To ensure the Head teacher provides such reports as requested by the Governing Board to enable it to undertake its role.
- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- To approve, update and review regularly the School Development Plan agreeing a monitoring schedule for the Governing Board.

- Consider strategic implications of 'Number on Roll' (NOR) for future years.
- To review regularly how the school is regarded by pupils and parents.
- Monitor the curriculum, ensuring all appropriate policies are in place
- Receive and discuss curriculum matters, reports and associated papers, and staffing recommendations from the Headteacher
- The monitoring of standards
- To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To approve statutory policies, ensuring compliance, on review.
- To ensure that the Governing Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.
- Staff appointments, other than those of Deputy Headteacher and Headteacher

## **Finance**

Many of the responsibilities listed below may be delegated to the Building and Finance Committee.

- Consideration and approval of the annual school budget in line with the SIP
- Budget planning and regular monitoring for the budget for the school in line with the financial planning timetable
- Ensuring that virements take place within the agreed budget and are properly authorised
- Annual completion of Schools Financial Value Standard (SFVS)
- Receipt, review and approval of the annual audited accounts for voluntary funds
- Authorisation of material disposals and/or write-offs of equipment. This can be on an ongoing basis or following the annual stock check.
- Ensuring that expenditure relates to the developments as identified in the School Improvement Plan and do not exceed the budgeted provision
- Ensuring that delegated powers are carried out properly, including purchasing, spending and virements
- Ensuring that purchasing arrangements and tendering procedures are carried out in line with the school's own purchasing policy as approved by the Governing Body and LA schools' rules for contacts
- Generating discussion and giving approval to projects raising additional income
- Ensuring that additional income, where appropriate, is maximised by reviewing lettings charges, setting and reviewing income levels and considering disposal of equipment
- Ensuring that all financial matters are administered according to the LEA's regulations
- Ensuring that the school gives due consideration to the recommendations by the Audit Commission, DfES, LEA and the Local Authority Auditors

## **Strategic**

Many of the responsibilities listed below may be delegated to the Staffing and Standards Committee.

- Review Terms of Reference and annual timetable of business.
- Review the School Self Evaluation documents (November).
- Consider any further issues or opportunities of a strategic nature for the development and improvement of the school.

- Review Action Plan following Ofsted or Denomination inspection (if required).
- Review Governors Action Plan
- Review appraisal and ratify pay decisions (November).
- Review School Staffing Structure to inform discussion and approval at the Spring Term Full Governing Body meeting.
- Review Governor visits as part of SDP.
- Review School Improvement Plan prior to discussion and approval at Full Governing Body Meeting.
- Consider the school Vision and Mission statements.
- Review Equalities Documentation
- Parent, staff and pupil questionnaires to be presented
- Annual review of governor impact.

### **The authorisation of purchases and virements**

- The Governors have given the Headteacher authorisation purchase and/or vire up to £3000.00 for any single item without reference to the Committee; for items between £3000.00 and £5000.00 the Headteacher will go to the Co Chairs of Governors for approval.
- The Governors delegate authority to the headteacher to vire from resources up to the above.

#### Notes :-

- the word curriculum covers all planned educational activities provided by the school, both within and outside of the timetable, within a committed, caring environment.

- Staffing covers all teaching, support, technical and administrative staff, excluding the cook and kitchen staff.

### **Terms of Reference of the Head teacher Performance Management Panel**

- To meet annually with an independent advisor to discuss and determine the Head teacher appraisal objectives for the coming year.
- To review, with the support of the independent advisor, the performance of the Head teacher against the agreed appraisal objectives and determine the recommendation on pay progression.
- To prepare and agree the Head teacher appraisal review statement, and report to the Governing Body.
- To monitor through the year, including a mid – year review meeting, the performance of the Head teacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.

Membership - 3 governors minimum

### **Terms of Reference for the Pay Committee**

The Governing Board will delegate all pay decisions with the exception of decisions relating to the pay of the Leadership Team to the Head teacher. All decisions relating to the pay for members of the Leadership Team, including the Head teacher will be taken by a Committee of the Governing Body.

Terms:

- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff and reach decisions through the application of any relevant criteria measured by the School's performance appraisal process.
- To consider fully all recommendations for pay progression and any other relevant information made available.
- To ensure all members of staff are informed individually of the outcome of the annual pay review in writing within ten working days of the decision being made.
- To observe all statutory and contractual obligations.
- To recommend to the Governing Board changes to the policy and to consult with staff and recognized unions on those proposed changes.
- To seek advice for the LA where appropriate.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Board.
- To recommend to the Governing Board the annual budget for pay and to ensure that sources of external funding for pay are accessed to maximum effect.

All decisions made by the Pay Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant;

All decisions regarding pay progression for teachers, including the Leadership Team should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

Membership - 3 governors minimum