

Templefield Lower School

Terms of Reference – Full Governing Body



Templefield Lower School

Quorum

The quorum for any meeting of the governing body is 50% of those members of the governing body currently appointed (rounded to the nearest whole number).

Meetings

The governing body are free to determine how often they meet – this may be left to the discretion of the Chair and may depend on the circumstances of the school at any given time. The governing body will meet as often as is necessary to fulfil its responsibilities but as a minimum, the governing body will meet at least once each term. 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 governing body shall choose an acting Chair for that meeting from among their number.

In the absence of the Clerk the governing body shall choose a Clerk for that meeting from among their number (someone who is not the Headteacher).

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 their absence, another member of the committee).

The Clerk to the governing body will circulate an agenda and any papers at least one week before a meeting of the governing body.

It is assumed that each member of the governing body has read any papers as long as they have been circulated in advance.

All recommendations and decisions made at a meeting of the governing body will be recorded accurately in writing. These minutes will be forwarded by the Clerk of the governing body at least one week before the next governing body meeting.

Any decisions taken must be determined by a majority of votes of members present and voting – but no vote can be taken unless a majority of those present are governors. Each full member of the governing body shall have one equal vote. Where there is an equal division of votes, the Chair of the governing body will have the casting vote.

General terms

- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications.
- The structure of the governing body will be agreed by the governing body and may be amended from time to time.
- The usual term of office for all members of the governing body will be 4 years except for the Headteacher.
- The Chair of the governing body will be elected annually by the members of governing body at its first meeting in each school year.

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 governing body, Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a Charging and Remissions Policy.
- To draft and propose for adoption an annual school budget taking into account the priorities of the School Development Plan.

- To establish and maintain a three year financial plan, taking into account the priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the Local Authority regarding future years' budgets, within the constraints of available information.
- 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.
- 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.
- 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 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 set out a proposed order of priorities for maintenance and development.
- 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 Chair at the earliest opportunity.
- 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 Development 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 current equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To ensure that staff selection procedures conform with safer recruitment practice, and to review these procedures as necessary.
- To consult with staff and 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.

Curriculum and standards

- To review, monitor and evaluate the curriculum offer.
- To approve the self-evaluation form and School Development Plan.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To set priorities for improvement, and monitor and evaluate the impact of the School Development Plan.

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.
- 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 the impact of continuing professional development on improving staff performance.
- To monitor and evaluate provision for all groups of vulnerable children and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the requirements of children with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice, and receive termly reports from the SENDCO and an annual report from the SEND Governor.
- To regularly review and develop the Assessment Policy and ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), and 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 on the relative funding priorities necessary to deliver the curriculum.
- 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.