



## Governor Terms of Reference

### Duties of the Full Governing Body:

1. To determine the strategic direction of the school.
2. To monitor and evaluate the performance of the school by receiving reports from the Headteacher.
3. To agree constitutional matters, including procedures (called Standing Orders) where the Governing Body has discretion.
4. To consider and agree the delegation of functions/responsibilities to individuals or committees.
5. To agree Governing Body Teams' terms of reference and membership.
6. To receive reports and ratify recommendations from teams/individual governors.
7. To consider business provided by the Local Authority (optional) and elsewhere.
8. To investigate financial irregularities where the Headteacher is suspected.
9. To agree a selection panel for Headteacher and Deputy Headteacher appointments and ratify the appointment.
10. To suspend or end the suspension of the Headteacher.
11. To draw up the instrument of government and amendments thereafter.
12. To elect or remove the Chair and Vice-Chair.
13. To appoint/dismiss the Clerk.
14. To hold **at least** three full Governing Body meetings a year.
15. To set up a Register of Governors' Business Interests and complete an annual return.
16. To recruit/appoint new Governors.
17. To appoint the Chair of any Teams if not delegated to the Team itself.
18. To suspend a Governor.
19. To manage the budget and consider proposed revisions.
20. To approve the School Improvement Plan.
21. To decide whether to delegate power to spend the Delegated Budget to the Headteacher and if so, establish financial limits of delegated authority.
22. To approve the first formal budget plan of the financial year.
23. To approve the Statement of Internal Control.
24. To ensure that all statutory policies are in place and that there is an effective policy review cycle.
25. To annually review the Articles of Association, in particular, the responsibilities and conduct.

**Other Occasional Duties:-**

**Headteacher/ Deputy Headteacher Appointments**

1. To shortlist, interview and recommend to the full Governing Body for appointment, one of the applicants interviewed.
2. To attend training where appropriate.

**Disqualification:** none

Staff Governors can participate in appointments but they may be deemed to have a vested interest and therefore, it is good practice that they withdraw from Senior Leadership appointments.

**Suggested Agendas:**

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
<ul style="list-style-type: none"><li>• Apologies</li><li>• Declaration of Interests</li><li>• Consideration of urgent business</li><li>• Membership</li><li>• Election of Chair</li><li>• Election of Vice- Chair</li><li>• Review Team’s terms of reference/membership and standing orders</li><li>• Minutes and matters arising</li><li>• Team reports</li><li>• Governor monitoring reports and review of links</li><li>• HT’s report</li><li>• Agree priorities for the year</li><li>• Review ‘Reception Baseline’, phonics screening results, SATs and other results</li><li>• Identify Governor training</li><li>• Plan dates and times for the year ahead</li><li>• End of year Accounts Return</li></ul>	<ul style="list-style-type: none"><li>• Apologies</li><li>• Declaration of Interests</li><li>• Consideration of urgent business</li><li>• Membership</li><li>• Minutes and matters arising</li><li>• Team reports</li><li>• Governor monitoring reports</li><li>• HT’s report (progress towards targets &amp; evaluation of previous SIP. Present new SIP)</li><li>• Budget update</li><li>• Financial benchmarking</li><li>• Review Governor training</li><li>• Plan/check dates and times for the year ahead</li></ul>	<ul style="list-style-type: none"><li>• Apologies</li><li>• Declaration of Interests</li><li>• Consideration of urgent business</li><li>• Membership</li><li>• Minutes and matters arising</li><li>• Team reports</li><li>• Governor monitoring reports</li><li>• HT’s report (Safeguarding and Looked After Children update)</li><li>• Budget approval</li><li>• School Fund update &amp; Statement of internal control</li><li>• Governing Body self-review</li><li>• Evaluate Governor training for the academic year</li><li>• Plan dates and times for the year ahead</li></ul>

## Duties of the Strategic Team:

### Budget/ Additional Funding Duties:

1. To manage and decide how to spend the delegated budget/income.
2. To consider **at least** six budget monitoring reports each year.
3. To draft the first formal budget plan of the financial year with the guidance of the Business Manager.
4. To establish and maintain a three year budget plan.
5. To consider and agree Service Level Agreements (SLAs) and contracts and to monitor the effectiveness of services in consultation with appropriate Teams.
6. To manage tendering processes and the awarding of contracts.
7. To implement pay policies.
8. To consider early retirement requests (with the exception of the Headteacher and Deputy Headteacher).
9. To consider requests for the disposal of obsolete stock.
10. To establish and review ordering and payments systems.
11. To consider use of and impact of Pupil Premium funding, Early Years Pupil Premium funding and PE/Sports funding.
12. To consider termly budget position statements including approving virements and to report anomalies to the full Governing Body.
13. To respond to audit reports and monitor progress of any actions.
14. To annually consider whether to spend a proportion of the delegated budget on the provision of community facilities.
15. To make decisions on expenditure following recommendations from other teams.
16. To investigate irregularities (other than if the Headteacher is suspected).
17. To consider future pupil rolls and income levels
18. To approve the Finance Handbook and Financial Risk Assessment documents annually.
19. To annually review financial benchmarking data.

### Governance:

1. To complete governor competencies audit.
2. To establish and review a Governor Allowance Policy.
3. To attend training where appropriate.
4. Additional items which individual Governing Bodies may wish to include.

### Policies & Lettings:

1. To review the Charging and Lettings Policy.
2. To determine letting charges for other users of the school buildings and grounds.
3. To review the Pay Policy annually.
4. To review the Freedom of Information Publication Scheme.

### Staffing Issues:

1. To review staffing structures and determine the staffing complement.
2. To annually review staff salaries.
3. To draft Headteacher and Deputy Headteacher job descriptions.
4. To consider pay discretions (the Headteacher should not advise on their own pay).
5. To review the salary of the Deputy Headteacher.
6. To conduct agreed arrangements for selection and recruitment.
7. To appoint teaching and non-teaching staff (unless delegated to a separate team or to the Headteacher).
8. To conduct dismissal procedures (dismissal of staff delegated to Headteacher plus one or more governors).
9. To end suspension of staff.
10. To consider requests made in-line with staffing policies (e.g. secondments, flexible working and leave of absence).
11. To receive reports and monitor the status of any staffing issues including staff absence.
12. To select staff for removal from the staffing structure and to oversee the process leading to staffing reductions.
13. To regularly review the Single Central Record.
14. To determine how budget reductions are to be achieved from staffing.
15. To consult with Teacher Associations and Trade Unions as appropriate.
16. To consider work-life balance, working conditions and well-being.
17. To approve an Absence Management policy.
18. To approve the Rarely Cover Policy.
19. To approve a staff Code of Conduct.
20. To annually approve the Staff Appraisal Policy ensuring that all staff have been consulted.
21. To agree procedures for capability, discipline, grievance, whistle-blowing and staff welfare issues.
22. Additional items which individual Governing Bodies may wish to include.

### Safeguarding:

1. To ensure safeguarding procedures are in place and adhered to.
2. To ensure that one governor has attended safer recruitment training.
3. To approve the section on 'allegations made against staff' in the Safeguarding Policy.

### Premises, Health & Safety:

1. To approve the H&S Policy.
2. To comply with the H&S Policy, including completing adequate monitoring and review of academy procedures.
3. To ensure that adequate resources are available to fulfil the aims and objectives of the H&S Policy.
4. To ensure that actions are taken in respect of relevant H&S legislation.
5. To advise the full Governing Body on priorities including H&S and maintenance and development of the premises and develop an academy Buildings Strategy.
6. To oversee arrangements for repairs and maintenance of the premises.
7. To procure appropriate buildings and other insurances.
8. To monitor the accident book (for staff and pupils) and agree appropriate actions.
9. To make recommendations on H&S spending.
10. To consult with the Leadership Team to oversee premises related funding bids if/when necessary.
11. To oversee arrangements, including H&S, for the use of premises by outside users.
12. To monitor the effectiveness of services provided through relevant SLAs and contracts.
13. To receive H&S reports from outside agencies on play equipment, PAT testing etc.
14. To ensure a termly H&S tour is conducted and recommended actions are addressed.
15. To receive reports on the condition of buildings and school environment and a termly report on the fire evacuation procedures.
16. To consider tenders for work if/when necessary.
17. To establish and review a Critical Incidents/ Business Continuity Plan.
18. To establish and review an Asset Management Plan.
19. To establish and review an Accessibility Plan.
20. To approve high risk educational visits.
21. To attend training as appropriate.
22. Any other items the Governing Body may wish to include.

**Disqualification:-** Any staff member other than as the Headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school.

## Suggested Agendas:

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
<ul style="list-style-type: none"> <li>• Review Headteacher Appraisal (before end of December).</li> <li>• Annual pay review for Headteacher and Deputy Headteacher.</li> <li>• Review Pay Policy.</li> <li>• Review Charging and Lettings Policy.</li> <li>• Review Individual School's Range.</li> <li>• Monitor SLAs.</li> <li>• Review the Financial Handbook and the Financial Risk Assessment.</li> <li>• Prepare for the Accounts Return in December.</li> <li>• Request feedback from the termly Financial Audit Report.</li> <li>• Review H&amp;S Policy and H&amp;S of lettings.</li> <li>• Agree H&amp;S visits schedule and plan work to be carried out and reports to be written.</li> <li>• Review impact of asset Management Plan and Accessibility Plan.</li> <li>• Review planned spending for H&amp;S and premises development &amp; impact of any previous spending.</li> <li>• Consider bids for this year and effective use/impact of previous grants.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider annual pay review for staff.</li> <li>• Review appraisal arrangements for staff.</li> <li>• Review staff and Governor development against the SIP.</li> <li>• Review pupil number forecast.</li> <li>• Agree SLAs to be bought.</li> <li>• Monitor the progress from last year's SLAs.</li> <li>• Review Governor Allowances Policy.</li> <li>• Succession planning for staff and governors.</li> <li>• Monitor accident book (Staff and pupils).</li> <li>• Monitor Fire Evacuation process for compliance.</li> <li>• Check updates for H&amp;S legislation and guidance from HSE annually.</li> <li>• Review all insurances and SLAs for effectiveness and compliance.</li> <li>• Review the academy's various H&amp;S related reports from outside agencies.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Review Appraisal arrangements and policies.</li> <li>• Review delegated spending limits.</li> <li>• Complete asset management Plan.</li> <li>• Consider outturn.</li> <li>• Approve disposal of obsolete stock.</li> <li>• Review Financial Handbook.</li> <li>• Governor competencies audit.</li> <li>• Benchmark academic results.</li> <li>• Review Safeguarding Policy.</li> <li>• Establish/review Business Continuity Plan.</li> <li>• Review risk assessments for Educational Visits and activities in school.</li> <li>• Review the H&amp;S work done in all three Key Stages. See Phase Meeting Minutes.</li> <li>• Plan H&amp;S priorities for the year ahead and alter the School Building Strategy if necessary.</li> <li>• Consider whether any Governor requires H&amp;S training in the year ahead.</li> <li>• Review the training school staff have attended for compliance.</li> </ul>

### Duties of the Curriculum, Learning and Assessment Team:

1. To review home school contracts/parental contracts/ parent information booklets or similar.
2. To review our curriculum provision looking for impact.
3. Consider any dis-applications to assemblies, RE teaching and other subjects.
4. To ensure that the provision for R.E. teaching is in line with national expectations.
5. To dis-charge duties regarding SEND provision to one named governor.
6. To plan strategies and events to collect and then consider pupil voice.
7. To assist in the development, monitoring and review of the School Improvement Plan.
8. To monitor and review pupil and school performance, attendance and exclusion.
9. To set attendance targets and monitor attendance/unauthorised absence data.
10. To participate in school self-review.
11. To consider curriculum complaints.
12. To consider nursery admissions and review staffing ratios in the Foundation Stage.
13. To ensure that the Safeguarding Policy and procedures are adhered to by conducting an annual review of safeguarding.
14. To ensure that statutory information is published on-line.
15. To ensure that policies for Looked-After Children (CLA) are in-line with guidance.
16. To review Behaviour, Exclusion and Discipline policies are in line with guidance.
17. To review Homework Policy.
18. To review Equalities Policy.
19. To review RE Policy.
20. To review Collective Worship Policy.
21. To review SEND Policy.
22. To review Gifted and Talented Policy.
23. To review Sex and Relationships Policy.
24. To review Foundation Stage Policy.
25. To review use of Social Media and E-Safety Policies.
26. To attend training as appropriate.
27. Additional items which individual Governing Bodies may wish to include.

Disqualification:- none.

### Suggested Agendas:

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
<ul style="list-style-type: none"> <li>• Agree policy review cycle.</li> <li>• Review policies in accordance with agreed cycle.</li> <li>• [Review the whole school's provision maps for the curriculum including homework projects].</li> <li>• Review self-evaluation [and provide information to the Headteacher for SEF].</li> <li>• Review SIP for impact.</li> <li>• [Set attainment targets for Y2 and y6 children].</li> </ul>	<ul style="list-style-type: none"> <li>• Review policies in accordance with agreed cycle.</li> <li>• Review home/school contract &amp; parent information.</li> <li>• Review self-evaluation [and provide information to the Headteacher for SEF].</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Review policies in accordance with agreed cycle.</li> <li>• Review and contribute to the SIP.</li> <li>• Review self-evaluation [and provide information to the Headteacher for SEF].</li> <li>• Safeguarding Report to be presented to the Governing Body by the Safeguarding Governor.</li> </ul>

## Duties of the Parents, Community and Pupil Well-Being Team:

1. To ensure the academy contributes to community cohesion.
2. Review Community Cohesion Policy.
3. To review Extended Schools Provision in terms of pupil learning, resources and premises. [Provide termly written reports to the full Governing Body].
4. Review Child Protection Policy [and provide an annual report to the full Governing Body].
5. Review the Pupil Premium, Early Years Pupil Premium, PE/Sports Grant spending. [Provide a written report showing the impact to the full Governing Body].
6. Consider penalty notices. [Provide a written report showing the impact to the full Governing Body].
7. To consider and approve admission arrangements.
8. To conduct the Governing Body annual Self-Review.
9. Provide very regular newsletters for parents and ensure they are issued.

## Suggested Agendas:

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
<ul style="list-style-type: none"><li>• Review community cohesion provision and policy.</li><li>• Review Extended School's, Provision.</li><li>• Review admission policy and present to Governing Body for approval.</li></ul>	<ul style="list-style-type: none"><li>• Review Extended School's, Provision.</li><li>• Conduct the Governing Body annual self-review.</li><li>• Review Child Protection Policy.</li></ul>	<ul style="list-style-type: none"><li>• Review Extended School's, Provision.</li><li>• Consider penalty notices from the previous year and report to the Governing Body.</li><li>• Review Pupil Premium and Sports grant spending and report on its impact.</li></ul>

### Duties of Governors Called Upon for 'Other Matters':

#### Duties of the Pupil Discipline Committee/Team:

1. To consider representations from parents in the case of exclusions of five days or less in one term. (This team can not re-instate an excluded child).
2. To consider representations from parents in the case of exclusions totalling more than five but not more than fifteen school days in any one term. (Meeting to be held between the 6<sup>th</sup> and 50<sup>th</sup> school day after receiving the notice of exclusion – only if the parent requests the meeting).
3. To consider the appropriateness of any permanent exclusion, or any exclusion where one or more fixed period exclusions total more than fifteen school days in one term, or where a pupil is denied the chance to take a public examination. (Meeting to be held between the 6<sup>th</sup> and 15<sup>th</sup> school day after receiving the notice of exclusion).
4. To attend training as appropriate.

**Disqualification:** Headteacher or any Governor with prior knowledge of the pupil or the incident.

#### Duties of the Appeals and Complaints Committee/Team:

1. To consider appeals against the decision of the Headteacher or Governor Teams (No fewer members than the original Team who made the decision being appealed against).
2. To consider any complaints against the academy in accordance with the Complaints Policy.
3. To approve a Complaints Policy.
4. To attend training as appropriate.

**Disqualification:** Headteacher or any member of the Team who made the original decision.

#### Duties of the Headteacher Appraisal Team:

1. To discuss and agree the annual Headteacher's appraisal targets with a suitably qualified consultant and the Headteacher.
2. To decide whether the previous year's targets have been met .
3. To agree times to monitor the progress of the Headteacher throughout the year against the targets set.
4. To make recommendations to the Strategic Team in respect of the suggested pay award for the successful meeting of targets.
5. To attend training where appropriate.

**Disqualification:** Headteacher and staff Governors.

Membership:- up to three Governors.

### Duties of the Admissions Committee/Team:

1. To determine within statutory provisions and the admissions criteria set by the Local Authority and agreed by the academy, whether a child should be admitted to our academy.
2. To review admission arrangements and to make recommendations for any changes to the Governing Body.
3. To review the Admissions Policy.
4. To attend training where appropriate.

Membership:- It is considered good practice to appoint the Headteacher to any admissions committee/team. However, Headteachers can not act in place of the Governing Body in determining the academy's Admission Policy, or in deciding the admission of any individual child.