



Christchurch Infant School

Terms of Reference for Governing Body

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To Be Reviewed:	September 2022

Christchurch Infant School

Terms of Reference of the Governing Board

The terms of reference for the Governing Board of Christchurch Infant School are set in the context of the Education (School Government) (Terms of Reference) (England) Regulations of 2000, which clarifies the legal framework for the terms of reference for Governing Bodies. They should be read in conjunction with the school's Governing Board Standing Orders which are also reviewed annually.

Principles

The Governing Board will act with integrity, objectivity and honesty and always in the best interest of the school. It will be open about the decisions it makes and the actions it takes and is prepared to explain its decisions and actions to interested persons, unless the information requested is of a confidential nature.

The Role of the Governing Board

The Governing Board fulfils a largely strategic role in the running of the school and offers professional expertise in areas the school has need, such as finance or premises.

1. In consultation with the Headteacher, the Governing Board will establish a school development plan. This plan will contain the improvement aims and objectives of the school, as well as pupils' outcomes targets.
2. The Governing Board will monitor and evaluate progress towards achievement of its aims and objectives and review the SDP at least once a term.
3. In establishing and monitoring the SDP, the Governing Board will consider advice from the Headteacher and receive externally validated reports such as from Ofsted, the Local Authority and National Leader of Education (NLE).
4. The Governing Board will provide support and challenge to the school in the raising of standards.

The Role of the Headteacher

The Headteacher is responsible for the internal organisation, management and control of the school and for the implementation of the SDP.

1. The Headteacher will advise the Governing Board in determining the improvement priorities contained within the SDP and in particular, will formulate objectives, pertinent policies and targets for achievement.
2. The Headteacher will regularly report to the Governing Board on progress towards achieving objectives and identified targets.

Delegation of the Governing Board's Functions

In deciding how to delegate its functions, the Governing Board will have regard to its overall strategic purpose and the responsibility of the Headteacher for the operational management of the school. The Headteacher will comply with any reasonable direction made by the Governing Board in performing any function it delegates.

School Curriculum Statement

The Headteacher will:

1. Formulate a curriculum statement for adoption by the Governing Board which will be placed on the website and be 'parent friendly' in nature.
2. The Headteacher will ensure implementation of the curriculum statement and the principles beneath it, and governors will monitor its delivery during the academic year.

Performance Management Policy

The Governing Board will agree and arrange, through the Headteacher, the implementation of the Performance Management policy. This will include the Headteacher's appraisal. The Governing Board will delegate to the Headteacher the formulation of the policy and will review it annually, usually in Autumn (A) of each academic year.

The Governing Board will ensure that all teachers are consulted in the construction of the policy and will make a copy available for school staff and the external consultant who advises on the Headteacher's appraisal.

Statutory Policies

The Governing Board will ensure all statutory policies e.g. Admissions, Health & Safety, Child Protection, Special Needs, are reviewed annually and are available on the school's website for all stakeholders to access.

Election of Chair and Vice-Chair

An election of Chair and Vice-Chair is required each year. All full governors can vote.

Quorum

The required quorum is three full Governors, which must include the Headteacher or Deputy Headteacher in his/her absence.

Frequency of Meetings

The full Governing Board should meet at least once every half term.

Detailed Responsibilities

Performance

- To monitor pupil progress and attainment data through analysis and comparison with local and national data
- To ensure that governors have an accurate picture of how well all the pupils, including those from vulnerable groups¹, are achieving
- To receive regular reports on the outcomes of the school's self-evaluation from school leaders, and external validation reports (LA, HMI, Ofsted)
- To monitor Pupil Premium spending and the evaluations of its impact
- To receive reports on the quality of teaching and learning at each key stage, including the reliability and formative use of assessment and scrutiny of pupils' work and question and challenge these where necessary
- To support the leadership team with challenging underperformance; identifying the priorities of the SDP and to monitor and evaluate the impact of the plan
- To ensure that cohort achievement targets are achievable and sufficiently challenging to lead to sustained improvement
- To oversee arrangements for governor monitoring and visits
- To review the school's policies and procedures and make recommendations where necessary
- To ensure that statutory requirements on reporting to parents are met
- To oversee arrangements for and receive information regarding educational visits.

Safeguarding

- To ensure the safety of children by monitoring the full implementation of the school Child Protection policy

Finance

- Review statements of financial policy, both short and long term
- Review a draft budget of LA delegated funds, standards fund monies, Devolved Formula Capital (DfC) and other income or carry-forward sums which requires approval to meet submission deadline of 1st May.
- Ensure Best Value principles apply to all services purchased

¹ Vulnerable groups include children with special educational needs and disabilities including long term medical conditions; children with social, emotional and behavioural needs including those at risk of exclusion; looked after children; children who are eligible for Pupil Premium; children who are not attending school regularly

- Monitor the budget using information provided by senior leadership staff ensuring that spending remains within prescribed limits
- Review an update of the financial situation of the school at least termly.
- Propose an appropriate level of delegation to the Headteacher and School Business Manager for the day-to-day financial management of the school, ensuring that this is minuted.
- Respond appropriately to BCP's audit report recommendations.
- To complete the SFVS (School's Financial Value Standard) annually before 31st March. • Follow the BCP Financial Cycle Plan

Premises

Consider all matters relating to the buildings and grounds, including security and health and safety matters and first aid, in particular:

- Inspect the premises at least annually and approve a statement of priorities for maintenance and development.
- Approve the costs and arrangements for maintenance and repair within the budget.
- Oversee the preparation and implementation of contracts, including SLAs ensuring Best Value principles are applied.
- Prepare a Lettings and Charging Policy for approval by the Governing Board and oversee the implementation of the policy.
- Ensure the school complies with health and safety regulations, including those for fire, first aid and accident records.
- Consider and make arrangements for risk management issues.
- Ensure that recommendations for action following inspections and audits are satisfactorily carried out.
- Ensure premises insurance arrangements are adequate.

Staffing

- To review policies and procedures for dealing with discipline and grievances.
- To annually review the staffing structure.
- To work with the Headteacher in appointing senior staff.
- To evaluate arrangements for staff's performance management and appraisal.
- To ensure all staff are 'safely recruited'.
- To monitor the Single Central Register (SCR) at least once a year.

Pay

- To review the Pay Policy for all staff on an annual basis, clarifying criteria for pay determinations.
- To review the salaries of teachers as prescribed by the pay policy and via the Headteacher - notify them of the basis on which their place on the pay spine has been determined.

Performance Management

(This must be delegated to a sub-committee).

- Appointed governors are to determine the Headteacher's annual performance management objectives and evaluate performance against those objectives with the guidance of the local authority representative. Pay recommendations are to be made.

Delegation of Key Functions

Functions that may not be delegated and will be decided by the full Governing Board

- The constitution of the Governing Board and the Instrument of Government.
- Committee structures and their delegated powers and responsibilities.
- Election of the chair and vice chair of the Governing Board.
- The suspension of elected governors, if appropriate.
- The appointment of the clerk to the governors.
- The appointment of community, partnership and sponsor governors including, when appropriate, their removal.
- Confirmation of the appointment of the Headteacher.
- Functions relating to approval of the first formal budget plan of the financial year

Functions that the Governing Board may delegate to a committee, but not to an individual, include

- Functions relating to the alteration, discontinuance or change of category of maintained schools
- Functions relating to school discipline policies
- Functions relating to the exclusion of pupils (except in an emergency, when the chair of governors has the power to exercise these functions)
- Functions relating to school premises, including use of the premises and the health and safety policy (except in an emergency when the Chair of Governors has the power to exercise these functions if a health and safety or security issue arises).

Activities that must be dealt with by a committee or panel rather than the full Governing Board

- Staff dismissal (including redundancy) and appeals.
- Pupil exclusion appeals.
- Appointment of the Headteacher.
- Headteacher's performance management.
- Salary of the Headteacher.
- The awarding of performance points for staff.
- Use of incentive and discretionary allowances for staff.

- Appeals against a direction to admit a child.
- Disciplinary Hearings

Rules applying to committees

For each committee, the Governing Board at a quorate meeting, must decide

- A title.
- Procedures for appointing the committee chair and vice chair.
- The committee's terms of reference.

The committee members must ensure

- There is a named chair, who may be an associate member.
- There is an agenda for each meeting, circulated within seven days of a meeting except in exceptional circumstances, where the chair calls a meeting as a matter of urgency.
- The meetings are properly clerked.
- Minutes are produced and published and are of an equal standard to the full Governing Board and will be agreed by consensus or majority.
- Voting is properly conducted.
- The committee will decide whether or not to grant voting rights to associates.
- Confidentiality is maintained.

Other requirements

- There must be at least three governors on each committee.
- The Headteacher or Deputy Headteacher must be in attendance
- Associate members may sit on committees provided that the majority of members are full governors.
- There must be a majority of full governors present when any vote is taken

The Governing Board retains final responsibility for any decisions taken by its committees