

# Governing Body Terms of Reference

## Springwood Heath Primary School



Approved by:  Governing Body

Date:  April 2021

Last reviewed on:  April 2021

Next review due by:  April 2023

## **Governing Body Terms of Reference**

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for matters considered confidential. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote

The Governing Body will:

- Hold at least 6 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair every 2 years as advice from governor services
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- Set dates of meetings for the year ahead
- Receive Head teacher reports
- Review and monitor national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Monitor accidents/incidents involving pupils/staff/governors/visitors
- Review, adopt and monitor a Freedom of Information Policy
- Set pupil performance targets along with head teacher
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review; adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Annually review and approve the School Health and Safety Policy
- Monitor the implementation of the schools health and safety arrangements
- Ensure at least 2 governors are appointed to complete the Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy and curriculum policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors
- To receive a regular report on Safeguarding
- To receive a regular report on Community Cohesion
- Ensure compliance with the GDPR

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of Annual Budget
- Termly review of the school's financial position
- Authorisation of the 3 year financial plan
- Setting financial priorities through the School Development Plan
- Authorisation of Statement of Internal Control
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters

The Governing Body will not delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

### **Delegated Functions Overview**

The following functions are delegated to the committee, but not to any individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools;
- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

### **Disqualification**

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff.

The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest

## **Meetings**

Meetings will not be open to the public but minutes are available except for matters which are considered confidential

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body

## **Terms of Reference for the Teaching and Learning**

- To review, adopt and monitor an overall curriculum policy.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review, adopt and monitor policies for Collective Worship and Sex Education.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about school performance and report according to statutory requirements.
- To review, adopt and monitor policies including pupil behaviour and discipline, child protection, and SEN and to monitor their implementation.
- To discuss the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To prepare and publish the school prospectus and school website.

## **Terms of Reference for the Resource Management Finance**

- To prepare consider each year's School Improvement Plan and budget plan and options for consideration and approval by the Governing Body.
- To monitor the budget and make recommendations to the Governing Body for any in year changes.
- To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
- To recommend virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
- To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
- To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial

Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance.

- To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
- To make recommendations to the Governing Body on the financial aspects of the Governors' Scheme of Financial Delegation.
- To determine the arrangements and the scale of charges for the letting of school premises and other remissions.
- To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
- To ensure that the principles of Best Value are followed when making decisions.

### **Finance Functions Delegated to the Headteacher**

- To be responsible for the day to day management of the budget, subject to reporting to the Finance Committee.
- To make permitted virements within the budget to a maximum of £1,000.
- To make a purchase up to the value of £1000 without obtaining 3 written quotations, but ensuring that the school obtains best value for money.
- To make purchases up to the value of 5% of all invoices per year.

**Approved by the Governing Body: 4 October 2019**

**Review Date: September 2022**

