Littledean Church of England Primary School

Governing Board Terms of Reference

The Governing Board takes a strategic role to:

- Ensuring clarity of vision, ethos and strategic direction;
- Hold leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent

The Governing Board will be ambitious for all children and young people and infused with a passion for education and a commitment to continuous school improvement that enables the best possible outcomes. Governance will be grounded in reality as defined by both high-quality objective data and a full understanding of the views and needs of pupils/students, staff, parents, carers and local communities. It will be driven by inquisitive, independent minds and through conversations focussed on the key strategic issues which are conducted with humility, good judgement, resilience and determination.

As detailed in the Instrument of Governance the Board will consist of 9 Governors. All governors are members of the Full Governing Board.

Minutes of Full Governing Board meetings will be available for anyone who wishes to see them, except in 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 **Full Governing Board** will:

- Hold at least 5 meetings per year
- The quorum for a meeting of the governing board, is one half (rounded up to a whole number) of the membership of the governing body, excluding vacant positions on the governing body. This will usually be 5 Governors
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advice parents of any parent governor vacancies, all staff of staff governor vacancies and appoint co-opted governors
- Set dates of meetings for the year ahead
- Review membership and committee membership
- Carry out a succession plan and self-review of the governing board
- Receive Head Teacher reports, three times a year
- If required, consider the suspension of a governor
- Encourage governors to visit the school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Ensure that at least 2 governors are appointed to complete the Head Teacher's Performance Management
- Maintain and update annually (or as required) a file of pecuniary interest declarations
- Maintain and update annually a file of DBS declarations

- Organise support and training for governors
- To prepare and consider each year's School Development Plan and budget plan
- Setting financial priorities through the School Development Plan
- Approval of Annual Budget and 3 year budget plan
- Publish an annual report to parents
- To receive a regular report on safeguarding
- To receive a regular report on the impact of pupil premium interventions
- In line with the policy schedule - review, approve and monitor all policies as listed on the school's policy schedule.
- Review, approve and monitor the School Development Plan (SDP), School Self Evaluation (SEF), Pupil Premium Report and Plan, Sports Premium Report and Plan and the Statutory Inspection of Anglican and Methodist Schools (SIAMS) SEF
- To support the Head Teacher with the self-review documents and preparation for the Statutory Inspection of Anglican and Methodist Schools (SIAMS)
- Review and monitor national test results, and termly assessment data
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice
- To receive and discuss termly (seasonal) behaviour overview and the steps being taken to address any issues
- To receive and review a termly (seasonal) overview of attendance and punctuality of pupils and the steps being taken to address any issues
- To review attendance for staff, and governors
- To receive a regular report on safeguarding
- To review safeguarding, safety and behaviour policies and risk assessments
- To receive an annual safeguarding audit and ensure compliance with it
- To monitor all aspects of children's e-safety
- To monitor the needs of looked after children and the support that the school must provide
- To ensure each member of staff has a clear job description and an annual appraisal
- To ensure that all staff have appropriate opportunities for professional development, in line with their personal goals and school priorities
- Annually review staff and governor attendance and absence.
- Agree absence insurance arrangements
- To ensure that the school complies with any changes in legislation concerning the workforce.
- To review and agree a whole school pay policy in accordance with local and national changes
- To ensure annual pay reviews are held for all staff, and that these are in line with the school's Performance Management Policy
- To make decisions on leadership pay
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school
- Staffing and Pay Committee to meet as and when required

Vision

- To work alongside the Head Teacher, staff, parents and pupils to review the effectiveness of the vision, ethos and aims of the school
- To promote the relationship between the school and local churches

- To support the contribution of the school towards local, national and global communities
- To evaluate the impact of collective worship in the school community, including the impact of Christian values within the curriculum and wider life of the school
- To appraise the ways in which the Christian character of the school is monitored and evaluated to ensure pupils and adults continue to flourish
- To look at the faith perspective of SMSC (Spiritual, Moral, Social and Cultural Development) within the Ofsted framework.
- Support the school in developing a shared understanding of spirituality.

There is also an Appeals Panel which will be convened should the need arise.

Appeals

- To hear an appeal against any decision made by the Head Teacher or any other committee of the Governing Body
- To hear a complaint in accordance with the school's Complaints Policy where this has not been resolved at a previous stage.
- To consider the decision of the Head Teacher to exclude a pupil from the school in accordance with the regulations governing exclusion

Finance Functions Delegated to the Head Teacher

- To be responsible for the day to day management of the budget, subject to reporting to Full Governing Body
- To make permitted virements and purchases up to the value agreed in the Finance Policy.

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