

The Reddings Primary & Nursery School



Terms of Reference

1. Purpose and Function

The core functions of the Governing Board are:

- setting the vision and strategic direction of school;
- holding the head teacher to account for its educational performance; and
- ensuring financial resources are well spent.

The Governing Board will meet 10 times a year according to a work schedule which allows focus on Improvement and Outcomes, and Finance and Resources in specified meetings. These are not delegated committees but the focuses of these meetings are outlined below.

The Governing Board will ensure that statutory policies are in place and that the website is compliant.

2. Members and Chairing

The Governing Board will be constituted according to the Instrument of Government. The Chair and Vice Chair will be elected on an annual basis.

The four business FGB meetings each year will be professionally clerked.

Governors may invite non-governors to attend but in a non-voting capacity.

3. Voting and Quorums

Only governors and appointed Associate Members can vote. No vote may be taken at any meeting where Associate Members outnumber governors.

The Quorum for all meetings is three governors.

4. Meetings and Minutes

Minutes of meetings will record those present, apologies/absences, previous minutes accepted or not, declarations of interest, the date and any decisions, action points or recommendations (see rolling Action Log).

The minutes represent a record of governors' deliberations and decisions, and, as such, may be reviewed by others

The minutes will be circulated within ten working days to all members of the Governing Board.

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FINANCE AND RESOURCES

In consultation with the LA's Schools HR Advice team as appropriate:

Finance:

1. To agree and monitor the budget, including the audit of voluntary funds.
 - receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
 - monitor and review expenditure on a monthly basis and ensure compliance with the overall financial plan for the school
2. To ensure best value through benchmarking and effective procurement procedures.
3. To prepare, review and submit the internal assessment of financial policy statements (SFVS).
4. To prepare longer-term financial plans having regard to roll projection and signals from central government and the LA regarding future years' budgets.
5. To annually review the Scheme of Delegation and make decisions as delegated under the Scheme.
6. To contribute to the formulation of the school's development plan, through the consideration of financial priorities and proposals, in consultation with the Head Teacher , with the stated and agreed aims and objectives of the school.

Premises/ Health and Safety:

7. To monitor the condition of the premises as being fit for purpose.
8. To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
9. To approve works not formally agreed in the budget.
10. To consider and make recommendations on building projects and developments.
11. To oversee the preparation of an asset management plan for the school
12. To conduct a termly inspection of health and safety and undertake an annual audit.
13. To ensure the LA is informed of any site issues for which it has responsibility.
14. To consider and make recommendations on risk management and insurance arrangements and ensure best practice for site safety is in place through risk assessments and sound systems, practices and procedures to provide effective internal control.
15. To prepare a Lettings and Charges policy and to monitor and evaluate its implementation.

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Personnel:

16. To consider and approve procedures for dealing with discipline and grievances and the means for ensuring that the staff are informed of them;
17. To consider, approve and keep under review the school's Pay Policy including criteria relating to the use of discretionary elements for pay provisions and make recommendations about their implementations;
18. To consider and approve the annual and longer term salary budgets and other costs relating to personnel, e.g. training
19. To consider, approve and review as necessary staff selection procedures and:
 - with the Head Teacher draw up job descriptions and post-holder profiles
 - approve the arrangements to advertise, long and short list and interview and recommend SLT appointments and in the case of the Head Teacher position, to appoint.
 - ensure that all such arrangements and procedures are conducted in accordance with Safer Recruitment procedures.
 - delegate to the Head Teacher the appointment of teaching staff, support staff, casual, temporary or short-term staff.
20. To review and approve the pay annually of the Deputy Head, on the recommendation of the Head Teacher.
21. To draft and review, in consultation with staff, criteria for redundancy.
22. To monitor the implementation of the School Development Plan in the area of staffing and review this whenever a vacancy occurs.
23. To monitor staff well-being including that of the Head Teacher and monitor staff absence.
24. To monitor the procedures for appraisal of teaching and support staff.

To review and approve policies relevant to the above.

IMPROVEMENT & OUTCOMES COMMITTEE

1. To monitor the delivery of the statutory curriculum
2. To consider the progress and achievement of the children;
3. To monitor progress against the School Development Plan and Ofsted Action Plan, including a termly review of KPIs
4. To monitor provision and outcomes for vulnerable groups and for the more able.
5. To contribute to the School Development Plan and to be appraised and updated with the Self Evaluation Form.
6. To receive reports on external reviews and monitor implementation and impact.
7. To monitor pupil attendance
8. To receive and consider stakeholder feedback

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9. To review academic and pastoral policies and arrangements to ensure that the curriculum is broad and balanced and in keeping with the vision for and ethos of the school;
10. To ensure there are effective policies on child protection, bullying and racism and that children and parents have confidence that such issues will be dealt with in an appropriate manner
11. To consider curriculum issues which have implications for finance and personnel decisions
12. To evaluate and review the provision of extended school services and work with the community.

To review and approve policies relevant to the above.

STAFF GRIEVANCE COMMITTEE

Membership: Three governors

Quorum: Three

1. To consider matters relating to staff grievance in accordance with agreed procedures and to make such decisions as fall to it to make under those procedures.

APPEALS COMMITTEE

Membership: Three governors

Quorum: Three

1. To hear appeals against decisions of the Staff Grievance Committee about staff grievances in accordance with agreed procedures.
2. To hear appeals against decisions by the Head Teacher in relation to staff discipline and dismissal.
3. To make any determination or decision under the governing body's Complaints Procedure.

PUPIL DISCIPLINE COMMITTEE

Membership: Three governors

Quorum: Three

1. In accordance with statutory requirements, to consider the actions of the Head Teacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

PAY AND PERFORMANCE COMMITTEE

Membership: Three governors

Quorum: Two

1. To undertake the Head Teacher's Performance Appraisal and to recommend pay increments to the Governing Board
2. To oversee the incrementation of teaching and support staff
3. To consider staff complaints regarding performance related pay.