



## Terms of Reference – Governing Body

The Governing Body and its Committees will act strategically by:

1. Setting the aims and objectives for the school
2. Setting policies for achieving those aims and objectives
3. Setting targets by which progress towards the aims and objectives can be measured
4. Reviewing and monitoring progress in achieving the aims, objectives and targets

In all of the above, the Governing Body and its Committees will act in accordance with Education Law, and will consider any advice given by the Headteacher.

The Governing Body and its Committees will act as a 'critical friend' offering an external perspective to the Headteacher and the school: monitoring its work, offering support and advice, an external opinion, asking challenging questions and offering constructive criticism when appropriate.

### **The Governing Body**

Frequency of meetings: at least once per term and as and when required.

### ***Good governance***

1. Agree a programme of work and calendar of meetings for the Governing Body and its Committees for the school year based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
2. Decide on function of Committee and delegate responsibilities to Committees, working groups and individuals.
3. Consider recommendations made by Committees, working groups or individuals to whom a decision or area of work has been delegated and consider whether further actions are needed.
4. Establish exceptional working arrangements where particular circumstances arise.
5. Ensure risks are evaluated, monitored and mitigation plans in place.
6. Agree constitutional matters.
7. Elect Chair(s) and Vice Chair(s).
8. Appoint or remove the Clerk
9. Establish and keep under review a code of conduct for the Governing Body.
10. Ensure a rigorous programme of governance review.
11. Ensure that the governing body membership has the necessary skills and expertise to execute its duties as a collective body.
12. Monitor governors' input in school's activities.
13. Review individual governor attendance, involvement and evaluate governor feedback.
14. Monitor the progress of work being undertaken by Committees and individuals
15. Ensure appropriate Governor induction, training and professional development is provided

### ***School's Strategy and Improvement***

16. Ensure the development of the school's vision, values and aims.

17. Ensure that the School's Christian ethos and values are reflected in its vision, values and aims.
18. Ensure that there is an effective strategy in place to achieve the school's vision, values and aims.
19. Ensure an integrated approach to the management and development of the school giving due regard to matters of access.
20. Oversee the development, implementation and evaluation of School Improvement Plans.
21. Have oversight of progress on all key issues for action pre and post-Ofsted and Diocesan visits.
22. Approve key strategic documents including budget and audit reports.
- 23.** Oversee arrangements for governors' involvement in formulating the School Improvement Plan and monitoring and evaluate progress against the targets set out in the Plan

### ***Outcomes and Impact***

24. Monitor and evaluate school achievements in particular, attendance, pupil attainment and progress.
25. Establish and keep under review policies in line with Government statutory guidance.
26. Be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher.
27. Monitor the impact of the governing body.
28. Establish and keep under review arrangements for governors' monitoring visits.
29. Ensure that there is a rigorous programme of school self-review and receive progress reports.
30. Establish and keep under review arrangements for governors' visits.

***Adopted December 2020***

## Terms of Reference - Finance and Personnel Committee



At least four Governors – to include either the Chair or Vice-chair.

Quorum: 3 members of Committee

Frequency of meetings: at least once per term and as and when required.

The Finance and Personnel Committee has the authority to establish a Finance Management Group. The Finance and Personnel Committee delegates responsibility to that group to:

- Monitor/approve spend in line with the authorisation levels as detailed in the Finance Policy;
- Monitor and ensure compliance with financial management standards and financial regulations;
- Monitor systems and processes around ordering in school and around decisions including recruitment of staff and supply/additional costs or deviation from planned expenditure;
- Ensure transparency and governance around all decision making.

### ***Finance***

1. In consultation with the Headteacher and Bursar, to draft the annual budget for recommendation to the governing body.
2. Ensure the budget reflects the school's priorities as defined in the School Improvement Plan.
3. To agree and monitor an up to date financial plan. Monitor budgets and ensure expenditure stays within agreed limits, reporting significant potential variances to the Governing Body.
4. Ensure that the school operates within the Financial Regulations of the County Council.
5. Monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
6. Delegate to designated members of staff the authority to spend to an agreed limit.
7. Approve and ensure compliance with financial procedure
8. Evaluate the outcomes of internal/external audits and agreed, monitor and evaluate actions arising from audits.
9. Review relevant policies as agreed by the governing body.
10. Agree and monitor service agreements.
11. Authorise payments in line with budgetary requirements and school
12. Ensure, as far as is practical, that health and safety issues are appropriately prioritised

### ***Staffing***

13. Agree the staffing structure for recommendation to the governing body.
14. Ensure that every member of staff has a job description.
15. Ensure selection and screening of staff complies with all regulations and good practice guidance.
16. Review relevant policies as agreed by the governing body.
17. Oversee and advise on the training and development of staff
18. Take primary responsibility for matters concerning staff welfare.

### ***Performance Management & Pay***

19. Observe all statutory, regulatory and contractual obligations.
20. Review relevant policies as agreed by the governing body.

### ***Premises and Health and Safety***

21. Ensure that the school complies with legal and regulatory standards for health and safety.
22. Appoint a named governor with health and safety responsibilities.
23. Review relevant policies as agreed by the governing body.
24. Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for.
25. Audit and review the use of premises, equipment and resources.
26. Plan for longer term premises improvements
27. Consider and determine the need for capital works at the school liaising with interested parties, as appropriate and making prudent use of the school's devolved capital budget.
28. Oversee site security arrangements and practice and review periodically

### ***Marketing and Communications:***

29. Ensure that there are ambitious but realistic marketing and communication strategies in place.
30. Monitor and review the effective implementation of the marketing and communication strategies.
31. Raise a positive school profile and promote the school to all interested parties and stakeholders within the community.

***Adopted December 2020***

## Terms of Reference -Provision and Performance Committee



At least five Governors – to include Chair or Vice-Chair.

Quorum for committee: 3 members of Committee.

Frequency of meetings: at least once per term and as and when required.

### ***The Curriculum***

1. Set targets for the achievement of pupils at the end of each Key Stage and ensure that those targets are set and published in accordance with relevant regulations and guidance.
2. Oversee and monitor target setting by the school.
3. Ensure the Statutory Curriculum is taught to all pupils
4. Monitor the implementation of the curriculum and test results and report issues for consideration to the Governing Body.
5. With the assistance of staff, analyse information on how the curriculum is taught, evaluated and resourced.
6. Be aware of the school's data tracking and analysis processes and consider regular reports.
7. Ensure that the education needs for children eligible for pupil premium are met.
8. Consider testing and assessment arrangements.
9. Agree relevant policies as agreed by the Governing Body.
10. Make arrangements for the Education Adviser's report to be presented at the Governing Body meeting and monitor the actions agreed in light of the report.

### ***Pupil and staff well being***

11. Agree relevant policies as agreed by the Governing Body.
12. Oversee the drafting of the Home-School Agreement and recommendations for Governing Body approval.
13. Be responsible for all matters of pupil and staff health and welfare having due regard for matters relating to access.
14. Ensure that pupil attendance arrangements meet statutory requirements.
15. Ensure that arrangements for reporting to parents meet statutory requirements.
16. Authorise the arrangements for and rationale of school visits in line with school policy and legal requirements.
17. Ensure that the requirements for children with special educational needs are met.

***Adopted December 2020***



## Terms of Reference - Pay Committee

The Pay Committee will comprise at least three governors but will not include the Chair of Governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

The Head has the right to attend the Committee. The Committee will seek advice from the Head and/or if relevant from the Director of Children's Services (through Human Resources)/or Staff Governors.

The terms of reference of the Committee are:

- to achieve the aims of the whole school Pay and Performance Policy in a fair and equal manner;
- to apply the criteria set by the whole school Pay and Performance policy;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions;
- to have regard for the school's budget;
- to keep abreast of relevant developments and to advise the Governing Body when the school's Pay and

In addition,

- The Performance Policy needs to be revised.

Decisions of the Committee will be taken in private, confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Human Resources will be notified in writing immediately following the Committee's decision. In the case of pay decisions for teachers, this will be done in accordance with Paragraph 4 of the School's Pay Policy

***Adopted December 2020***