

Terms of Reference



Terms of Reference – Governing Body

Quorum: one half of the membership of the governing board, **excluding** any vacancies (rounded up to the nearest whole number)

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 accessibility.
20. Oversee the development, implementation and evaluation of School Improvement Plans.
21. Oversee arrangements for governors' involvement in formulating the School Improvement Plan and monitoring and evaluate progress against the targets set out in the Plan
22. Have oversight of progress on all key issues for action pre and post-Ofsted and Statutory Inspection of Anglican and Methodist School visits.
23. Approve key strategic documents including budget and audit reports.

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/meetings.
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.

Approved September 2023

Terms of Reference - Finance and Personnel Committee

At least four Governors – to include either the Chair or Vice-chair of the Governing Body

Quorum: 3 members of Committee with at least 50% of those present non staff members

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



Finance

1. In consultation with the Headteacher and School Business Manager, prepare the annual budget for recommendation to the governing body using an analysis of latest benchmarking data.
2. Ensure the budget reflects the school's priorities as defined in the School Improvement Plan.
3. Monitor financial plans and budgets reports, ensuring that expenditure stays within agreed limits, reporting significant potential variances to the Governing Body.
4. Identify and approve investments and spending which will have maximum impact on the school community.
5. Set out business case parameters and approve investments in light of these business case scenarios.
6. Ensure that the school operates within the Financial Regulations of the County Council and ensure that the school is delivering best value for money.
7. Approve the accounts for all voluntary funds e.g school fund kept on behalf of the Governing Body.
8. Delegate to designated members of staff and governing body the authority to spend to an agreed limit.
9. Approve virements as and when needed.
10. Approve finance policy and procedures and ensure compliance with them.
11. Evaluate the outcomes of internal/external audits and agree, monitor and evaluate actions arising from audits.
12. Agree and monitor service agreements, and approve contractors following agreed market testing procedures.
13. Ensure, as far as is practical, that health and safety issues are appropriately prioritised

Staffing

14. Consider proposal for the staffing structure for recommendation to the governing body with particular regard to affordability.
15. Ensure that every member of staff has a job description.
16. Ensure selection and screening of staff complies with all regulations and good practice guidance.
17. Oversee and advise on the training and development of staff
18. Take primary responsibility for matters concerning staff welfare.

Premises and Health and Safety

19. Ensure that the school complies with legal and regulatory standards for health and safety.
20. Appoint a named governor with health and safety responsibilities.
21. Carry out an annual report on health and safety and review periodically
22. Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for.
23. Plan for longer term premises improvements
24. 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.
25. Oversee site security arrangements and practice and review periodically

Marketing and Communications:

26. Ensure that there are ambitious but realistic marketing and communication strategies in place.
27. Monitor and review the effective implementation of the marketing and communication strategies.
28. Monitor the effective use and compliance of the school website.

Approved September 2023



Terms of Reference Provision and Performance Committee

At least four Governors – to include Chair or Vice-Chair of the Governing Body

Quorum: 3 members of Committee with at least 50% of those present non staff members

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

Learning Provision

1. Oversee and monitor target setting by the school.
2. Ensure the Statutory Curriculum is taught to all pupils
3. Monitor the implementation of the curriculum and test results, and report issues for consideration to the Governing Body.
4. Analyse information on how the curriculum is taught, evaluated and resourced.
5. Monitor the provision of enrichment and extension activities, and the broader curriculum
6. Be aware of the school's data tracking and analysis processes and consider regular reports.
7. Monitor the provision for children with Special Educational Needs and advise on resource implications.
8. Monitor the provision of religious education and collective worship, and ensure that the school maintains its Christian distinctiveness in all aspects of learning provision.
9. Ensure that the education needs for children eligible for pupil premium are met.
10. Monitor and keep under review the provision for relationship and sex education.
11. Monitor the school's quality assurance processes in respect to the quality of teaching, and testing and assessment arrangements.
12. Consider proposals for the staffing structure for recommendation to the governing body giving particular regard to teaching capacity and learning provision.

Pupil And Staff Wellbeing

13. Be responsible for all matters of pupil and staff health and welfare, having due regard for matters relating to accessibility.
14. Evaluate feedback from staff, pupils and parents and identify trends, and agreed actions arising from that evaluation.
15. Ensure that pupil attendance arrangements meet statutory requirements.
16. Ensure that arrangements for reporting to parents meet statutory requirements.
17. Authorise the arrangements for and rationale of school visits in line with school policy and legal requirements.
18. Ensure that the welfare requirements for children with additional needs are met.

Approved September 2023

Terms of Reference Pay Committee



Membership: At least 3 governors

Quorum: Three members of the Committee

The role of the Committee is to implement the School's Pay and Performance Policy. The Pay Committee will comprise at least three governors but will not include the Chair of Governors.

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

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.

Approved September 2023