



## **Terms of Reference for the Governing Body**

As a church school we believe that every person, every child and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

In July 2015, the Governing Body resolved to conduct all its business as a full Governing Body and to work without committees and these terms of reference reflect this decision.

The Governing Body will work together, meeting every school term, without any separate committees. An agenda for each meeting will include all the matters which the Governing Body is required to consider.

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation and will review the terms of reference annually.

### **Membership**

As set out in Instrument of Government dated 27 September 2022:

10 members made up of:

- 2 Parent Governors
- 3 Co Opted Governors
- 2 Foundation Governors (including Ex Officio)
- 1 LA Governor
- 1 Staff Governor
- 1 Head Teacher (Ex Officio)

### **Quorum**

One half of the number of Governors in post. If this gives an odd number, this should be rounded up.

### **Meetings**

Meetings will be held every term during term time. Additional meetings may be called if it is felt necessary.

### **Operational**

- To draw up the Instrument of Government and any amendments thereafter
- To appoint (or remove) the Chair and Vice Chair
- To appoint (or dismiss) the Clerk to the Governing Body
- To hold at least 6 Governing Body meetings each year
- To appoint and remove Co-opted and Associate Members
- To recruit new governors as vacancies arise
- To set up a register of Governors' Business Interests
- To approve and set up a Governors' Allowances Scheme
- To decide which functions of the Governing Body will be delegated and to review these arrangements annually

- To suspend a Governor
- To receive reports from individual or group of Governors to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary
- To delegate to the Head Teacher the functions as described in the Delegation of Functions to Head Teacher
- To arrange a suitable induction process and mentoring for newly appointed or elected Governors
- To audit individual and collective development needs and promote appropriate training
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role
- To receive reports on complaints, bullying and racial incidents

## **General**

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders
- To take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement
- To update and review regularly the School Improvement Plan
- To review regularly how the school is regarded by pupils and parents
- To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To approve policies where there is a statutory duty that cannot be delegated
- To approve all school trips
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To ensure that the school provides teaching of Religious Education for all pupils in accordance with the agreed syllabus
- To ensure the school has a complaints procedure for parents and that parents know how to raise concerns and make a complaint
- To ensure that the Governing Body complies with all other legal duties placed upon them
- To ensure school has appointed a mental wellbeing lead and that the governing body take into consideration the wellbeing of all staff.
- To ensure the school is compliant with the requirements of the Data Protection Act 2018 and the UK GDPR.

## **Budget**

- To approve the first formal budget plan each year
- To engage in strategic planning
- To agree a 3 year budget
- To analyse and recommend the annual budget
- To annually review and approve the Financial Regulations, Procedures, Roles & Responsibilities
- To authorise all new contracts and to be consulted on price increases in any existing contracts.
- To annually review and approve the Charging and Remissions Policy
- To make decisions in respect of service agreements and insurance
- To approve annually the SFVS
- To review and take account of any consultations to change the LA Scheme for Financing Schools

## **Staffing**

- To make Head Teacher appointments
- To sit on interview panels and support the headteacher in teaching and support staff recruitment
- To determine the staff complement

- To agree a pay policy and pay discretions
- To establish a Governor Panel to hear staff appeals against dismissal and redundancy
- To dismiss the Head Teacher
- To end the suspension of staff or Head Teacher (Disciplinary Group)
- To determine dismissal payments/early retirement

### **Curriculum**

- To establish a Charging and Remissions Policy for activities

### **Performance Management**

- To establish and review and approve annually a Performance Management Policy
- To determine the timing of the performance management review cycle of the Head Teacher and appoint two Governors to act as reviewers

### **Discipline/Exclusions**

- To establish a Discipline Policy
- To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency)
- To direct the reinstatement of excluded pupils

### **Premises & Insurance**

- To develop an Asset Management Plan and contribute to Local Authority Asset Management Planning arrangements
- To procure and maintain buildings, including a properly funded Maintenance Plan
- To seek advice from the LA, Diocese or Trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability
- To receive an Annual Site Report

### **Health & Safety**

- To institute a Health & Safety Policy
- To ensure that health & safety regulations are followed and appropriately prioritised
- To receive an annual Health & Safety Inspection Report and agree any actions

### **Collective Worship**

- To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.

### **School Organisation**

- To publish proposals to change category of school
- To propose to alter or discontinue voluntary, foundation or special school status.

### **Information for Parents**

- To ensure that the school keeps parents and prospective parents informed through information published on its website
- To adopt and review the Home School Agreement

### **Extended Services**

- To decide to offer additional activities and agree what form these should take

- To cease providing extended services provision

### **Delegation of Functions to Head Teacher**

The Headteacher is expected to work within the following Terms of Reference, and to provide the Governing Body with such reports in connection with their functions as the Governing Body requires.

#### **Budget**

- To make miscellaneous financial decisions up to an agreed limit of £2,000
- To monitor monthly expenditure
- To make payments

#### **Staffing**

- To establish disciplinary, capability and grievance procedures
- To suspend staff
- To dismiss staff

#### **Curriculum**

- To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate
- To establish and implement a Curriculum Policy
- To be responsible for standards of teaching
- To be responsible for each individual pupil's education
- To agree the content of any Sex and Relationship Education and to ensure a policy is in place
- To ensure the balanced treatment of political issues and to prohibit political indoctrination.

#### **Performance Management**

- To formulate and implement a Performance Management Policy

#### **Religious Education**

- To provide Religious Education in line with school's basic curriculum
- To provide Religious Education to the agreed syllabus

#### **Collective worship**

- To ensure that all pupils take part in a daily act of collective worship
- To provide collective worship of a denominational character

#### **Health & Safety**

- To ensure that Health & Safety Regulations are followed

#### **School Organisation**

- To ensure that the school meets for 380 sessions in a school year
- Where determined by the Governing Body, to ensure that school lunch nutritional standards are met

#### **Information for Parents**

- To prepare and publish up to date information on the school website in accordance with statutory requirements
- To ensure that free school meals are provided to those pupils meeting the criteria

- To ensure that parents are aware of their rights to withdraw their child from Collective Worship, RE, and Sex and Relationship Education
- To ensure that a report on each pupil's educational achievement is forwarded to parents.

#### **Extended Schools**

- To put into place additional services provided with the approval of Governors
- To ensure the delivery of services agreed to be provided.

#### **Approval & Review**

These terms of reference were approved by the Governing Body at their meeting on 26 September 2022. They were updated by the clerk to governors on 27 September 2022 to take into account the new Instrument of Government. The next review date will be September 2023.