



Terms of Reference Full Governing Board

Terms of Reference 2023-2024– Full Governing Board

The governing board needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Members: As per the Instrument of Government

Quorum: 50% of current membership (i.e. quorum does not include vacant positions)

Chair: To be appointed by governing board

Vice Chair: To be appointed by governing board

Clerk: To be appointed by governing board

Overarching governance

- Monitor and agree changes to instrument of government including terms of office;
- Appoint, suspend or remove governors in accordance with Regulations*;
- Hold at least three governing board meetings a year*;
- Regulate procedures of meetings e.g. code of confidentiality and code of conduct;
- Appoint or remove the Chair and Vice-Chair*;
- Appoint or remove a Clerk to the governing board*;
- Establish the committees of the governing board and their terms of reference*;
- Decide which functions of the governing board will be delegated to committees, groups and individuals and review the delegation arrangements annually*;
- Appoint the Chair of any committee (this may be delegated to committee);
- Appoint or remove a Clerk to each committee (this may be delegated to the committee);
- Appoint associate members to committees and determine their voting rights;
- Appoint link or designated governors, including performance management governors*;
- Ensure Head teacher provides such reports as requested by the governing board to undertake its role;
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing board is necessary*;
- Ensure requirements within Safeguarding Children and Safer Recruitment in Education are met;
- Ensure requirements within the duty to promote Community Cohesion are met;
- Approve the first formal budget plan of the financial year (if not delegated to committee) and best value statement;
- Monitor and keep under review School Development Plan;
- Approve written description of financial systems and procedures in line with LA's scheme for financing schools;
- Ensure school works within SFVS;
- Publish proposals for alteration, change of category or closure of school*;
- Recruit Headteacher and Deputy Headteacher*;
- Determine arrangements for recruitment of other members of staff;
- Participate in school self-review process including review of Governing board effectiveness;
- Decide on decision to federate or form joint committees with other school governing bodies*;
- Any items which individual governing bodies may wish to include;

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*These matters cannot be delegated to either a committee or an individual

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - o Self-evaluation form
 - o School Improvement Plan
 - o Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENDCo and an annual report from the SEND governor (where appointed).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement as submitted by the Standards Committee.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement for more able, gifted and talented groups.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including
 - o underachieving groups
 - o more able, gifted and talented groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Inclusion

- Implement, monitor and review the Special Educational Needs (SEND) regulations.
- Monitor and review the school's admission policy.

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- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that all children have equal opportunities.
- To monitor and review the deployment and impact of pupil premium funding including the updating of Pupil Premium Reports on the school website.
- Monitor and review pupil behaviour including rates of exclusions and incidents of bullying and racism.
- Monitor and review pupil rates of attendance, punctuality and absences.
- More Able, Gifted and Talented Policy
- Spiritual, Moral, Social and Cultural Development Policy

Financial Policy and Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy. To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing board for adoption an annual school budget that takes into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as advised by the Pay Committee set out in the Pay Policy and as recommended by the Headteacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Headteacher and take note of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Premises

- To oversee all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that governors receive an annual inspection report on the premises and grounds and ensure items of concern are noted and intervention procedures are in place.
- To inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing board.

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- To arrange professional surveys and emergency work as necessary.
- - *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

School Policies & Statutory requirements to be monitored and reviewed

The governing board are legally required to have the following policies and documents that outline the statutory obligations and duties of the school and governing board. These reflect the '*Statutory policies for schools Advice on the policies and documents that governing bodies and proprietors of schools are required to have by law, September 2014*'. It is the responsibility of the Governing Body to ratify the policies on recommendation from the Standards and Policy Committee

Statutory policies required by education legislation:

- Charging and remissions policies
- School Behaviour
- Sex Education
- Special Educational Needs
- Teacher Appraisal
- Teachers' pay
- Data protection

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- Health and Safety
- Admissions Policy
- Accessibility plan
- Written statement of behaviour principles
- Central Record of recruitment and vetting checks
- Complaints procedure statement
- Freedom of Information publication scheme
- Equality information policy
- School Information published on a website
- Staff discipline, conduct and grievance procedures
- Child Protection
- Early Years Foundation Stage
- Allegations of abuse against staff

Other statutory documents

- Register of Pupils' admission to school
- Register of pupils' attendance

Other related policies:

- Anti-Bullying Policy
- Attendance Policy
- Healthy Eating Policy
- More Able, Gifted and Talented Policy
- Spiritual, Moral, Social and Cultural Development Policy

Documents referenced in statutory guidance

- Safer Recruitment
- Whistle Blowing

General Agenda Items		
Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> - Review Financial Procedures. - Receive and review Health & Safety Report (incl. examination of fire evacuation and emergency procedures). - Monitor spending plan and school budgets. - Monitor appraisal procedures for teaching and support staff and Headteacher. - Consider traded services for coming year (SLA's). 	<ul style="list-style-type: none"> - Monitor spending plan and school budgets. - Review, complete and submit the School Financial Value Standard (SFVS). - Receive and review Health & Safety Report (incl. examination of fire evacuation and emergency procedures). - Review the annual pay review of staff. - Review staff and governor training and development 	<ul style="list-style-type: none"> - Review Performance Management Arrangements for Headteacher. - Review delegated spending limits. - Complete asset management plan. - Consider financial outturn. - Approve disposal of obsolete resources. - Receive and review Health & Safety Report (incl.

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<ul style="list-style-type: none"> - Review and update school policies in accordance with agreed cycle. - Health and Safety Visit Report 	<p>needs against the School Improvement Plan.</p> <ul style="list-style-type: none"> - Review pupil number forecast. - Prepare draft budget. - Review Governor Allowances Policy. - Organise annual health and safety visit. - Review and update school policies in accordance with agreed cycle. 	<p>examination of fire evacuation and emergency procedures).</p> <ul style="list-style-type: none"> - Manage governor competencies audit and preparation of development plan. - Review and update school policies in accordance with agreed cycle. - Health and Safety Visit Report
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Items for consideration any time of the school year

- Implementation of audit recommendations

Signature of Chair of Governors

Date