



Park Street

Church of England Voluntary Aided Primary School and Nursery

Terms of Reference for the Governing Body and Governors' Sub-Committees

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

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

These documents were agreed by the Governing Body at their meeting held on

Date: 18th September 2017

Review Date: October 2018 (Strategy Committee)

Next Review: September 2019

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Introduction

Whilst the whole governing body as a whole remains responsible for the governance function overall, there are three distinct areas of work delegated by them to a Strategy Team, School Effectiveness (Curriculum, Children and Staff) Committee, and Resources (Finance ICT and Premises) Committee.

The Strategy Team is a small group of governors usually including the Chair and Vice Chair working more closely with the senior management of the school who know the school well through school self evaluation (SEF), engage in benchmarking and develop strategies and plans for school improvement.

The School Effectiveness and Resources teams focus on the delivery of the annual School Improvement Plan in their respective areas undertake monitoring and evaluation activities against these priorities and report to the governing body as a whole. These reports will in turn inform strategy.

The full Governing Body meets 3 times each year considers reports and recommendations, makes decisions and conducts routine business.

Terms of Reference for the Governing Body

The Governing Body has resolved to conduct its business by adopting the '2 Teams' model, as recommended by KCC School Governance Unit, and to delegate statutory functions to a Strategy Team plus a School Effectiveness Team and a Resources Team. The list of delegated tasks has been taken from the DCSF Decision Planner published on Governornet.

Delegation

1. The attached 'Terms of Reference for Strategy Team' outlines those responsibilities wholly delegated to the Strategy Team
2. The attached 'Terms of Reference and Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher
3. The attached Terms of Reference for the School Effectiveness Team, and the Resources Team outlines their respective responsibilities
4. Monitoring activities against the priorities of the School Plan will be carried out by the School Effectiveness Team and the Resources Team in accordance with their terms of reference.

The main responsibilities to be managed by the Governing Body are outlined below:

*** these matters cannot be delegated**

<p>General</p>	<ul style="list-style-type: none"> ● *To draw up Instrument of Government and any amendments thereafter ● *To elect (or remove) the Chair and Vice Chair ● *To appoint (or dismiss) the Clerk to the governing body ● *To hold at least 3 governing body meetings each year ● To appoint and remove community, sponsor governors and any 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 when necessary ● *To decide which functions of the Governing Body will be delegated to a team, or an individual ● To regulate the Governing Body procedures where not set out in law, and to record these as Standing Orders ● *To suspend a governor ● *To receive reports from any team, or individual to whom delegation has been made and to consider whether any further action by the Governing Body is necessary ● *To review the delegation arrangements annually ● To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached) ● To arrange a suitable induction process and mentoring for newly appointed or elected governors (<i>may have accompanying Standing Order</i>) ● To ensure that the Headteacher provides such reports as requested by the governing body to undertake its role ● To receive annual reports on racial incidents.
<p>Budget</p>	<ul style="list-style-type: none"> ● To approve the first formal budget plan each year (will have been evaluated and recommended by Resources sub-committee) ● To annually review and approve the Finance Policy and recommend levels of delegation

Staffing	<ul style="list-style-type: none"> • To make Headteacher and Deputy Headteacher appointments • To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character • To dismiss the Headteacher • To suspend the Headteacher • To end the suspension of the head • To establish a governor panel to hear staff appeals against dismissal and redundancy
Performance Management	<ul style="list-style-type: none"> • To determine the timing of the appraisal cycle of the headteacher and appoint two or three governors to act as reviewers • To review and approve annually an Appraisal and pay Policy
Health & Safety	<ul style="list-style-type: none"> • *To review the Health & Safety policy and its implementation
School Organisation / Federations	<ul style="list-style-type: none"> • To publish proposals to change category of school • To propose to alter or discontinue voluntary, foundation or special school status • To consider forming a federation or joining an existing federation • To consider requests from other schools to join a federation • To leave a federation

Terms of Reference for Strategy Team

The Strategy Team is expected to work within the following terms of reference.

Aim: To work closely with the senior managers of the school to develop strategy leading to school improvement. Each meeting should have an agenda, be clerked and produce a set of minutes for the full governing body.

<p>Operational</p>	<ul style="list-style-type: none"> • To elect a chair and appoint a clerk annually • To meet approximately every six weeks at the school with the Headteacher and members of the senior leadership team, the clerk will organise an annual calendar of meetings for approval at the first meeting of each year • To make recommendations to the governing body to establish working groups where particular circumstances arise e.g. to oversee a building project • To agree by early autumn the programme of work and calendar of meetings for the governing body for the school year, based on known cycles of school improvement, financial management, staffing issues and communication • To establish and keep under review a protocol for governor visits to the school • To carry out an annual review of the structure of the Governing Body and make recommendations for any changes • To carry out a governor skills audit and recommend the assignment of governors to the Effectiveness, and Resources teams as appropriate • To audit individual and collective development needs and promote appropriate training
<p>General</p>	<ul style="list-style-type: none"> • Take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement • To review regularly and update the school's strategic objectives, including curriculum, and report to the full governing body • To review regularly how the school is regarded by pupils and parents • To ensure that the school has in place all statutory policies and to ensure that the appropriate bodies keep these under review on a regular basis, consulting with representative stakeholders as appropriate. • To approve all school trips involving an overnight stay away from home • 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 (<i>VA Schools are entitled to identify the post of some staff as open to practising members of their particular denomination only</i>). • To ensure that 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 legal requirements placed upon them
<p>Budget (for ratification by the full governing body)</p>	<ul style="list-style-type: none"> • To engage in strategic planning • To evaluate and recommend the annual budget
<p>Staffing</p>	<ul style="list-style-type: none"> • To consider when necessary the staff complement in consultation with the headteacher and recommend to the full governing body • To decide whether the Director of Education Officer/diocesan authority should

	have advisory rights
Performance Management	<ul style="list-style-type: none"> To establish and review and approve annually an Appraisal Policy
Admissions	<ul style="list-style-type: none"> To consult annually before setting an Admissions policy Admissions: application decisions
Premises and Insurance	<ul style="list-style-type: none"> To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements
Health & Safety	<ul style="list-style-type: none"> To ensure that Health & Safety regulations are followed and prioritised appropriately To receive (3 X Year) a Health & Safety Inspection Report and agree any actions
School Organisation	<ul style="list-style-type: none"> To set the time of the school sessions and the dates of school terms and holidays
Extended Services	<ul style="list-style-type: none"> To consider and decide upon changes to extended services provision
Vision and Values as a church school	<ul style="list-style-type: none"> Regularly review the vision and values of the school and ensure that these are shared with all stakeholders Review how effective the school is at being a church school
Safeguarding	<ul style="list-style-type: none"> To ensure that the school has effective safeguarding measures, including a clear policy, and that it is effectively implemented
Conduit	<ul style="list-style-type: none"> To consider strategic action points raised by the sub-committees, as well as actions delegated by the full governing body
<p>Membership of the Strategy Team – 3-5 governors and up to 3 members of the SLT including the Headteacher. Governors: Ruth Ward(chair), Di Fraser, Barbara Graham, Ben Lowe, Nick Weir With the Chair and Vice Chair (by right) plus the chair of each sub-committee and where the chair or vice-chair is also a chair of a sub-committee this will be delegated to a member of the under-represented sub-committee.</p>	
Quorum	3

Terms of Reference for the School Effectiveness Committee

The School Effectiveness Team is expected to work within the following terms of reference with a focus on monitoring the School Plan

General	<ul style="list-style-type: none"> • To elect a chair • To appoint a clerk • To undertake monitoring visits to the school and record appropriately • To make regular reports to the Strategy Team and the governing body • Meet at least once a term • To monitor and review policies from the central policy matrix which the committee has responsibility for
Curriculum	<ul style="list-style-type: none"> • To agree (or reject) and monitor the effectiveness of the Curriculum policy • To monitor progress against the curriculum and targets of the School Improvement Plan • To understand the performance data for the school • To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success • To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of targets
Target Setting	<ul style="list-style-type: none"> • To approve targets for pupil achievement. • To monitor pupil achievement against targets.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a Behaviour policy (including sanctions). • To review the use of exclusion. • To 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. • To direct the reinstatement of excluded pupils.
Admissions	<ul style="list-style-type: none"> • To monitor pupil numbers and report to the Strategy Team.
Extended Services	<ul style="list-style-type: none"> • To monitor the impact of any extended services provided against pupil achievement.
Collective Worship	<ul style="list-style-type: none"> • To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child • To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.
Information for Parents	<ul style="list-style-type: none"> • To approve the School Prospectus • To approve the School Profile. • To adopt and review Home School Agreements
<p>Membership of the School Effectiveness Team: Di Fraser (chair), Nick Weir, Zoe Jagelman, Pamela Clarkson, Wendy-May Foster/Rawdon McDonough</p>	
Quorum	3

Terms of Reference for Resources Committee

The Resources Team is expected to work within the following terms of reference with a focus on monitoring premises, health and safety and finance.

<p>General</p>	<ul style="list-style-type: none"> • To elect a Chair • To appoint a Clerk • To monitor progress against the priorities of the School Improvement Plan particularly those related to finance & premises targets • To undertake monitoring visits to the school and record appropriately • To make regular reports to the governing body • To meet at least once a term • To monitor and review policies from the central policy matrix which the committee has responsibility for
<p>Budget</p>	<ul style="list-style-type: none"> • To maintain an up-to-date 'balanced' three year budget plan, which shows clear links to the 'School Improvement' and 'Staffing' plans • To report monitoring and rollover to the full governing body, highlighting any significant variances • To evaluate changes to the budget and report to the governing body • Analyse and report on Tenders for Contract Services • To keep in-school financial procedures under review and to draft the annual SFVS return • To benchmark school financial performance against similar schools and report to the governing body • To evaluate proposed expenditure following recommendations from the headteacher and present to the governing body • To ensure that all spending provides 'Value for money' in terms of raising standards in education • To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts • To establish and review the pay policy for approval by the full governing body (linked to appraisal from September 2014) • To annually review and approve the Charging and Remissions policy • To make decisions in respect of service agreements and insurance • To advise the full governing body of any significant changes to finances • To ensure that a recovery plan is put into place where a budget has gone into a deficit position or that there is a plan to spend surpluses. • To authorize expenditure above individual limits set out in the delegated authorities. • To review internal audit reports and comment to the full Governors meetings on recommendations. To ensure full implementation of audit recommendations and actions plan. • To approve any debts written off in line with the bad debt policy.
<p>Premises and Insurance</p>	<ul style="list-style-type: none"> • 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 monitor the implementation of the school buildings strategy

	<ul style="list-style-type: none"> • To monitor the maintenance plan
Health & Safety	<ul style="list-style-type: none"> • To monitor the Health & Safety Policy
Membership of the Resources Team Ben Lowe (Chair), Ruth Ward, Barbara Graham, Wendy-May Foster, Miss Rudi Panayi, Dr. Cynthia Gabriel, Mr Rawdon McDonough	
Quorum	3