



Governing Board Terms of Reference

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 review, agree and monitor policies, targets and priorities. Governing Board meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Board will

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent Governor vacancies, all staff of staff Governor vacancies and to appoint community Governors
- Annually adopt the SEF
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Headteacher reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/Governors
- Monitor accidents/incidents involving pupils/staff/Governors/visitors
- Review, adopt and monitor a Freedom of Information Policy
- If required, consider the suspension of a Governor
- Provide induction for new Governors
- Encourage Governors to visit school and to review, adopt and monitor a Governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Annually review and approve the School Health and Safety Policy
- Monitor the implementation of the school's health and safety arrangements
- Ensure at least 3 Governors are appointed and trained to complete the Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a Governors' expenses policy and curriculum policy
- Review annually the delegation of functions and committee structure
- Organise support and training for Governors
- To adopt, approve and monitor the Staff Code of Conduct
- To receive a termly report on Safeguarding and review, adopt and monitor the Child Protection and Safeguarding Policy annually.

The Governing Board has a strategic role in the financial management of schools and its key responsibilities include:

Approval of Annual Budget

- Authorisation of the financial budget plan
- Setting financial priorities through the School Improvement Plan
- Authorisation of Statement of Internal Control
- Appointment and salary of Headteacher
- Determination of the staff complement and pay policy for the school
- Authorisation of Terms of Reference for all committees
- Approval of Best Value Statement
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters

Committees

There are three committees that consider issues on behalf of the Governing Board and act on items delegated to them: i.e. Resources Committee, Pay & Salaries Committee and Pupils, Teaching & Learning Committee. These committees have separate Terms of Reference

Date reviewed and adopted:.....14/12/2020

Date of next review:.....Autumn 2021.....

Signature of Chair of Governors:.....