



JOHN CHILTON SCHOOL

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 minutes will be available to the public, except for Part II business. The Governing Board will be quorate if half of the existing membership +1 are present. 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 6 meetings per year – unless emergency situation and LA approval given (e.g. pandemic)
- 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, co-opted, and LA-nominated Governors
- Review and agree the school's strategic direction
- Review, approve and monitor the School Improvement Plan
- 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 the level of exclusions
- Monitor attendance of pupils/staff/Governors
- Monitor accidents/incidents involving pupils/staff/Governors/visitors
- Monitor wellbeing of the school community
- 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
- 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
- Review annually the delegation of functions and committee structure
- Organise support and training for Governors
- To receive a report on Safeguarding each half term, and review, adopt and monitor the Child Protection and Safeguarding Policy annually
- Consider any other relevant items referred by Governors, staff, or the Headteacher
- Regularly audit and evaluate the impact of the Board of Governors and its structure

The Governing Board will support, develop and challenge the school's progression against, and delivery of, its educational objectives, taking into account the School Improvement Plan, Curriculum Development Plan, national and LA policy as it applies to the School, and the Governing Board's statutory obligations regarding the National Curriculum and pupils with Special Educational Needs. In addition, the Governing Board will

- Review, adopt and monitor a curriculum policy
- Put in place, and support the effective use of. resources to deliver the school's pupil, teaching and learning objectives
- Work with the Headteacher and the Senior Leadership Team to develop, challenge and review information regarding the delivery of the curriculum, and how it is monitored, evaluated, and resourced
- Develop insight into the operation of the school through observation and participation in normal school life and events

· Review, according to the Governors' workplan, key policy, curriculum and operational documents fundamental to running a safe, supportive and successful school, including:

- Attendance targets
- Early Years Foundation Stage policy
- Special Educational Needs and Disability policy
- Public Sector Equality Duty with Single Equality Policy and Action Plan
- Assessment Recording & Reporting policy
- Behaviour/pupil discipline/anti bullying
- Relationships and Sex Education policy
- Drugs Misuse policy
- Internet Access policy
- Educational Visits
- School session times
- Homework policy
- Complaints policy
- Prospectus
- The way in which therapy support is delivered and its benefits
- Any other materially important policies and processes as they become relevant
- New and revised curriculum documentation

· Review and track the impact of Pupil Premium and Sports Premium on pupils' progress

· Understand, review and challenge information on school and pupil performance and monitor statutory assessments and data analysis in the school, with a general role to support the development and maintenance of effective systems and processes

· Review and monitor examination/national test results

· Consider and evaluate pupils' voice and parents' voice systems ensuring that the school is listening and responsive to the feedback from its key stakeholders

· Consider and evaluate the school's Extended Schools programme

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

· Authorisation of the annual financial budget plan, with a balanced budget to meet the needs of the school

- Discussing matters relating to management of funding received from the DfE and LA
- Reviewing the budget at least once per term, and agreeing actions, as part of which the Governing Board will be informed of the budget monitoring six times per year in accordance with SFVS guidelines
- Setting policies to ensure appropriate financial practices are in place to meet reporting and audit requirements
- Ensuring that staff who hold responsibility for financial administration receive appropriate training
- 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 any committee or working group, if required
- Approval of Best Value Statement
- Authorisation of non-budgeted expenditure and virements
- Approving financial regulations and procedures on an annual basis
- Setting a limit that the Headteacher can authorise before seeking Governor approval
- Acting as a critical friend to the school on all financial matters

With respect to personnel, the Governing Board will

- Adopt, approve and monitor the Staff Code of Conduct
- Revise the school's Pay Policy in the Autumn Term
- Oversee the operation of a rigorous and robust staff performance management/appraisal framework in relation to teaching and learning

- Review the staffing structure, including in the Autumn and Spring terms in relation to the School Improvement Plan

The Governing Board will review and approve, biannually in the Spring term, the School Health and Safety and Security Policy, and monitor the effectiveness of the school's health and safety arrangements. In addition, with regard to premises, and health and safety, the Governing Board will

- Monitor the implementation of the school's site, premises, and health and safety arrangements
- Annually delegate a Governor to visit the premises and sites with regard to maintenance and development and to provide a report to the full Governing Board
- Monitor joint arrangements with Alec Reed Academy and Wood End Primary regarding premises, and health and safety.
- Assist and support the Headteacher to discharge her responsibilities under the Health & Safety Work Act 1974 in collaboration with the LA
- Provide support and guidance for the Headteacher and Senior Leadership Team on matters relating to the school sites, premises, and health & safety
- Ensure risk assessments are carried out and respond to health and safety issues concerning the school, including outings risk assessments
- Monitor fire and evacuation procedures

There is a Pay & Salaries Committee, which is consists of the Chair, Vice Chair and one other non-staff Governor elected by the Governing Board. This committee has separate Terms of Reference determined by the full Governing Board.

Date reviewed and adopted:.....Autumn 2023

Date of next review:.....Autumn 2024

Signature of Chair of
Governors:.....