



GOVERNING BOARD TERMS of REFERENCE

The Governing Board operates 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.

These Terms of Reference are augmented by the separate Terms of Reference of the Finance & Resources Committee and Standards Committee.

Membership

- A total of 14 governors:
- 2 elected Parent governors
- 1 Board appointed, Local Authority approved governor
- 1 Staff governor, elected by school staff
- 1 Headteacher (who may or may choose to be a governor)
- 7 Co-opted governors appointed by the Board
- 2 Foundation governors (approved by the Aspire Trust)

A Chair and Vice-Chair will be elected and a Clerk will be appointed.

Meetings

The Board will usually meet eight times a year. Minutes of the meetings will be shared with the Board and made available to the public and Local Authority. An annual agenda planner is prepared prior to each academic year, to include the tasks which the Governing Board is required to consider and taking into account the targets and objectives set out in the School Improvement Plan.

The Deputy Headteacher, Assistant Headteacher, School Business Manager and Staff Associate Governor will be invited to attend meetings.

Quorum: 50% of the Governors (excluding any vacancies)

The Role of the Governing Board

The Full Governing Board decides all policy matters concerning the management of the school, taking into account the requirements of legislation. The Governing Body may delegate any of its statutory functions to a committee, a Governor or to the Headteacher, subject to prescribed restrictions and as set out in the Governing Board's **Scheme of Delegation**.

The governing body has three core strategic functions:

- 1 Ensuring clarity of vision, ethos and strategic direction, by setting the school vision, values and objectives; agreeing the school improvement strategy with priorities and targets; and meeting statutory duties.
- 2 Ensuring accountability, by appointing the Headteacher and holding senior leaders to account for the education performance of the school and pupils and the performance management of staff.

- 3 Overseeing the financial performance of the school and making sure its money is well spent.

Responsibilities

Operational:

1. Determine which functions of the Governing Board will be delegated to Committees or individual Governors, agree Committee Terms of Reference and receive regular reports and recommendations to the Full Governing Board.
2. Offer each governor a Link role in a specific areas described in link governor role descriptors, to liaise with staff and report to the Governing Board.
3. Ensure that statutory requirements are met for information to be published on the school website and national GIAS database, including governor details and register of governors' Business Interests.
4. Appoint Chair and Vice-Chair
5. Ensure that newly appointed governors receive suitable induction.
6. Appoint Panel for recruitment of Headteacher/Deputy Headteacher.
7. Ensure the Headteacher and senior leaders provide such written reports as requested by the Governing Board to enable it to undertake its role.
8. Ensure the school staff have the resources and support they require to do their jobs well, including effective appraisal and Continuing Professional Development.

School Improvement:

9. Provide support and challenge to the Headteacher
10. Hold the Headteacher to account for school performance
11. Arrange annual and interim Performance Management of Headteacher with external adviser
12. Take an active role in school Self-Evaluation and approve and monitor the School Improvement Plan
13. Keep under review the requirements of the Ofsted Inspection Framework and recommendations of School Improvement Officers
14. Monitor quality of teaching, pupil progress and attainment, and achievement of School Improvement Plan targets
15. Review internal and external assessment data and test results
16. Ensure that a broad and balanced curriculum is taught to all pupils
17. Monitor progress and provision for disadvantaged and SEND groups
18. Monitor Attendance and Exclusion levels

Policies and Compliance:

19. Approve school statutory and non-statutory Policies and review in accordance with the Policy Review Schedule
20. Ensure that policies required to be published on the school website are up-to-date and where appropriate, made available to parents and carers
21. Approve a SEND Policy and ensure the Information Report and Local Offer are published annually on the school website

22. Ensure that the provision and monitoring for SEND pupils and those with EHC Plans are firmly in place, including completion of annual reviews
23. Approve the Child Protection & Safeguarding Policy and ensure compliance with Keeping Children Safe in Education and its associated policies and training requirements
24. Approve the annual Admissions Policy and Pupil Numbers
25. Agree the procedures for dealing with complaints from parents/carers
26. Ensure compliance with the Health & Safety Policy and LA H&S audit recommendations
27. Review annual Pupil Premium Report and Statement of Expenditure

Financial oversight:

See also separate Terms of Reference for the Finance & Resources Committee

28. Approve annual and 3-year budget plans
29. Agree staffing structure and Teachers' Annual Pay Policy for approval by the Governing Board
30. Monitor Pupil Premium and Sports Premium spending and impact
31. Conduct benchmarking and cost-effectiveness of spending

Additional duties:

32. As required, constitute Governor Panels for hearing Parent Complaints, Staff Disciplinary Appeals and Grievances, Pupil Exclusions
33. Meet with School Improvement Officers and Ofsted Inspectors
34. Celebrate achievements and support opportunities given to pupils through extra-curricular activities

Agreed at Full Governing Board meeting of 8 October 2019.

See also the Governing Board Code of Conduct 2019

M A Smith
Chair
20 August 2019