



Terms of Reference

Policy Name	Terms of Reference
For Review and Approval by	FGB
Date of Approval	23 September 2015
Review Period for this Policy	Annual
Date for Future Review	September 2016

Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.

Policy Approved by	FGB
Signed:	Wendy Tout
Position	Chair of Governing Body
Date	

Areas requiring action identified in review:	Actions still outstanding, how and when will these be addressed?

The Governing Body will:

- Hold 9 meetings per year.
- Appoint or remove the Clerk.
- Elect a Chair and Vice Chair - In the event of a tied vote on any issues the Chair or Acting Chair/Vice Chair will have a second or casting vote.
- Advise all parents of any Parent Governor vacancies, all staff of Staff Governor vacancies and to appoint Co-Opted and LA Governors.
- Annually adopt a form of Self Evaluation.
- Set dates of meetings for the year ahead.
- Note term dates for the academic year and agree the occasional days.
- Receive Head teacher reports.
- Review and monitor examination/national test results.
- Review the level of exclusions.
- Monitor attendance of pupils/staff/Governors.
- Allocate statutory/best practice policies to a nominated working party or retain ownership as a full governing body.
- Set pupil performance targets.
- If required, consider the suspension of a Governor.
- 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 elect Governors with specific responsibilities.
- Ensure at least 3 Governors are appointed and trained to complete the Head Teacher's Performance Management and engage the services of an external advisor (the Chair of Governors should be the Appeals Officer and not a Performance Management Governor).
- Maintain and update annually a file of pecuniary interest declarations and ensure the school website is updated to reflect any changes.
- Review annually the delegation of Governor responsibilities.
- Receive an annual report on Safeguarding.
- Provide induction for new Governors.
- Organise, support and training of Governors.
- Encourage Governors to visit schools and provide feedback.
- To review and adopt the annual management plan.
- Receive a report termly from the Governor responsible for Pupil Premium achievement and Spending and Sport Funding activities and to ensure the school website is updated accordingly.
- To review, adopt and monitor the overall curriculum.
- In collaboration with staff, to consider information about how the curriculum is taught, evaluated, moderated across all years and resourced.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about school performance and report according to statutory requirements.

- 🔊 To receive and review a termly report on standards of teaching across the school from the Head Teacher.
- 🔊 To review, adopt and monitor a Performance Management policy and to ensure Head Teacher Performance Management Group receives appropriate training.
- 🔊 To review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behavior and discipline, child protection, collective worship and sex education and to monitor their implementation.
- 🔊 To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- 🔊 To monitor media coverage of the school.
- 🔊 To ensure that communications within the school environment and community are efficient and effective.
- 🔊 To review an annual report from the PLA (Plymouth Leadership Adviser).
- 🔊 Pupil Premium- termly monitor the attainment of the pupils attracting the funding, the progress made by these pupils to aim to narrow the gap between disadvantaged pupils and their peers.
- 🔊 In consultation with the Head Teacher determine the staffing structure of the school and the middle leader development.
- 🔊 To oversee the appointment procedure for all staff.
- 🔊 To consider recommendations on staff salaries made by the Head Teacher.
- 🔊 To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- 🔊 In consultation with staff, to oversee any process leading to staff reductions.
- 🔊 To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- 🔊 To act as “first committee” for formal disciplinary or complaints hearings.
- 🔊 To inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- 🔊 To review the PIC (person in control) handbook and monitor regularly.
- 🔊 To advise the Governing Body on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation. The Head Teacher 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 Head Teacher would normally be expected to consult the committee Chair at the earliest opportunity.
- 🔊 To oversee the preparation and implementation of contracts.
- 🔊 To ensure that the Governing Body'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.
- 🔊 To establish and keep under review an Accessibility Plan
- 🔊 To ensure that the School operates within the requirements of Plymouth City Council's Scheme for Financing Schools.
- 🔊 To ensure there are robust and appropriate systems of internal financial control.
- 🔊 To establish a three year budget plan, based on the best available information, taking into account the agreed priorities of raising standards and attainment through the School Development / Improvement Plan.

- 🔊 To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of raising standards and attainment.
- 🔊 To make decisions in respect of the service level agreement / buy back with the Local Authority (Services 4 Schools) including a review of the School's insurance requirements.
- 🔊 To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher or Performance Management Group.
- 🔊 To consider relevant aspects relating to Health & Safety of the school premises.
- 🔊 To approve revenue and capital expenditure in accordance with the local scheme of delegation (see Finance Policy) ensuring that value for money has been secured.
- 🔊 To monitor the income and expenditure throughout the year of all revenue and capital funds against the annual budget plan using the budget monitor report produced by SIMS.
- 🔊 To receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- 🔊 To report to the Governing Body any significant anomalies in the performance of the School against the annual budget plan including the year end carry forward.
- 🔊 Subject to the local scheme of delegation (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- 🔊 To priorities funding necessary to deliver the curriculum.
- 🔊 To review and adopt any policies as delegated by the Full Governing Body
- 🔊 To receive, and where appropriate, respond to all audit reports.
- 🔊 To review comparative financial statistics obtained from the Department of Education benchmarking website and presented by the Local Authority.
- 🔊 To receive a report on how the use of resources has improved.
- 🔊 To receive a report from the Head Teacher following the annual inspection of the School assets as recorded in the asset registers / inventories.
- 🔊 To report to the Governing Body termly on the expenditure of Pupil Premium and PE & Sport Funding.
- 🔊 To annually review and monitor the School's SFVS SCHOOL FINANCIAL VALUE STANDARD for submission to the Local Authority by 31 March.
- 🔊 To annually review Governors' competencies in regard to continued professional development.
- 🔊 To receive and respond on any comments made by the Local Authority as stated in the SFVS SCHOOL FINANCIAL VALUE STANDARD
- 🔊 To receive reports from other committees that may have financial implications on the operation of the school.

Non-public funds

- 🔊 To receive reports and monitor the income and expenditure throughout the year.
- 🔊 To appoint an external auditor of these funds.
- 🔊 To receive the annual statement of accounts of these funds.
- 🔊 To receive and respond to the audit report on these funds.