

Terms of Reference for School Board of Governors

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Reviewed September 2016

General Responsibilities/Objectives:

In addition to those delegated responsibilities set out below, each Board of Governors will undertake any other responsibilities as delegated to them by the governing body on an ad hoc basis.

In undertaking these responsibilities the Board of Governors will be mindful of the spirit of co-operation and collegiality upon which the school is built, the success of the school being paramount.

All members of the Board of Governors will accept responsibility for good communication within the group, with other Board of Governors of the Governing Body and with the full Governing Body.

A review of the efficiency and effectiveness of the Board of Governors will be undertaken annually.

The review will include an examination of the Board of Governor performance against the targets set in the Board of Governors work plan. Key issues will be reported to the full Governing Body.

Meetings:

The Board of Governors will meet at least once per term.

In order to facilitate maximum attendance at the meetings, an annual schedule of meetings will be established.

Meeting Procedures:

School Governance Regulations govern the procedure of the Board of Governors.

- The agenda and any paperwork for a meeting of the Board of Governors should be received by members at least five days in advance of the meeting, except in a case of urgency. If the paperwork forms part of a presentation, this can be presented at the meeting but adequate time should be allowed.
- Receive Headteacher Termly Report
- Develop the SDP
- To contribute to strategic planning within the school, and to recommend the School Improvement/Development Plan to the full Governing Body
- To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Improvement/Development Plan and report to the full Governing Body
- To agree the Governing Body's formal monitoring arrangements in respect of the plan and report progress to the Governing Body at least termly
- To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body
- To recommend the annual targets for pupil achievement to the Governing Body

The Chair of the Board of Governors will be elected for a four year term.

The Chair of the Board of Governors will have a casting vote if the Chair is a school Governor.

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Membership and Attendance:

There shall be at least 5 members of each Standing Committee.

Attendance at the meetings will be noted in the minutes of the Board of Governors meeting. If a member does not attend two consecutive meetings this is to be reported to the next full Governing Body meeting.

Quorum and Voting:

The quorum for the standing committees is three governors.

All members who are members of the Governing Body shall have voting rights.

Clerk to the Board of Governors / Standing Committees

The Board of Governors/GB will nominate a clerk or note taker (from amongst its membership for each meeting.) The Headteacher may not clerk the Board of Governors.

Board of Governors Action Plan:

The Board of Governors will establish a three-year review cycle within which the responsibilities set out below will be managed.

Responsibility for Coordination between Standing committees:

The Chair of the Board of Governors is responsible for referring particular subjects or issues to other Board of Governors for their consideration where appropriate.

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Standing committees:

Accountability to Governing Body:

Each Standing Committee will:

Receive and review reports in connection with the School Evaluation Form (SEF) relating to the Board of Governors areas of responsibility.

Report to the full Governing Body by separate report or presenting minutes or draft minutes to the next meeting of the Governing Body.

Determine any other matters referred to the Standing Committee by the Governing Body.

The Governing Body is able to make decisions concerning any of the specific areas of responsibility delegated to the Standing Committee. The standing committees will act on and implement any decisions made by the Board of Governors Body.

School Standing Committees will:

- consider Millfields policies and processes and ensure these are practical and workable
- feedback recommendations and good practice to the Board of Governors
- provide support and challenge to their areas of responsibility
- have oversight and delegated authority (for the areas outlined below except where it is a statutory requirement for a decision to be ratified by the full Board of Governors)

Link Governors :

Reports to focus on school role and targets. The role is to review how planning is completed, and audit and measure how progress is measured and assessed, where we capture lessons learned – share best practice etc.

Resources:

Chair, Vice Chair, Chair of governors, Head, Safeguarding, Staff Representative, Chair Children's Centre

1. Financial Performance

- i. In consultation with the Headteacher, the Resources committee will review the first formal budget plan of the financial year
- ii. Establish and maintain an up to date 3 year financial plan
- iii. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- iv. Approve the allocation of new, unallocated, or surplus funds and/or the virement (transfer) of funds between budget headings as outlined in the Financial Procedures for Primary Advantage Federation.
- v. Approve contracts as outlined in the Financial Procedures for Primary Advantage Federation.
- vi. Ensure contracts and tenders are awarded in accordance with Hackney Council's Financial Regulations.
- vii. To ensure that the school operates within the Financial Regulations
- viii. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- ix. To annually review charges and remissions policies and expenses policies.
- x. To make decisions in respect of service agreements
- xi. To make decisions on expenditure following recommendations from other Board of Governors
- xii. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized
- xiii. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher

2. Personnel /Staffing issues

- i. To draft and keep under review the staffing structure in consultation with the Headteacher
- ii. To oversee the appointment procedure for all staff
- iii. To oversee the process leading to staff reductions
- iv. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- v. To make recommendations on personnel related expenditure to the Business Board of Governors/GB

3. Admissions

- i. To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
- ii. To review admissions arrangements and to make recommendations for changes to the governing body

4. Safeguarding

- i. To review the safeguarding policy and the CP policy and make recommendations to the Governing Body
- ii. To ensure the school complies with safeguarding regulations and best practice guidance

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- iii. To nominate a member of the school Board of Governors to be the link Governor for safeguarding

5. Premises

- i. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- ii. To oversee arrangements for repairs and maintenance
- iii. To agree premises-related expenditure
- iv. In consultation with the Headteacher and the Business Board of Governors/GB, to oversee premises-related funding bids
- v. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- vi. To establish and keep under review a Building Development Plan
- vii. To establish and keep under review an Accessibility plan
- viii. To nominate a member of the school Board of Governors to be the link governor for Health and Safety

6. Attendance

- i. To monitor pupil attendance and set targets as necessary

7. Parental and community engagement

- i. To assist the Headteacher in promoting good relationships and communication with parents and the community
- ii. In respect of Extended Services, to ensure that the needs of stakeholders are monitored and responded to appropriately
- iii. To regularly receive updates on publicity and any related issues as required
- iv. To review the school prospectus
- v. To ensure a complaints procedure is in place and monitored
- vi. To ensure a home-school agreement is in place and monitored
- vii. To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled
- viii. To encourage wider networking with other schools in the local cluster

Curriculum:

Chair, Chair MAG, Chair of Governors, Head, Vice Chair Resources, Teacher Rep

1. Standards, achievement and provision (including the curriculum)

- i. To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- ii. To approve the school's Curriculum Policy and to monitor implementation of changes to the school curriculum in line with national and local guidelines and requirements
- iii. To receive information from the Head and the staff about how the curriculum is taught, evaluated and resourced
- iv. To agree the policies for collective worship, religious education and sex education
- v. To consider curricular issues to make recommendations to the Governing Body
- vi. To make arrangements for the school to be represented at School Improvement discussions (with the LA) and for reports to be received by the Governing Body
- vii. To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- viii. To oversee arrangements for educational visits, including the appointment of a named coordinator and ensure that they are in line with current guidance (link to Health and Safety)
- ix. To agree policy, protocol and timetable for governor visits to the school (link to School Improvement)

2. SEN/Inclusion/Equalities

- i. To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children
- ii. To ensure the needs of looked after children are met through the agreement and review of the relevant policy
- iii. To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)
- iv. To monitor pupil discipline and behaviour
- v. To monitor the SEN policy and make recommendations to the Governing Body
- vi. To monitor the school's equalities policies and report to the Governing Body
- vii. To nominate a member of the school Board of Governors to be the link governor for SEN and inclusion

3. Pupil voice

- i. To engage directly with school council members in order to hear their views
- ii. To consider the range of feedback from pupils and the school council in making decisions about the school
- iii. To nominate a lead member of the school Board of Governors to liaise with the school council

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Millfields Action Group:

Chair, Head, Chair of Curriculum, Chair of Governors, Chair of Resources.

The MAG consists of the Chairs of each standing committee that could serve as a working party that might be required to make (delegated by the governing body) urgent decisions that fall in between meetings. This might include:

1. Conduct:

- i. to scrutinise the data in greater detail than the FGB can achieve. Acts as a steering committee to guide the school forward, especially as we move to Ofsted.

2. School ethos

- i. To review and monitor the impact of the school's ethos and mission statements
- ii. Reviewing changes to policies that have a significant impact and can change on a regular basis. E.g Pay and Appraisal Policies
- iii. Reviewing and agreeing Pay increases as recommended by the Headteacher.
- iv. Reviewing and Agreeing the Headteachers Performance appraisal
- v. Responsibility for Millfields income and expenditure as per the ToR for Financial Performance.