

Full Governing Body - Terms of Reference- Remits of FGB

(The terms of reference for each committee are decided and published in September of each year, together with a schedule of all meetings)

Administration and Governance

1. Changes to the Instrument of Government, including terms of office
2. To decide the arrangements for FGB meetings and additional meetings (legal minimum of 3 per year)
3. To regulate the procedures of meetings, for example code of conduct
4. To publish proposals for alteration, change of category or closure of the school
5. To ensure that the school meets for 380 sessions in a school year
6. Setting the Individual School Range (ISR)
7. Decision to federate or form joint committees with other schools
8. To consider whether or not to exercise delegation of functions to individuals or committees
9. To appoint a clerk to the Discipline Committee (who is not a governor or head teacher)
10. To publish proposals to alter, discontinue or change category of school

Membership

1. To appoint, suspend or remove governors
2. To appoint and dismiss the clerk to governors
3. To appoint co-opted members (non voting)
4. To elect or remove the chair
5. To elect or remove the vice-chair
6. To appoint link or designated governors, for example performance management child protection and complaints
7. Establishment and membership of committees and their remits, including selection panels for head teacher and deputy head teacher recruitment

Staffing

1. To recruit and ratify the appointment of a new head teacher
2. To recruit and ratify the appointment of a new deputy head teacher and staff on the Leadership spine
3. To determine the arrangements for the appointment of all other staff
4. To recruit and ratify the appointment all other staff
5. To determine dismissal payments/early retirement
6. To suspend and dismiss the head teacher
7. To end the suspension of the head teacher
8. To suspend and dismiss other staff
9. To end the suspension of other staff

Finance

1. To approve the Annual Budget Plan and Best Value Statement
2. To establish the financial limits of delegated authority to enter into commitments and to authorise payments
3. To approve a written description of financial systems and procedures in line with LAs scheme for financing schools
4. To establish the governors' register of pecuniary and business interest and oversee its maintenance
5. To ensure the school is working to the SFVS standards

6. To establish and monitor a governors expenses scheme

Standards

1. To participate in the school self-review process including the review of the governing body effectiveness

2. To approve the School Development Plan

3. To comply with the requirements of the Ofsted Inspection Framework

4. To consider in full any inspection report made by Ofsted , DfE or the LA and ensure they are incorporated in the SDP

5. To receive school improvement information from the school, LA , consultants and Ofsted

6. To be involved in the schools self review statement

7. To set targets for pupil achievement

Standards Committee: Terms of Reference

The Committee will:

- Meet at least once each term
- Operate with a quorum of at least 3 governors
- The Chair of Committee with the COG and Head will ensure that for each meeting an agenda is prepared and minutes are produced and circulated
- The Chair will report key issues which need to be brought to the attention of the FGB to the next meeting of this group

Remit

Curriculum/Provision

1 To review monitor and evaluate the curriculum offer. Including:

- Ensuring the curriculum meets statutory requirements (inc Sex Ed and RE)
- Ensuring that all pupils have equal opportunities
- Any disapplication's
- A curriculum policy Including the statutory curriculum statement placed on the school website
- Advising the Resources Committee on the relative funding priorities necessary to deliver the curriculum

2 To ensure that the requirements of pupils with SEND are met. Receive termly reports from the SENCO/person with responsibility for SEN and SEN governor

3 To work with the head to decide on how pupil premium and pupil premium plus is spent and to monitor its impact

4 To adopt and review the Home School Agreement

5 To oversee arrangements for educational visits including the appointment of a named coordinator

Standards

1. To monitor and evaluate rates of progress and standards. Including:

- achievement of all pupils
- any underachieving group and vulnerable groups e.g. Pupil Premium and PP+ .ethnicity
- ensure all learning needs have been identified and addressed and to evaluate their progress and achievement
- the impact of quality of teaching on rates of progress and standards
- Identifying and celebrating pupil achievement

2. To monitor:

- pupil attendance

- school exclusions
- Admissions

Monitoring

1. To set priorities for improvement and monitor and evaluate the impact of:
 - the School Development Plan which relates to the committees area of operation
 - KPIs to track progress toward the school vision
2. To recommend for approval by FGB the :
 - Self-Evaluation Form
 - School Development Plan
 - Targets for improvement
3. To develop and review policies identified in the policy review schedule in accordance with its delegated powers
4. To monitor the schools publicity, public presentation and relationships with the wider community

Leadership and Management

1. To monitor and evaluate the effectiveness of leadership and management
2. To establish and oversee the school appraisal policy, including arrangements and operation of the school appraisal procedures for the headteacher
3. To agree and monitor a training strategy for teachers, support staff and governors including:
 - Monitoring the impact of CPD on improving staff performance
 - Receiving the annual report on CPD
 - Ensuring a CPD budget is established

Resources Committee - Terms of Reference

The Committee will:

- Meet at least once each term
- Operate with a quorum of at least 3 governors
- The Chair of Committee with the COG and Head will ensure that for each meeting an agenda is prepared and minutes are produced and circulated
- The Chair will report key issues which need to be brought to the attention of the FGB to the next meeting of this group
- Take responsibility for the monitoring of policies as allocated in the policy schedule

Remit

Policy and Planning

1. To review adopt and monitor financial policy which includes schemes of delegation, budgetary adjustments, contract, quote and tendering arrangements
2. To review, adopt and monitor all additional financial policies including charging and remissions
3. To establish and maintain a (three year) financial plan taking into account priorities of the school development plan, roll projection, signals from central government/LA regarding the budget
4. Draft and propose to the FGB for adoption an annual budget
5. To make decisions in respect of the SLA
6. To determine Insurance arrangements
7. Monitor the assets register

Pay and Staffing

1. Ensure the school is staffed sufficiently for the fulfilment of the school's development plan and the effective and safe operation of the school
2. To ensure that staffing procedures , including recruitment procedures follow current equalities legislation, conform to safer recruitment practices and review these processes as necessary
3. To establish and implement a pay policy for all staff. Including:
 - Appoint a pay committee
 - Determine honorarium payments and temporary pay enhancements
 - Consultations with staff to oversee the process leading to staff reductions
4. To be responsible for the administration of the pay policy including:
 - annual salary reviews.
 - ensure that sufficient money is put to one side for possible pay progressions as set out in the Pay Policy and as recommended by the Head
 - hearing appeals made by staff in relation to pay progression
5. To monitor approved procedures for staff discipline and grievances and ensure staff are kept informed of these. Hear appeals in relations to this

Monitoring

1. To monitor income and expenditure throughout the year of the delegated and devolved funds against the budget plan
2. Ensuring all expenditure achieves value for money in all that we do. Where possible comparing expenditure with the comparison data on the DfE site
3. To receive at least termly budget monitoring reports. Reporting back to FGB to alert them of potential problems or significant anomalies at an early date and ensuring that committees have the information they need to perform their duties
4. Approve any budgetary adjustments in response to evolving requirements
5. To approve the writing off of irrecoverable debts, and the disposal of surplus and damaged equipment
6. Review, complete and submit the SFVS. Undertake any remedial action identified as part of the SFVS
7. To set priorities for improvement and monitor and evaluate the impact of:
 - the School Development Plan which relates to the committees area of operation
 - KPIs to track progress toward the school vision
8. To develop and review policies and procedures identified in the policy review schedule in accordance with its delegated powers. Including H and S and Accessibility, staff discipline, grievances

Premises

1. To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including health and safety. Informing FGB of the proposed order of priorities for maintenance and development for the approval by FGB
2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying issues
3. To arrange professional surveys and emergency work as necessary
4. To create where necessary a project committee to oversee major developments
5. To establish and keep under review an Accessibility Plan, Building Development Plan.
6. To monitor income from sales of assets