



## **TERMS OF REFERENCE – FULL GOVERNING BOARD (FGB)**

### **Membership:**

- Total of 12 Governors (as per Instrument of Government), this includes the Headteacher

### **Quorum:**

- The quorum for a meeting of the Governing Board and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the Governing Board

### **Remit:**

- To agree constitutional matters, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new Governors where appropriate
- To hold at least three Governing Board meetings per year
- To appoint or remove the Chair and Vice-Chair
- To appoint or remove a Clerk to the Governing Board
- To establish the committees of the Governing Board and their terms of reference
- To suspend or remove a Governor
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals (as set out in the Scheme of Delegation) and review annually
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary
- To approve the first formal budget plan of the financial year



- To keep statutory policy ratification under review, delegating approval to Committees where appropriate
- To review the School Development Plan
- To instigate and approve the Strategic Development Plan
- To abide by the Code of Conduct for Governors
- To consider standards and other matters relating to the school's curriculum, including statutory requirements
- To have an overview of curriculum development
- Monitor the school's website, publicity, social media, presentation and relationship with the wider community
- Ensure the website is compliant
- Annually review, adopt and monitor the Admissions Arrangements Policy
- Annually appoint a Link Governor with oversight responsibilities for Safeguarding within school. Ensure the specification for the post is reviewed and agreed. Ensure termly reports are made to FGB
- Annually appoint Link Governors to take a leading role in specific areas of provision, e.g. SEND, Pupil Premium, ARC, English and Numeracy etc. and ensure they report regularly to the FGB

### **Review**

- These Terms of Reference will be reviewed annually in the Autumn term

**September 2023**



## **TERMS OF REFERENCE - RESOURCES COMMITTEE**

### **General terms**

- To act on matters delegated by the Full Governing Body (FGB)
- To liaise with other committees & Link Governors as required
- To contribute to the Strategic Development Plan (SDP)
- To consider safeguarding and equalities implications in all work

### **Quorum**

- Three Governor members of the committee or agreed Governor substitutes constitute the quorum. The Headteacher must sit on this committee
- A meeting will not be quorate if members of staff, regardless of their Governor category, are in the majority

### **Meetings**

- Shall be termly – three per annum, unless otherwise advised to FGB by committee Chair
- Meetings are not open to the public, but minutes will be made available if requested, once approved
- The Chair and members will be elected annually at FGB AGM – in case of absence of Chair at a meeting, an acting Chair will be agreed
- Minutes will be taken by the Clerk to the Governing Board or an agreed substitute
- Draft minutes will be circulated with the agenda for the following FGB, at which the Chair or acting Chair will report and answer questions
- Any decisions taken must be determined by a majority of votes of Governor committee members present.



### **Financial Policy and Planning – the committee shall**

- Review, adopt and monitor Finance Policy including local scheme of delegation for spending and budgetary adjustments for committee, Headteacher and other staff.
- Review, adopt and monitor all other finance policies, as listed in the Policy Review Schedule, including Charging and Remissions
- Establish and maintain a 3-year finance plan which accounts for SDP priorities, rollover projections and local/national changes
- Ensure Pupil Premium and PE & Sports Premium funding is used correctly and assess impact via
  - appointment of a dedicated Link Governor,
  - termly report from Headteacher
  - annual report from Link Governor to FGB
  - production of annual statement by Headteacher for presentation to FGB and inclusion on website
- Draft and propose annual school budget to FGB
- Make service level agreement decisions
- Ensure funds are set aside for agreed pay awards

### **Financial Monitoring – the committee shall**

- Monitor income and expenditure of all delegated and devolved funds
- Receive termly budget reports from School Business Manager and Headteacher
- Report back to FGB, including any potential concerns/anomalies termly
- Liaise with other committees and provide information to improve effectiveness and efficiency
- Subject to local scheme of delegation, approve any required budgetary adjustments
- Review, complete and submit the Schools Financial Value Standard (SFVS); undertake any remedial action identified; receive and act upon any issues identified by local authority
- Monitor income and expenditure of the Autism Resource Centre



### **Premises – the committee shall**

- Provide support/guidance for FGB and Headteacher on all premises matters including Health and Safety.
- Ensure an annual premises and grounds inspection is conducted and reported to the FGB.
- Inform FGB of priorities for maintenance and development so decisions can be made
- Arrange professional surveys and emergency work – Headteacher is authorised to act independently if delay would cause significant risk but must report to Chair asap.
- Create project committees for any significant project e.g. a new building
- Establish and review the Accessibility Plan and Building Development Plan
- Review, adopt and monitor the Health and Safety Policy
- Ensure the FGB responsibilities under the Environmental Protection Act are discharged

### **Staffing – the committee shall**

- Ensure the school is sufficiently staffed to fulfil the SDP and effectively operate the school
- Establish, review, adopt and monitor the Pay, Performance Management and capabilities Policies for all staff including the Headteacher
- Ensure all staffing procedures fulfil Equalities legislation requirements
- Annually review relevant policies and make recommendations to FGB for approval
- Monitor and review staff CPD and associated funding
- Have the authority to end suspensions of staff other than HT; recommend dismissal payments/early retirements to FGB
- Approve and set up a Governor expenses scheme

### **Review**

- These Terms of Reference will be reviewed annually in the Autumn term

**September 2023**



## **TERMS OF REFERENCE - PAY COMMITTEE**

### **General terms**

- Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the Performance Management Policy and Pay Policy has been consistently and robustly applied
- To consider any applications from teaching staff to progress to Upper Pay Range (UPR)
- Decide the School's approach towards the exercising of pay discretions
- Comply with all statutory and contractual obligations
- Approve the appraisals and pay recommendations for the Headteacher
- Report to the FGB all decisions taken within the powers delegated to the Committee
- Review and recommend appropriate training and development activities in respect of the above

### **Membership**

- The Pay Committee shall consist of not less than 3 Governors. The Headteacher and the Bursar will be advisors to the Pay Committee. The Committee members must not include any Staff Governors.
- Other members of the FGB may attend meetings of the Committee, on invite by the Chair, and may contribute to discussions on matters under consideration.
- Only full members of the committee, as approved by the FGB, shall have the right to vote on any resolution placed before the committee. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the FGB

### **Quorum**



- Three Governor members of the committee or agreed Governor substitutes constitute the quorum

## Meetings

- The Committee shall meet at least once a year following receipt of pay recommendations from the Headteacher, and feedback from the Headteacher Appraisal panel
- The Chair of the Committee shall be elected annually at the first meeting of the FGB in the Autumn term
- The agenda and supportive documentation for the meeting shall be distributed at least seven days before the meeting

The **Headteacher** will have delegated powers from the Pay Committee to:

- Ensure that pay recommendations for the deputy Headteacher and classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme. Advising the Pay Committee on any outcomes from the job evaluation scheme
- Ensuring that staff are informed of the outcome of decisions of the Pay Committee and their right of appeal

The **Appeals Committee** of the FGB is responsible for:

- Taking decisions on appeals against decisions of the Pay Committee in accordance with the terms of the appeal procedure

## Review

- These Terms of Reference will be reviewed annually in the Autumn term

**September 2023**



## **TERMS OF REFERENCE - TEACHING AND LEARNING COMMITTEE**

### **General terms**

- To act on matters delegated by the FGB
- To liaise with other committees/specialist Governors as required
- To contribute to the Strategic Development Plan (SDP)
- To consider safeguarding and equalities implications in all work

### **Quorum**

- Three Governor members of the committee or agreed Governor substitutes constitute the quorum. The Headteacher or Deputy Headteacher must attend this committee
- A meeting will not be quorate if members of staff, regardless of their Governor category, are in the majority.

### **Meetings**

- Shall be termly – three per annum, unless otherwise advised to FGB by committee Chair
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- Any decisions taken must be determined by a majority of votes of Governor committee members present





### **Curriculum Planning and Delivery- the committee shall**

- Review, monitor and evaluate the curriculum offer
- Recommend for FGB approval the SEF, SDP and improvement targets
- Develop and review policies in accordance with delegated powers
- Ensure requirements for Special Education Needs and Disabilities (SEND) are met via:
  - appointment of a dedicated Link Governor,
  - termly report from Headteacher/SENDSCO
  - annual report from Link Governor to FGB
- Ensure sufficient school visits are made by Governors to monitor curriculum issues

### **Assessment, Data and Improvement – the committee shall**

- Monitor and evaluate the effectiveness of Leadership and Management
- Monitor and evaluate the Quality of Teaching on rates of pupil progress and standards of achievement
- Monitor and evaluate the impact of CPD on improving staff performance
- Set priorities for improvement, and monitor and evaluate the impact of curriculum-oriented improvement plans
- Review and develop the Assessment Policy to ensure effective operation
- Ensure all children have equal opportunities
- Advise the Resources Committee on relative funding priorities for curriculum delivery
- Monitor the effectiveness of the Behaviour policy
- Review and monitor the curriculum, pupil progress & attendance of the Autism Resource Centre
- Review and monitor pupil attendance data



### **Engagement – the committee shall**

- Identify and celebrate pupil and staff achievements
- Oversee arrangements for educational visits, including the naming of the coordinator
- Ensure all statutory requirements for reporting and publishing information are met
- Review and monitor a Code of Conduct for parents and visitors
- Actively encourage and promote Governor attendance at parent events

### **Review**

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**September 2023**