

Full Governing Body

CHAIR:

VICE CHAIR:

Terms of Reference

Strategic Leadership and Accountability:

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree virement and expenditure limits for the Headteacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Governors business interests.

- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board.
- Appoint/dismiss the Clerk to the Governing Body.

Compliance and Evaluation:

- Consider business provided by Local Authority and other sources
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements.

Teaching and Learning Committee

CHAIR:

Terms of Reference

- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LEA curriculum statement and statutory obligations regarding the National Curriculum
- In Collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced
- Curriculum/performance review including target setting and monitoring mechanisms
- To review the policy and provision for sex education and to make recommendations where necessary
- To review the policy and provision for collective worship and RE and make recommendations where necessary
- To monitor and review information about performance and reporting to parents accordingly to statutory requirements
- To contribute to the School Development Plan
- To work alongside Headteacher and ensure that standards of teaching and learning are as good as they can be
- To monitor the quality of teaching through evaluating and assessing teacher performance
- To ensure that safeguarding procedures are effective and up to date and in line with new procedures

MEETINGS: Once each term

Achievement and Attainment Committee

- Monitor Pupil Premium spending and impact
- To contribute to the development and monitoring the School Improvement Plan and the SEF
- Promoting an ethos that encourages participation in competitive sport both within the school and between schools.
- Monitor Sports Premium spending and impact
- Set attendance targets and monitor the school's performance against these targets
- To maintain focus and pupil premium and disadvantaged pupils and ensure everything is done to close the gap with other pupils

MEETINGS: Once each term

Finance and Premises Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Governing Body).

Finance:

- In conjunction with the Headteacher to draft and propose the first formal budget plan of the financial year for approval by the full Governing Body.
- Establish and maintain an up-to-date three year financial plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the budget position statement to identify and address any anomalies from the anticipated position and report termly to the full Governing Body.
- Review and monitor outstanding debts and action taken.
- Review and monitor Direct School Meals Provision by income and expenditure statements.
- Review the year end outturn report.
- Monitor and approve virements and expenditure over the Headteacher's delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Approve annually the Schools Financial Value Standard (SFVS) submission prior to the 31 March deadline and monitor the implementation of any identified actions.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Body by review of an audited annual statement of income and expenditure.
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium, Year 7 Catch-Up Premium.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from contracts and lettings; oversee the use of premises by outside users.

- Where necessary, monitor and review Wrap Around Care provision including review of annual income and expenditure statements where applicable.
- Ensure all appropriate insurances are in place.
- Annually review and approve the school's Financial Procedures Manual.
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money.
- Make decisions on expenditure following recommendations from other committees.
- Ensure pay decisions can be appropriately funded.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.

Premises:

- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Headteacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan.
- Monitor data on accidents and incidents.

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or a pecuniary interest

VIREMENT AND EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
<p>Limit set for Headteacher without prior written approval of Chair of Governing Body</p> <p><i>Where the cumulative effect of multiple virements on the same budget heading exceeds this limit, details are to be reported to the next Finance and Premises Committee meeting for information and retrospective approval</i></p>	£3000	Any items of expenditure up to	£5000
<p>Limit set for Headteacher with approval from Chair of Governors</p> <p><i>A log of these approvals will be maintained and details reported to the next Finance and Premises Committee meeting.</i></p>	£3000 to £5000	Above this limit if item was previously notified to the Governing Body.	
<p>Prior Finance and Premises Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance and Premises Committee at the earliest opportunity.</p>			

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedures Rules (January 2014) for quotations i.e. quotations or tenders to be invited from capable contractors based on the likely value of the procurement over its lifetime:

- Between £500 and £5000 at least one quotation
- Between £5001 and £50,000 at least three quotations
- Over £50,000 full tender exercise

Pupil Discipline Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Consider representations from parents/carers in the case of fixed term exclusions in line with statutory guidance.
- Consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination in line with statutory guidance.

MEETINGS: held as necessary

QUORUM: 3

DISQUALIFICATIONS: prior knowledge; any Governor whose child is involved

First / Pay Review Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Report to the Finance and Premises Committee on pay review related expenditure.
- Consider any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Deal with matters relating to staffing reductions.

MEETINGS: at least annually

QUORUM: 3

DISQUALIFICATIONS: Headteacher; Chair of Governors (if have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions)

Appeals Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Consider any appeal against a decision made under the personnel procedures adopted by the Governing Body.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.
- Consider complaints against the school in accordance with the agreed school Complaints Procedure.

MEETINGS: as and when required.

QUORUM: Must have at least the same number of Governors as were present at the original hearing.

DISQUALIFICATIONS: Headteacher; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)

Headteacher's Performance Review Committee

LEAD GOVERNOR:

Terms of Reference

- Set, with the support of the External Advisor (EA) or Education Development Partner (EDP) Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives.
- Review, with the support of the External Advisor (EA) or Education Development Partner (EDP) achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's annual pay progression.

MEETINGS: Autumn Term plus monitoring meetings

DISQUALIFICATIONS: Headteacher and staff

Personnel Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP).
- Oversee the recruitment and selection procedures for all staff.
- Make recommendations to the Finance and Premises Committee on personnel-related expenditure.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Appraisal, Whistleblowing, Recruitment and Selection).
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Review the Single Central Record to ensure compliance with current statutory guidance.
- Approve the Staff Code of Conduct and ensure all staff are aware.

MEETINGS: at least annually

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or pecuniary interest; any Governor whose spouse/partner is involved

Delegation to the Headteacher

School Staffing (England) Regulations 2009

The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Appointments:

Governing Body delegates to the Headteacher responsibility for the appointment of:

- Supply cover and temporary non-teaching appointments

Dismissals:

Governing Body delegates to the Headteacher responsibility up to and including first written warning:

- All staff other than Headteacher
- Headteacher to a committee of the Governing Body