

## **Bowburn Primary School**

### **Full Governing Board**

**CHAIR: Mr S Davidson**

**VICE CHAIR: Councillor J Blakey**

#### 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 Board.

#### 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.

## Finance and Premises Committee

### Terms of Reference

- Elect Chair

#### 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 Board.
- 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 capital and revenue budget position statements 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.
- Review Related Party Transaction Register.
- Monitor the implementation of any identified actions in the SFVS submission.
- Confirm management arrangements for the Private School Fund and nominate an officer to administer the fund (Treasurer).
- Appoint an Auditor for the Private School Fund.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Board and receive 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.
- Oversee use and monitor impact of the Early Years Premium, Pupil Premium, PE and Sports Premium, Catch-Up Premium and Recovery Premium
- 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 Extended 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 for example collaborative working arrangements with other schools and/or bodies to ensure value for money.
- 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.
- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

#### 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 Board of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Board.
- 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		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair of Governing Board  <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>	£5000	Any items of expenditure up to	£5000
Limit set for Headteacher with approval from Chair of Governors  <i>A log of these approvals will be maintained and details reported to the next Finance and Premises Committee meeting.</i>	£5000  To  £10,000	Above this limit if item was previously notified to the Governing Board.	
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.			

**NOTE:**

Any goods/services purchased and works to be carried out are subject to the latest Durham County Council Contract Procedures Rules as published on the School's Extranet.

## Curriculum and Standards Committee

### Terms of Reference

- Elect Chair

Strategic direction and statutory areas:

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
  - SEF
  - School Improvement Plan
  - Targets for school improvement including SSG where appropriate
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. RHSE and pupil discipline/behaviour).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act, most recent KCSIE updates and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor.
- Ensure the SEND Policy is monitored and reviewed regularly and that the policy is known to parents/carers.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Where necessary ensure that the 14-19 curriculum is broad-based and provides vocational training as well as academic qualifications.
- Where necessary ensure that all pupils have access to independent careers advice.

### Curriculum and Improvement

- Monitor and evaluate the effectiveness of leadership and management in relation to curriculum design, implementation and impact.
- Monitor and evaluate the effectiveness of curriculum design
- Monitor and evaluate the school's own assessment of the impact of the curriculum for all groups of pupils to include Reading in all key stages
- Monitor and evaluate the quality of education and the impact of the curriculum including RHSE
- Monitor and evaluate the impact of continuing professional development on improving staff performance
- Monitor and evaluate provision for all groups of vulnerable children e.g. children looked after and children in need and ensure all their needs have been identified and addressed.
- Monitor and review impact of Pupil Premium, Sports Premium, Early Years Premium, Catch Up / Recovery Premium.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Ensure all children have equality of opportunity.

- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of RHSE.

#### Behaviour, Development and Well-Being:

- Ensure the school is fulfilling its responsibilities regarding safeguarding and child protection and the requirements of 'Keeping Children Safe in Education'
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Monitor and review data on behaviour, bullying, peer on peer abuse, attendance, suspensions and exclusions.
- Ensure school is fulfilling its responsibilities with regards to pupils accessing alternative provision.
- Ensure that adequate provision is made for pupil transition.

#### Engagement:

- Monitor the school's publicity, public presentation and relationships with parents/carers and the wider community.
- Identify and celebrate pupil achievements.
- Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits including overnight stays.
- Ensure all statutory requirements for reporting and publishing information are met.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Ensure the school works well with its community, parents and other schools.

**MEETINGS:** at least termly

**QUORUM:** 3

**DISQUALIFICATIONS:** None

## **Pupil Discipline Committee**

### Terms of Reference

- Elect Chair
- Consider representations from parents/carers in the case of suspensions in line with statutory guidance.
- Consider the appropriateness of any permanent exclusion or any suspension where one or more suspensions 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**

### Terms of Reference

- Elect Chair
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy and School Teachers Pay and Conditions Document (STPCD) when carrying out the annual review of teachers' salaries.
- Consider any requests made in accordance with HR policies e.g. leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under HR procedures adopted by the Governing Board e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Lifting of Headteacher's suspension (lifting of all other staff suspensions delegated to the Chair of Governors).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.

**MEETINGS:** at least annually

**QUORUM:** 3

**DISQUALIFICATION:** 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

### Terms of Reference

- Elect Chair
- Consider any appeal against a decision made under the HR policies adopted by the Governing Board.
- 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 complaint under Stage 2 of the school's 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

### Terms of Reference

- Set, with the support of the External Advisor / Local Authority Adviser, the Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives and hold interim review meetings.
- Review, with the support of the External Advisor / Local Authority Adviser achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's performance and annual pay progression (where eligible).

**MEETINGS:** Autumn Term plus monitoring meetings

**DISQUALIFICATIONS:** Headteacher and staff

## Personnel Committee

### Terms of Reference

- Elect Chair
- 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.
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Ensure that regular monitoring of the Single Central Record is undertaken and that it is up to date and compliant with current statutory expectations. Ensure that the school's policy on safeguarding and child protection is compliant with the most recent KCSIE guidance and LCSB expectations.

**MEETINGS:** at least annually

**QUORUM:**

**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 Board delegates responsibility for the appointment of:

- Permanent teaching staff posts – Headteacher and one or more Governors
- Permanent support staff posts – Headteacher and one or more Governors
- Temporary staff - Headteacher

### **Dismissals:**

Governing Board delegates to the Headteacher responsibility in line with the delegation in school HR policies.

Governing Board delegates to the Headteacher responsibility up to and including first written warning.

Delegates to First/ Pay Review Committee responsibility for final written warning/ dismissal of :

- All staff and Headteacher