

Whittonstall and Broomley First Schools Federation



Governing Body Terms of Reference 2018/19

Whittonstall & Broomley First Schools Federation – Terms of Reference

Agreed June 2016 (Reviewed December 2018)

Teaching & Learning Committee – Terms of Reference

Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The Quorum must be three governors

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

CURRICULUM DUTIES

Annually review the Curriculum Policy for approval by the governing Body.

Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.

Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.

Advise the Governing body on arrangements required for pupils with special educational needs.

Consider complaints relating to the curriculum and to advise the governing body (Hearing Body)

SCHOOL IMPROVEMENT DUTIES

Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas.

Analyse data relating to the school's performance and to agree targets for pupil achievement.

Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.

Succession Planning.

POLICY REVIEW DUTIES

Undertake a cyclical review of the following school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.

Policies include, but are not restricted to:

- **Curriculum Policy**
- **Marking Policy**
- **Behaviour, Attendance & Discipline**
- **Food In School**
- **Sex Education**
- **Leave of Absence**
- **Safeguarding / Child Protection Policy and Procedures**
- **Anti Bullying**
- **Complaints Policy**
- **SEND Policy**
- **Accessibility Plan**
- **Supporting pupils with medical conditions**
(**Admissions arrangement** follow standard NCC policy)

APPEALS

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and staff salaries (Appeals Panel).

[Hear admissions appeals (Appeals Panel).- Aided/Foundation Schools only]

DELEGATION TO THE HEAD TEACHER

Day to day management of the school.

Casual staff appointments.

Temporary appointments to maintain the delivery.

Arrangements for the termination of staff contracts.

To annually determine staff salaries in accordance with the school's pay policy.

Application & administration of all policies as agreed by the governing body.

Day to day financial management of the school plus:

Virement between expenditure codes

Virement between income codes

Disposition of additional SEN funding (in year charges)

Virement from contingency up to **(£2,000)** in any instance.

RESOURCE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a hearing Body this will have only three Governors.

Quorum: The quorum must be three governors.

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

FINANCIAL DUTIES

Set the annual budget for the school.

Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.

Authorise the virement of funds between budgets and inform the County Council.

Agree authorisation and approval / virement limits as set out in the Financial Procedures Handbook.

Approve arrangements for the audit of funds received other than from the L.A.

Advise the governing body on any matters arising from the audit of the school's accounts.

Monitor the budget and to advise the governing body as necessary on financial matters.

Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.

Authorise signatories for the school bank account.

Determine the levels of charges for lettings.

Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.

Further reviews:

- **Pupil Premium / Sports Premium – for website publication**
- **Schools Financial Value Standard (SFVS)**
- **Best Value Statement**
- **Financial Procedures Handbook**
- **Annual review of audited school fund / voluntary funds**

Advise the governing body on any issues arising from financial matters.

POLICY REVIEW DUTIES

Undertake a cyclical review of the following school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.

Policies include, but are not restricted to:

- **Charging & Remissions**
- **Governors Allowances**
- **Lettings Policy**
- **Health & Safety Policy**
- **Data Protection**
- **Freedom of Information**

PREMISES DUTIES

Make arrangement for governors to inspect federation premises on a regular basis;

Make recommendations to the governing Body on capital works and improvements;

Prepare an annual programme of repairs, maintenance and decoration;

Agree level of maintenance services the federation will buy from service providers;

Recommend a hiring/lettings policy to the governing body and oversee its implementation;

Security of the school premises and fire safety measures, including alarm systems and fire drills;

To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.

HEALTH AND SAFETY

To carry out the governing body's responsibilities in relation to Health & Safety, including recommending a draft Health and Safety policy statement to the governing body and providing regular reports to the governing body on the monitoring of health and safety.

Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk.

To carry out the governing body's responsibilities in relation to the security of school premises and equipment.

To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow out the procedures as laid down by the Local Authority's Off-Site Activities guidelines.

PUPIL DISCIPLINE & COMPLAINTS

Review the use of exclusion within the school.

Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

STAFFING COMMITTEE – TERMS OF REFERENCE

Membership: The Panel for the Committee shall consist of four Governors, however when meeting as a hearing Body this will have only three Governors.

Quorum: The quorum must be three governors.

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

PERSONNEL DUTIES/ PAY

Appointments of staff other than the Head (full governing body duty).

Reviewing the staffing structure of the school whenever necessary.

Ensuring that each member of staff has a job description which is reviewed annually, and to ensure that job descriptions are reviewed whenever vacancies arise.

Consider applications from staff for secondments, early retirements, voluntary redundancy etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).

To receive and agree recommendations from the Executive Head Teacher relating to the pay of all members of staff, including that of the Executive Head Teacher and Deputy Head Teachers, in line with legal requirements.

Hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedures (Hearing Body).

POLICY REVIEW DUTIES

- **Teachers' Pay**
- **Capability of Staff**
- **Teachers' Appraisal**

EXECUTIVE HEAD TEACHER'S PERFORMANCE REVIEW

To oversee the work of the governors appointed by the governing body, to carry out its functions relating to the performance review of the Executive Head Teacher.

Agreed: December 2018

Governor Responsibilities:

S.E.N	Helen Greer
Website	Helen Greer
Curriculum	
Early Years	
Child Protection / Safeguarding	Louise Jefferson
Chair of Governors	Catherine Theobald
Vice Chair	Graeme Bruce
Chair of Resources	Graeme Bruce
Chair of Teaching & Learning	Katie Binns
Chair of Staffing	Debbie Judd