



Pirton Hill Primary School

School Values: Expect – Believe – Achieve – Enjoy

Full Governing Body Terms of Reference

Overview:

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review the Terms of Reference at least annually.

The Governing Body has resolved to conduct all its business as a Full Governing Body, and to work with four main Committees; Quality of Education Committee, Resources Committee, Headteacher's Appraisal Panel and Pay Committee.

Purpose:

The Governing Body will take a strategic role, act as a critical friend to the Headteacher, be accountable for its decisions and act in the best interests of the school. They must act in accordance with the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. They must be open about, and be prepared to explain their decisions and actions to interested persons.

Our Governing Body has 4 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction. The Governing Body will regularly review the vision and values of the Governing Body and the school and ensure that these are shared with all stakeholders.
- To hold the Headteacher to account for the educational performance of the school, its pupils and staff. This will be achieved by rigorous monitoring of the School Improvement Plan, staff performance management and pupil data.
- Overseeing the financial performance of the organisation and making sure its money is well spent. The Governing Body will monitor financial data at least 6 times a year.
- Ensuring the voices of stakeholders are heard.

Election:

Governors are elected by Parents, Staff or the Governing Body. The Headteacher will automatically be a Governor by virtue of their office. Nominations and elections will be sought for Parents and Staff Governor posts. The Governing Body will nominate and elect Co-opted, Local Authority and Associate Governors. When a Governor's term of office comes to an end or a vacant post arises, the above processes will be applied.

Membership: 12 Governors (3 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 6 Co-opted Governors). The current membership is outlined in the Governance Membership document. A Chair and Vice Chair will be elected annually. The Governance Clerk will attend. It is optional for Associate Governors to attend the Full Governing Body meetings.

Quorum: One half of the membership of the Governing Body. The majority of Governors in attendance should be non-employees of the organisation. Associate Governors are not included in the quorum of the Governing Body.

Meetings: The Governing Body will meet at least 3 times a year, spread evenly across the year. Should the Chair be unavailable to attend a Governing Body meeting, the vice chair will step up or a temporary chair will be elected for that meeting. Meeting agendas and supportive documents shall be circulated at least seven days in advance of the meeting.

Agenda, Supportive Documentation and Minutes

An agenda for each meeting will include all the tasks which the Governing Body is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting. The minutes of the Governing Body meetings will be shared with all Governors and made available to the public.

The Governing Body will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the Governing Body are satisfied should remain confidential.

Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the Governing Body. Confidential Part 2 Minutes will not be made available to the public.

Voting: Governors will make decisions by voting at Governing Body meetings. Only full Governors are eligible to vote. Associate Governors do not have voting rights. To vote, a voting Governor of the Governing Body must be present at the meeting, in-person or remotely using the meeting video-conference connection. If a Governor has a direct or indirect interest in a matter to be decided by the Governing Body, and this could affect the way they do their duties they must tell the Governing Body and must not vote on the issue. A motion will be passed at a Governing Body meeting where a majority of voting Governors present are in favour of the motion. If there is a tied vote the Chair will have the deciding vote.

Policies and Compliance: The Governing Body will ensure the school has in place all DFE statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. The DFE recommends that all statutory policies are reviewed annually. All in-school and non-statutory policies will be ratified in line with the School Policies Schedule. The School Policies Schedule will be reviewed at every Governing Body meeting and policy reviews will be planned in advance of Governing Body meetings.

School and Governance Improvement:

- To draw up the Instrument of Government and any amendments thereafter.
- To agree constitutional matters, including procedures where the Governing Board has discretion
- To ensure compliance with local and national guidance and regulations.
- To regulate the Governing Body procedures where not set out in law.
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office.
- To approve membership of the Pay Committee annually.
- To elect a Chair and Vice Chair of the Pay Committee at the first meeting in the Autumn Term.
- To approve membership of the Headteacher's Appraisal Panel annually.
- To elect a Chair and Vice Chair of the Headteacher's Appraisal Panel at the first meeting in the Autumn Term.
- To approve membership of the Quality of Education Committee annually.
- To elect a Chair and Vice Chair of the Quality of Education Committee at the first meeting in the Autumn Term.
- To approve membership of the Resources Committee annually.
- To elect a Chair and Vice Chair of the Resources Committee at the first meeting in the Autumn Term.
- To assign Link Governors to monitor the priorities of the School Improvement Plan in line with the Link Governance Guidance at the first meeting of the autumn term.
- To approve role descriptors for the Link Governors, Chair and Vice Chair of the Governing Body, and Governors.
- To encourage Governors to visit the school and to review, adopt and monitor a Governors' Visit Policy and Feedback Procedure.
- To take an active role in both the School and the Governance Self Evaluation, identifying success and areas requiring improvement.
- To update and review regularly the School Profile and School Improvement Plan identifying monitoring opportunities for the Governing Body.
- To update and review regularly the Governance Improvement Plan identifying areas of development.
- To work with the families of its pupils to foster positive home, school and community relationships and to review, at least annually, how the school is regarded by pupils, parents and staff.
- To continue its development as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.
- To monitor the data provided by the school, LA and DfE and ensure necessary action is taken.
- To review admissions arrangements in conjunction with the Local Authority.
- To monitor overall Governance Membership and consider recruitment action to fill vacancies as appropriate.
- To ensure a suitable induction process and mentoring for newly appointed or elected Governors.
- To ensure Governors attend relevant training to continue their effectiveness.

Operational:

- To set a timetable of meetings to ensure at least 3 Governing Body meetings are held each year.
- To elect (or remove) the Chair and Vice Chair to the Governing Body.
- To appoint (or dismiss) the Governance Clerk to the Governing Body.
- To appoint (or remove) LA, Co-opted and any Associate Governors.
- To appoint (or remove) the Headteacher, Deputy Headteacher and Assistant Headteacher.
- To suspend a Governor.
- To decide which functions of the Governing Body will be delegated and to whom and, to review the delegation arrangements annually.
- To receive reports from any pairs or individual to whom a delegation has been made and to consider whether

any further action by the Governing Body is necessary.

- To set up a register of Governors' Business/Pecuniary Interests and Gifts and Hospitality.
- To regularly monitor the attendance of Governors at Governing Body meetings.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To ensure the Governing Body has a Complaints Procedure for Governors and that Governors know how to raise concerns and make a complaint.
- To ensure that the statutory required information is published on the school's website.
- To ensure that the Governing Body complies with all other legal duties placed upon them.

Safeguarding & SEND:

- To ensure Governors confirm they have read, understood and sign the following documents, annually:
 - Safeguarding Policy.
 - DFE Keeping Children Safe in Education.
 - Governor Code of Conduct Policy.
- To monitor provision and access for pupils with Special Educational Needs and disabilities and work closely with the SEND Link Governor.
- To receive a regular report on Safeguarding and ensure Safeguarding is very effective.
- To receive a report outlining the SEND approach, annually.
- To receive a SEND Information Report, annually.

Pupil Discipline and Exclusions:

- To establish a Statement of Behavior Principles on which the school can produce a Behavior Policy.
- To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term. (This may be delegated to the Chair in cases of urgency).
- When required, to approve membership of the Pupil Discipline Committee and the Pupil Appeals Committee.
- When required, to elect a Chair the Pupil Discipline Committee and the Pupil Appeals Committee
- To direct the reinstatement of excluded pupils.

Finance and Risk Management:

- To review and ratify the annual school budget and the three-year Financial Plan, duly considering the School Improvement Plan's priorities.
- To closely monitor and review the school budget, including considerations of medium to long-term planning and resourcing and make decisions on expenditure above the Headteacher's and Resources Committee delegated limits ensuring best value is applied to all spending.
- To ensure that financial monitoring takes place at least six times per year.
- To review earmarked funding reports for Pupil Premium, PE and Sports Premium, Catch Up Premium and any other earmarked grants the school receives.
- To receive the Year End Accounts and reports annually.
- To monitor and respond, as necessary, to any local authority requests for input/consultation on finance related matters.
- To ensure that the school operates within the financial regulations of the appropriate Local Authority Financial Scheme and to annually review the Finance Manual, the Statement of Internal Control and the Schools Financial Value Standard (SFVS).

Human Resources:

- To receive an annual report from the Pay Committee to review the impact of and implementation of pay awards linking to the Pay Policy, Appraisal Policy for Teaching Staff and Appraisal Policy for Support Staff.
- To receive an annual report from the Headteacher's Appraisal Panel to review the impact of and implementation of any pay award for the Headteacher linking to the Pay Policy and Appraisal Policy for Teaching Staff.
- To establish a Governor Panel, when required, to hear staff appeals against dismissal, redundancy or grievances and action, as appropriate, any decisions relating to the outcomes of the Committee meeting.
- To review and agree all recommended HR policies including the Whole School Pay Policy.
- When required, to approve membership of the Staff Discipline Committee and the Staff Appeals Committee.
- When required, to elect a Chair the Staff Discipline Committee and the Staff Appeals Committee.
- To respond as necessary to any local authority requests for input/consultation on personnel related matters.

Equality, Diversity and Inclusion Opportunities:

- To ensure that equal opportunities for all pupils are encompassed within all school policies and procedures, including pupils with English as an Additional Language and those identified as Gifted and Talented and Disadvantaged.
- To consider if governor diversity data reflects the community the school serves and upload a summary document to the school website.

Headteacher's Delegation:

As lead professional, the Headteacher will be responsible for:

- Leading the school towards the set targets.
- Formulating and implementing the policies and
- Discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on them.

The Headteacher will give the Governing Body enough information for the Governors to feel confident that those delegated responsibilities and the Headteacher's own responsibilities, have been met.

The Governing Body will ensure it receives enough information and evidence to allow it to monitor the school's achievements and progress. In addition to information supplied by the Headteacher, other sources of information will include/be obtained through:

- Governor involvement as Link Governors as appropriate.
- Involvement in school events.
- Presentations etc. by members of staff to the Full Governing body.
- Involvement in interview panels for senior leadership positions.
- Critical consideration of data.

The Governing Body shall act as "critical friend" to the Headteacher; that is to say, it will support the Headteacher in the performance of their functions and give them constructive criticism.

Link Governors Delegation:

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

To monitor an identified target of the School Improvement Plan or a statutory function of the Governing Body and report to the Governing Body through an agreed number of visits as indicated on the Link Governor Guidance and Link Governor Monitoring Plan. Other forms of communication such as remote meetings, telephone calls, emails etc. may be substituted for a visit, where appropriate. A visit to the school does not necessarily have to take place during the school's operational times, and could be just effective as a meeting between Governors and lead professionals at the end of the day, as mutually agreed. All Governors should follow the Governor Visits Policy.

Link Governor roles and/or statutory function will be approved by the Governing Body at the first meeting of the autumn term. Link Governors will ensure that the Governing Body receives regular updates on these activities.

Committee Delegation:

The Governing Body has delegated responsibilities to four Committees of the Full Governing Body; Quality of Education Committee, Resources Committee, Pay Committee and Headteacher's Appraisal Committee. Committee Terms of References are reviewed annually by the Governing Body and are accessible through GovernorHub and the School website.

Approved by the Governing Body:

Autumn Term 2024

Next Review Date:

Autumn Term 2025