

Terms of reference

Full Governing Body (at least three meetings per year)

QUORUM: 50% of current membership

1. To determine the strategic direction and vision of the school
2. To monitor and evaluate the performance of the school receiving reports from the headteacher and to hold the headteacher to account
3. To receive reports and ratify recommendations from committees
4. To approve the annual budget and ensure financial probity
5. To consider business tabled by the Local Authority
6. To investigate financial irregularities (if the headteacher is suspected)
7. To agree selection panel for headteacher and deputy head appointment
8. To suspend or end suspension of headteacher
9. To agree the Instrument of Government and any amendments thereafter
10. To elect (or remove) the chair and vice chair
11. To appoint or dismiss the clerk to the governors
12. To appoint and remove community/co-opted governors
13. To set up a Register of Pecuniary Interests
14. To consider whether or not to exercise delegation of functions to committees
15. To review and adopt the Governing Body Delegation Planner
16. To determine the Governing Body procedures (where not set out in law)
17. To review at least once a year the establishment, terms of reference and membership of committees
18. To set the times of school sessions and term/holiday dates (where applicable)
19. To consider the school's Self Evaluation assessments
20. To adopt the Local Authority Financial Regulations
21. To consider risk analysis regularly
22. To review the performance of the governing body and consider training needs
23. To ensure adequate safeguarding procedures are in place
24. To publish proposals to change the category of the school
25. To consider forming a federation or joining an existing federation
26. To consider requests from other schools to join the federation
27. To leave a federation

(The above should be in accordance with the agreed levels of decision making in the Delegation Planner)

Curriculum Committee

QUORUM: 3 members

1. To consider and approve admissions arrangements
2. To assist in the development of the School Improvement / Development Plan
3. To monitor and review pupil and school performance (including RAISEonline)
4. To monitor targets for pupil achievement
5. To monitor and review School Improvement / Development Plan
6. To contribute to school self-evaluation
7. To consider and review policy and practice in:
 - Homework
 - Curriculum matters
 - RE and collective worship
 - Special Educational Needs
 - More Able Children
 - Sex and Relationships Education
 - Equalities and Community Cohesion
8. Receive monitoring and inspection reports from the Achievement Partner, LA, OFSTED or HMI
9. To monitor and review any action plan arising from monitoring and inspection by LA, HMI or OFSTED
10. To review SEND policy and receive report from SENCO
11. To review child protection and Safeguarding policies

Finance and Premises Committee

QUORUM: 3 members

1. To consider and agree the Annual Budget each financial year for formal agreement by the Governing Body
2. To establish and monitor links between the School Improvement / Development Plan and budget taking account of priorities
3. To evaluate the effectiveness of spending decisions linked to the School Improvement / Development Plan
4. To consider longer term financial planning linked to the future needs of the school
5. To ensure school meets its statutory obligations and complies with LA Financial Regulations for Schools (FRFS)
6. To monitor the budget throughout the year
7. To consider relevant contracts including Service Level Agreements (SLA)

8. To monitor the effectiveness of services provided through these SLAs and contracts
 9. To monitor pupil roll and income levels
 10. To review delegated spending limits annually (in line with LA FRFS)
 11. To consider/approve procurement/contracts in line with delegated limits and the LA FRFS
 12. To review charging and remissions policy
 13. To receive information on grants and miscellaneous income
 14. To consider outturn statement
 15. To consider and determine response to any financial matters including consultation on changes to funding formula
 16. To investigate irregularities
 17. To approve and set up an expenses scheme
 18. To ensure appropriate administration and audit of the School Fund
 19. To oversee the submission of the SFVS annually
 20. To consider and ensure best value at all times
 21. To consider financial benchmarking data
 22. To review Financial Procedures Manual
 23. To self-evaluate the financial competencies of governors
 24. To receive any health and safety reports
 25. To ensure health and safety issues are met
 26. To receive reports on condition of buildings and school environment
 27. To agree maintenance work to be done
- (See Appendix 4 for Finance and Premises Committee Responsibility Planner)

Personnel Committee

QUORUM: 3 members

1. To determine staff complement
2. To review staffing structure
3. To receive reports and monitor status of any staffing issues
4. To establish and review annually an Appraisal and Capability Policy
5. To review pay policy

6. To review (1) performance objectives for headteacher (HT PM Reviewers) and (2) pay for headteacher and other leaders (HT Pay Review Group)
7. To review salary scale for the Leadership team
8. To consider pay awards for all staff based on performance (the headteacher should not advise on his/her own pay)

9. To conduct agreed arrangements for recruitment and selection
10. To conduct agreed procedures for capability, discipline, grievance, attendance and welfare issues
11. To conduct dismissal procedures
12. To conduct staff dismissal procedures according to agree policy / procedures and in accordance with delegation planner.
13. To suspend staff (except headteacher)
14. To end suspension (except headteacher)
15. To consider, adopt or adapt LA advice on procedures and practice
16. To approve leave of absence for headteacher
17. To consider requests for leave of absence / early retirement / sabbaticals

Appeals and Complaints Committee

QUORUM: 3 members

The membership is to be established on an ad hoc basis and not include any governors involved in the original decision and be a minimum of 3 governors.

This committee would deal with any appeals (salary reviews, staff grievances, staff dismissals, complaints).

Admissions Committee

QUORUM: 3 members

1. To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
2. To review admissions arrangements and to make recommendations for changes to the governing body

In voluntary aided (VA) and foundation schools, the governing body is the admission authority. Similarly, in academies, the academy trust is the admission authority.

In paragraph 2.7, the School Admissions Code explains:

... a decision to offer or refuse admission must not be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, must make such decisions.