

St John the Baptist Church of England Primary School



Governors' Terms of Reference

This document has been created to provide each member of the Governing Body with a focus for effective contribution towards the school's progress and improvement.

Approved by FGB 12th September 2023

CONSTITUTION OF THE GOVERNING BODY

The constitution of the Governing body is as follows:

- a. It comprises 13 members including the Headteacher, plus Associates. There is currently a vacancy for a Foundation Governor (Ex Officio) as the Vicar has not taken up the role.
- b. Governors, with the exception of the Headteacher and the ex-officio member (the Priest-in-Charge), are elected or appointed to serve a four-year term.
- c. It meets at least once per term.
- d. The Clerk to the Governing Body is invited to attend all plenary and committee meetings. Members of staff are also invited to attend meetings for training and presenting.
- e. All meetings are conducted in accordance with the regulations published in the latest version of The Governance Handbook. A quorum of at least 50 per cent of governors, excluding the Headteacher, must be present for meetings to take place.
- f. All agenda and associated papers are published 7 days before each meeting by the Clerk to the Governing Body, who is responsible for the inclusion of all statutory items.
- g. Other agenda items are included as may be determined by the Governing Body or by other governors in conjunction with the Chair.
- h. The minutes are prepared as soon as possible after each meeting and a copy sent to each governor. They are ratified at the next appropriate meeting.
- i. At the last meeting of the summer term each school year, the Governing Body elects the Chair and Vice-Chair to serve for the next school year. If it is necessary to hold an election, and there is an even number of (voting) Governors, the Headteacher will abstain from the vote.
- j. It is **recommended** the term of office for Chair will be three years.
- k. All governors are encouraged to attend regular LA training sessions and report proceedings to the full Governing Body using our training report form. Governors are required to attend at least one training session per year.
- l. Members of staff and outside personnel are invited as required to attend meetings, to offer advice where the agenda dictates.

AIMS AND DUTIES OF THE GOVERNING BODY

The Governing Body's aim is to ensure that all our pupils "have the best possible education, tailored to their needs, interests and aptitudes." Accordingly, the Governing Body strives to safeguard the effectiveness and efficiency of the school while seeking continuous improvement by:

- a. Setting strategic aims and objectives for the school through continuous self evaluation.
- b. Adopting policies to attain the set aims and objectives.
- c. Setting targets for achieving the set aims and objectives.
- d. Allocating resources to meet the set targets.

The Governing Body facilitates the above by:

- e. Contributing towards the development of a shared vision and goals for the school.
- f. Investing in the training and development of the staff and governors.
- g. Emphasising enquiry, reflection and discussion of the school's performance on a regular basis.
- h. Promoting the active involvement of pupils, parents and the wider community in the life of the school.
- i. Ensuring that the school is a community in which everyone is able to learn.
- j. Seeking best value from all available resources at all times.
- k. Administering multi-cultural education and equal opportunities.

Specifically the Governing Body:

- a. Sets appropriate targets for EYFS, KS1 and KS2 to ensure progress is made
- b. Manages the school's budget in conjunction with the LA.
- c. Determines the staff complement and makes decisions on staff pay in accordance with current teachers' pay and conditions and safeguarding legalisation.
- d. Ensures that the curriculum for the school is balanced, broadly based and includes religious education and the National Curriculum.
- e. Reports National Curriculum assessments and examination results to parents, the LEA and the DfES.
- f. Appoints the Headteacher and Assistant Head Teachers; determines how the appointing of other staff will be managed and establishes procedures for managing conduct, discipline and grievances.
- g. Establishes, in consultation with the staff, a performance management policy for staff appraisal and reviews it annually.
- h. Manages governors' duties towards pupils with SEN.
- i. Draws up action plans after inspections.
- j. Reviews annually the Hampshire County Council Admissions Policy.
- k. Liaise with the LA to manage vacancies in all other year group in accordance with the school's Admissions policy.
- l. Implement the Pyramid attendance Policy to meet the agreed school attendance targets.

Each Governor should:

- a. Get to know the school and become familiar with it, through interacting with the Headteacher and staff, researching relevant papers, visiting the school and taking part in school events.

- b. Prepare for meetings by researching relevant papers, visiting the school regularly and taking part in school events; eg. open evenings, school performances.
- c. Participate in the working of the Governing Body; for example, serving on committees, preparing for meetings, attending meetings, contributing to discussion and taking part in agreed action after meetings.
- d. Seek at all times to promote the best interests of the school and the education of its pupils by challenging and supporting the Headteacher and by strategic thinking.
- e. Try to increase their ability to contribute to the work of the Governing Body by taking part in available training and other opportunities to develop knowledge, skills and understanding.
- f. Maintain confidentiality in all governor matters, especially when dealing with information of a sensitive nature.
- g. Help new governors to understand their role and make a full contribution.
- h. Avoid using the position as a governor for personal gain or the gain of other outside parties, declaring any pecuniary interests.

The Chair of Governors should:

- a. Liaise with the Headteacher, through the authority of the Governing Body, as a critical support.
- b. Ensure that the business of the Governing Body is conducted properly, in accordance with legal requirements.
- c. Ensure that meetings are run effectively, focusing on priorities and making best use of the time available.
- d. Ensure that all members have equal opportunities to participate fully in discussions and decision making.
- e. Encourage all members of the Governing Body to work together as a team and establish pairing between the Raising Standards and Resources committees for synergy and 'cover for absence'.
- f. Act in those cases, which may properly be deemed "urgent"; for example, where delay would be seriously detrimental to the interests of the school, a pupil, parent or member of staff.
- g. Make public statements on behalf of the Governing Body when delegated to do so.

The Headteacher should:

- a. Make proposals about the educational character, mission and development of the school. For example, prepare and review the school development plan, in consultation with the Governing Body; monitor the plan, once agreed, and report progress to the Governing Body.
- b. Formulate strategy and policies for the conduct and operation of the school, in discussion with the Governing Body. Monitor their implementation once agreed and report progress to the Governing Body termly through the Headteacher's Report.
- c. Give information and advice; make recommendations and report appropriately to the Governing Body.

FGB meetings are alternately focused on raising standards or on resources.

A Raising Standard focus meeting will cover the following remit:

Curriculum - To ensure that the school's curriculum will meet the educational, social and emotional needs of all its children.

1. To determine a strategy for delivering a broad and balanced curriculum so that all children can develop their potential.
2. To ensure that the requirements for the delivery and assessment of the National Curriculum are being met.
3. To ensure that the appropriate monitoring programme is in place and that its conclusions are being evaluated through reports from the Headteacher.
4. To promote continuity in children's learning across all the primary years.
5. To ensure that the school provides appropriate religious education and arrangements for collective worship.
6. To ensure that the school provides adequate sex education and keeps an accurate written record.
7. To decide on the school's general policy and approach to meeting children's special educational needs.
8. To recognise and support the additional requirements of those children who are deemed "able" or "gifted".

Monitoring - To ensure every child makes expected or above expected progress.

1. To ensure that the school policies are compliant with equality legislation.
2. To evaluate the school's performance targets and data, via Data Dashboard, in order to satisfy the requirements of 'Self-Assessment'.
3. To work alongside the Headteacher in the development and implementation of the SIP. N

A Resources focused meeting will cover the following remit:

To ensure that all resources, principally including personnel, finance, premises and equipment are effectively and efficiently procured and deployed to provide best value for today's pupils and cater for anticipated demographic trends affecting the catchment. This aim principally includes:

Personnel - To provide for the realising of talents for all those who work in the school and to ensure that the staff are able to work to their strengths.

1. To determine the staffing complement.
2. To determine procedures for appointing staff and to uphold the policy on Equal Opportunities.
3. To make arrangements for the appointment of the Headteacher and Assistant Head Teachers, as required by law and other staff appointments.
4. To draw up procedures for staff pay conditions, discipline, suspension, dismissal and grievances, in accordance with the statutory requirements and the instruments and articles of government.
5. To set the Headteacher's annual targets, and hold them to account for achieving them.

Governors are required to form a separate Pay Committee which addresses the following:

1. To adopt and implement our Performance Management policy for all staff with coherent links to pay.
2. To recommend the pay for the Headteacher and Assistant Head Teachers within a Performance Management process.

3. Approve and monitor staff salaries, including recommendations from the Headteacher on whether to award performance related pay in line with the school's pay policy.

Finance - To ensure that all income due is received and that expenditure is cost effective and provides best value for money.

1. To ensure that the school's financial records are correctly and efficiently maintained in accordance with the LEA's and government's policies and procedures.
2. To receive the proposed budget and adopt appropriate amendments.
3. To set the school budget.
4. To agree the limits of delegation and powers to transfer between budget headings (virement).
5. To monitor income and expenditure against budget and evaluate outcomes.
6. To uphold all the principles of the Best Value Statement
7. To review the Charging Policy annually
8. To update the Inventory of the school's assets
9. To ensure compliance with all audit recommendations
10. To ensure compliance with the Financial Management Standards in Schools.
11. To review and monitor The Headteacher spending on the School Procurement Card. The Headteacher to review and monitor spending on the School Procurement Card for payments made by the Business Manager and Caretaker.

Premises - To establish and maintain a safe, stable and supportive physical environment in which all the school's staff are inspired and all pupils are motivated to learn.

1. To inspect the school buildings and grounds on a regular basis.
2. To plan and monitor the school's maintenance programme.
3. To report any financial implications within the Resources Committee.
4. To ensure that the buildings and grounds conform to all health, safety, security, disability and accessibility regulations and to review and continually maintain all documentation.
5. To consider uses of the school, outside working hours, and to maintain the Lettings Policy.
6. To ensure that all Health & Safety policies and practice meet the necessary standards as laid down in the LA audit tool.

Governors are required to form a separate Headteacher Performance Management committee to manage the performance of the headteacher and make a recommendation to the pay committee regarding the Headteacher's pay:

The Headteacher's Performance Management process is managed by a team of three governors forming a committee for Headteacher performance management. These governors should have attended the appropriate specialist training provided by Governor services. These governors should not normally include the Chair or Vice Chair. One governor from the three is agreed by those three governors to be the Chair of this committee and they ensure that the meetings to review the Headteacher's performance and pay are:

- Carried out at least annually in the first half of the Autumn term;
- Organised in a timely way with fair notice being given to the Headteacher of their occurrence and venue;
- Recorded by way of notes which are shared with all parties including the Headteacher;
- Supported by an appropriate external advisor with experience of school improvement and leadership, typically this is the school's LLP from HCC but need not be if the headteacher selects another professional to carry out this role.