

# RAEBURN PRIMARY SCHOOL

## TERMS OF REFERENCE



### FULL GOVERNORS MEETINGS - as agreed at 30.9.20

Membership	As laid down by the Instrument of Government, the Governing Body at Raeburn Primary will consist of 2 Parent Governors, 1 Headteacher Governor, 1 Staff Governor, 1 LA appointed Governor & 5 Co-opted Governors
Quorum	Half of the Governors (rounded to the nearest whole number) in post need to be present for the meeting to be quorate
Meetings	The Full Governing Body shall meet at least once per half term, and otherwise as required

### Terms of Reference:

#### 1. Introduction

- 1.1 The Governing Body has a strategic role, challenges and supports the school, and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

#### 2. Role of the Full Governing Body

The role of the governing body has a strong focus on the following three core strategic functions.

- 2.1 Ensuring clarity of vision ethos and strategic direction
- 2.2 Holding the leaders to account for the educational performance of the school and its pupils and the performance management of staff and
- 2.3 Overseeing the financial performance of the organisation and making sure its money is well spent.
- 2.4 To draw up the Instrument of Government and any amendments thereafter.

#### 3. General Terms of Reference for the Full Governing Body

- 3.1 To draw up the Instrument of Government and any amendments thereafter.
- 3.2 To agree the constitution of the Full Governing Body
- 3.3 To consider whether or not to exercise delegation of functions to individuals.
- 3.4 To seek to fill vacancies as they arise and to appoint new governors where it is possible for the governing body to do this (i.e. Co-opted, Parent, LA).
- 3.5 To hold at least five meetings a year to cover the full remit of the Governing Body
- 3.6 To appoint or remove the chair and vice chair
- 3.7 To appoint or remove a Clerk to the Governing Body

- 3.8 To appoint an external consultant to carry out the Headteacher's annual performance management review.
- 3.9 To appoint three non-staff Governors to complete the Head Teachers performance management review.
- 3.10 To appoint three available and eligible governors to standing committees and designate one as chair.
- 3.11 To suspend or remove a governor
- 3.12 To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- 3.13 To keep the school policies and practice under review and amend and approve as necessary
- 3.14 To ensure that the school has effective safeguarding policies and procedures, meeting statutory guidance published in 'Keeping Children Safe in Education'.
- 3.15 To ensure that the statutory information, as set down by regulations, is published on the school website and updated when changes occur.
- 3.16 To annually agree a format and key areas to be included in the Headteacher's report to Governors.
- 3.17 To assist the Headteacher in promoting good relationships with parents and the community.
- 3.18 To ensure that the targets in the Development Plan are challenging and aligned to the needs identified in School Self Evaluation.
- 3.19 Undertake an annual review of Governor Self Evaluation which feeds into the school Self Evaluation. Set annual targets for Governance as appropriate.
- 3.20 To ensure that all Governors are aware of the latest OFSTED inspection framework.

#### **4. Finance Terms of Reference**

- 4.1 To monitor, review and evaluate financial aspects of the School Improvement Plan.
- 4.2 To establish, maintain and update a three year financial plan
- 4.3 To review and agree the School's Financial Policies and Procedures ensuring compliance with the Scheme for Financing School, the Schools' Financial Value Standard and Wirral Council's Financial Regulations.
- 4.4 To agree and ratify the annual budget and submit to the LA in line with statutory guidance and timescales.
- 4.5 To determine the limits of authority and movement between budget headings to determine the limits of authority for Headteacher and full Governing Body.
- 4.6 To monitor the school's revenue and capital budget at each term.
- 4.7 To monitor and evaluate expenditure of income generated by the school, including grants and unofficial funds ensuring that spending provides best value and is linked to the school's agreed priorities.
- 4.8 To ensure adherence to the Schools Financial Value Standard (SFVS)
- 4.9 To respond to the questionnaire on SFVS and submit to the Local Authority by 31<sup>st</sup> March each year.

- 4.10 To review reports by the internal audit service on the effectiveness of the school's financial procedures and controls and ensure all recommendations are actioned promptly.
- 4.11 To examine and monitor the School Fund/Voluntary Fund account, arrange for an annual independent audit and submit the audit report and certificate to the Full Governing Body.
- 4.12 To consider the adequacy of resources (including IT provision) available to the students.
- 4.13 To authorise and monitor the use of devolved formula capital funds.
- 4.14 To review and monitor support services and contracts, including service level agreements, curriculum support and supply insurance cover, ensuring they are fit for purpose and deliver good value for money.
- 4.15 To provide financial information to the LA as required
- 4.16 To ensure the school maintains an up to date Asset Register
- 4.17 To ensure the school maintains a register of interests for members of the Governing Body and members of staff.
- 4.18 To consider all building and maintenance issues and budget implications
- 4.19 To consider Health & Safety issues and budget implications.

## **5. Human Resource Terms of Reference**

- 5.1 To ensure that the agreed pay policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local condition of service.
- 5.2 To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation.
- 5.3 To ensure that the Pay Policy meets the needs of the school to recruit, retain develop and motivate staff.
- 5.4 To Decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including those on maternity leave, adoption leave, secondment or long-term sick leave.
- 5.5 To have regard to the need for proper pay relativity/equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy.
- 5.6 To recognise, within the salary structure, increased responsibility whether temporary or permanent.
- 5.7 To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair objective, open and accountable manner.
- 5.8 To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers.
- 5.9 To ensure that clear written job descriptions exist
- 5.10 To agree the annual salary budget ensuring that when new appointments and awards are made provision is made in the school's budget.