

BARNS GREEN PRIMARY SCHOOL

Governance Terms of Reference

Adopted on 21 September 2020 Reviewed on: 27 September 2021

FULL GOVERNING BOARD OF BARNS GREEN PRIMARY SCHOOL

Purpose:

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

Membership: The minimum number of governors required is 7, comprising:

- Head teacher
- 1 elected staff governor
- 1 Local Authority governor
- Minimum of 2 elected parent governors
- Minimum of 2 co-opted governors

A chair and vice-chair will be elected and a clerk will be appointed.

Apart from Staff Governors, the FGB has responsibility for recruiting and approving new governors as vacancies arise.

Governors have responsibility for suspending or removing a governor if required.

Quorum: One half of the membership of the governing board (not including vacancies) including either the Chair or Vice Chair.

Meetings: The board will meet at least 6 times a year. Minutes of the meetings will be shared with the board and made available to the public (except confidential minutes).

The Chair and Vice Chair will be nominated and agreed at the first meeting of each Autumn term.

Individual governor roles will be agreed at the first meeting of each Autumn term. If further roles or changes are required during the year they will be agreed at any meeting of the FGB.

Functions: The board will:

- support the creation of the School Development Plan and monitor its delivery, including appropriate objectives relating to pupils' performance improvement and curriculum
- appoint the Head Teacher and manage the Head Teacher's performance
- determine disputes over staff dismissal and pupil exclusions
- agree constitutional matters including procedures where the Governing Body has discretion or authority

- decide which functions of the Governing Body will be delegated to sub-groups and individuals
- approve the final budget plan of the financial year
- establish and maintain an up-to-date three-year financial plan
- To consider a budget position statement, including virement decisions at least termly, and to discuss significant anomalies from the anticipated position
- agree the level of financial delegation given to the Head Teacher and review this annually.
- monitor expenditure of all voluntary funds kept.
- make decisions in respect of service or leasing agreements
- make decisions on expenditure
- undertake Health and Safety inspections and monitor actions arising
- attend School Improvement Advisory and Performance Review meetings with the appointed School Improvement Advisor, and report back to the FGB
- ensure that individual governors take a leading role in specific areas as detailed in this document
- prepare appropriate objectives relating to pupils' performance improvement and curriculum
- receive reports from committees, sub-groups and individuals

A named governor (or named governors) will be responsible (jointly responsible) for the following areas and report to and obtain ratification for decisions at FGB meetings.

- Safeguarding
- Health and Safety (Premises/Accessibility/DDA/Attendance)
- Teaching and Learning (Pupil Progress/Curriculum/Pupil Premium/Excelling learners)
- SEND (plus Inclusion/CLA)
- Communication (Stakeholder including website management/public relations)
- Risk management
- Link Governor (training)

Policies and compliance: The board will review and ratify new and existing policies including the:

- Safeguarding Policy,
- SEN local offer,
- SEN policy,
- Health and Safety Policy,
- Accessibility Plan,
- Risk Register and Relationship,
- Relationships, Sex and Health Education (RSHE) Policy.'

A full list of policies is maintained by the Clerk to Governors.

Monitoring: The board will be responsible for:

- ensuring that the National Curriculum is taught to all pupils as part of a rich and varied curriculum;
- monitoring pupil performance,
- improvement and curriculum;
- monitoring Pupil Premium Grant spending;
- monitoring PE and Sport Premium expenditure;
- monitoring pupil and staff attendance;
- checking that the statutory information is published on the school's website;
- ensuring that health and safety regulations are followed and that practice is reviewed regularly;
- ensuring that the school operates within the Financial Regulations of the County Council; and
- reviewing the Terms of Reference annually.'

Approved by the governing board: 27 September 2021

Next review date: September 2022