



Terms of Reference for the Full Governing Body of Bow Community Primary School

<p>Membership:</p> <p>Tina Baskerville (Parent) Sarah Downs (Parent) Anna Fay (Staff)</p> <p>Lesley Hodgson (Headteacher) Anita Jellings (Co-opted) Tamsin Kilner (Parent) Tony Neal (Co-opted) Gary Quick (LEA)</p>	<p>T & L Committee Chair & attends both Committees T & L Committee</p> <p>Resources Committee T & L Committee Resources Committee Resources Committee</p> <p>Vacancy for Vice Chair currently Vacancy for Resources Vacancy for T & L</p>	<p>Inclusion</p> <p>Personnel Community Finance Premises</p> <p>Personnel Curriculum</p>
<p>Quorum: 4</p>		
<p>Chair: Sarah Downs Vice-Chair: VACANCY</p>		
<p>Clerk of Committee: Susan Vile</p>		
<p>Date of review*: September 2017</p>		

Agreed at meeting of full governing body .12/09/2017

Signed Chair of Governors: S Downs

Date of review: September, 2018

*These terms of reference should be reviewed annually by the Governing Body and when there are any changes to the Governing Body's membership

Terms of Reference for the Governing Body

The Governing Body has resolved to conduct all its business as a full governing body, and to work within two committees: Teaching & Learning and Resources.

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

The main responsibilities to be managed by the governing body are outlined below:

Items in bold cannot be delegated.

Operational	<ul style="list-style-type: none"> • To draw up the Instrument of Government and any amendments thereafter • To 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 • To follow the agreed Governor's Code of Practice for our school • Elect (or remove) the Chair and Vice Chair. • To appoint (or dismiss) the Clerk to the Governing Body. • To hold at least 6 Governing Body meetings each year. • To appoint and remove Co-opted and any associate members. • To suspend or remove a governor. • To decide which functions of the Governing Body will be delegated and to whom. • To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary. • To review the delegation arrangements annually. • To recruit new governors as vacancies arise. • To set up and publish a register of Governors' Business Interests and keep a register of attendance for all governors. • To review and approve a Governors' Expenses Policy. • To arrange a suitable induction process and mentoring for newly appointed or elected governors • To agree an annual cycle of business and set meeting dates for the school year. • To audit individual and collective development needs and promote appropriate training. • To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role. • To receive reports on bullying, homophobic and racial incidents.
School Organisation	<ul style="list-style-type: none"> • To set the time of the school sessions and the dates of school terms and holidays. • To publish proposals to change category of school. • To propose to alter or discontinue voluntary, foundation or special school status.
General Personnel	<ul style="list-style-type: none"> • To make Headteacher and Deputy Headteacher appointments. • To suspend or dismiss the Headteacher. • To end the suspension of staff or Headteacher. • To establish a Pay Committee to oversee the Pay and Appraisal process on behalf of FGB • To establish a governor panel (First Committee) to hear staff appeals against dismissal, redundancy or grievances. • To establish a governor panel (Second Committee) to determine complaints, appeals and pupil exclusions.



Safeguarding

Governors: Tina Baskerville (Safeguarding Gov) Anita Jellings (Deputy Safeguarding Gov)

Duties which are delegated to these governors:

Note: Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

It is the responsibility of the Governing Board to ensure that the school's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of the local authority and DSCB and national guidance.

In the event of an allegation being made against the Headteacher the Governing Board has nominated its Chair to be responsible for liaising with the local authority and other agencies, in accordance with Keeping Children Safe in Education (KCSiE) guidance.

- The Safeguarding Governors will undertake appropriate governor training in order to fully understand their role.

Safeguarding (Tina Baskerville)

- To keep the Governing Board up to date with work undertaken by the Safeguarding Governors through regular reports to the FGB and using the termly safeguarding data collection sheet.
- **To ensure that the school appoints a Designated Safeguarding Lead (DSL) for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to child protection training.**
- To ensure that the DSL role is clearly defined in the role holder's job description and the DSL receives refresher training at prescribed intervals.
- Monitor and ensure that all staff, including temporary staff and volunteers, are made aware of the location of the school's Code of Conduct Policy and Safeguarding and Child Protection policy on the website.
- To monitor and evaluate the school's application of the agreed Safeguarding and Child Protection policy and procedures and the Code of Conduct policy.
- **To recommend policies for review by the FGB checking that the school has ensured that they are consistent with DSCB and statutory requirements, reviewed annually cross referenced and made publicly available on the school's website.**
- To monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and allegations against other children. Ensure that these are in line with statutory requirements and are effective.
- To monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations. Ensure these are followed.
- To monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, code of conduct policy and the role of the DSL.
- Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements– 'at least annually' for DSL.
- Monitor and evaluate how the school ensures pupils are taught about safeguarding, including e-safety, as part of a broad and balanced curriculum.
- **To ensure that the school has met its statutory duties (Section 175/157 Education Act 2002) by completing and returning the annual safeguarding audit to the Local Authority. Ensure that any weaknesses identified are rectified by the school without delay.**
- To ensure that all staff and volunteers have received KCSiE (Keeping Children Safe in Education) statutory guidance.
- To monitor and evaluate the Single Central Register (SCR) termly and minute within T&L committee meeting.

Online Safety (Anita Jellings)

- To monitor and evaluate the e safety policy and report to FGB.
- To monitor and evaluate the school's effective application of the e safety policy.
- To ensure that the school follows all current e safety advice and keeps the children and staff safe.
- To support the school in encouraging parents to become engaged in e safety activities.



Pay (Pay Committee)	<p>Governors: Gary Quick (Chair), Tony Neal, Tina Baskerville</p> <ul style="list-style-type: none"> To annually review the impact of and implementation of the Pay Policy. To annually review the salaries of all staff To approve teachers' salaries following recommendations from the Headteacher/senior leadership team on whether to award performance pay in line with the school's policy To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly To review the Headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the Headteacher's appraisal. To undertake salary reviews at any other time the governing body directs that there is a need to do so. To consider the salary appropriate for new posts within the school, in line with similar posts already in place. To inform the governing body of approved salary decisions, to ensure inclusion in the budget. Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure decisions on pay are linked to performance.
Grievances, complaints and Dismissals (First Committee)	<p>Governors: Tony Neal, Tina Baskerville, Anita Jellings</p> <ul style="list-style-type: none"> To make any initial decision relating to staff conduct, capability or a grievance/complaint (where this is not delegated to the Headteacher) To make a decision to suspend a member of staff (where this is not delegated to the Headteacher) To make a decision to dismiss a member of staff To make decisions in respect of a redundancy situation
Complaints, Appeals and Exclusions (Second Committee)	<p>Governors: Gary Quick, Tamsin Kilner,</p> <ul style="list-style-type: none"> To hear an appeal against any decision made by the Headteacher or any other committee of the governing body To hear a complaint in accordance with the school's complaints policy where this has not been resolved at a previous stage To consider the decision of the head teacher to exclude a child/pupil from the school in accordance with the regulations governing exclusion
Appraisal and Performance Management	<p>Governors: Tina Baskerville & Sarah Downs</p> <ul style="list-style-type: none"> To establish and review and approve annually the Appraisal Policy. To determine the timing of the Headteacher appraisal review cycle and appoint a Pay Committee to act as reviewers alongside an external advisor.
Extended Services	<ul style="list-style-type: none"> To decide to offer additional activities and agree what form these should take. To cease providing extended services provision.



Terms of Reference for the Teaching & Learning Committee of the Governing Body of Bow Community Primary School

Membership:	Chair: Sarah Downs (Chair) Vice Chair: Tina Baskerville (Vice Chair) Tamsin Kilner (VACANCY) Lesley Hodgson (Headteacher) Anna Fay (Staff Governor)	Inclusion Community Curriculum
Associate Members:		
Quorum	3	
Chair of Committee:	Sarah Downs	
Meeting dates for Academic year:		

The Governing Body's responsibilities for teaching and learning:

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.

Best Value

Where possible and reasonable the governing body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

D Delegated to Governor(s) **R** Recommend to Full Governing Board

Curriculum

Lead governor: Anna Fay & VACANCY

Policies that are delegated to this governor:

Autumn Term:

Marking and Feedback

Home Learning

Assessment

Handwriting

Spring term:

Outdoor Education and Off-site Activities

RE

Summer Term:

Sex Education & Relationship Policy

Display

Home Learning

Attendance

Collective Worship

Accessibility Plan (FGB)

Disability Equality (FGB)

To ensure that the National Curriculum is taught to all pupils.	D
To monitor the effectiveness of curriculum implementation.	D
To receive information from the Headteacher and the staff about how the curriculum is taught, evaluated and resourced	D
To agree the policies for religious education and sex education. To agree or reject and monitor curriculum policy	D
To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety)	D
To agree any specific involvement by individual governors in curriculum areas (link to School Development Plan) to support continuous improvement.	R
To prohibit political indoctrination and ensuring the balanced treatment of political issues.	D
To agree policy, protocol and timetable for governor visits to the school (link to School Improvement)	D



<u>Inclusion</u>	
Lead governor: Tina Baskerville	
Policies that are delegated to these governors:	
Autumn Term	
Looked After Children	
Behaviour	
Able Gifted and Talented	
Spring Term	
Anti Bullying	
Data Protection	
SEN	
Intimate Care	
Safe Touch/Safe Hold	
Summer Term	
Medical	
Medicines in Schools	
Equality & Cohesion	
Safeguarding & Child Protection	
To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children	D
To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)	D
To monitor pupil attendance and set targets as necessary	D
To agree the school behaviour policy and monitor exclusion data	D
To ensure the needs of children with medical condition are met through the agreement and review of the relevant policy.	D

<u>School Improvement</u>	
Whole Committee	
To contribute to strategic planning within the school, and to recommend the School Development Plan to the full Governing Body	R
To review and evaluate at least annually with the Senior Management/Leadership Team, the success of the School Development Plan and report to the full Governing Body	D
To agree the Governing Body's formal monitoring arrangements in respect of the plan and	D



report progress to the Governing Body at least termly	
To contribute to school self evaluation by understanding and agree the judgements that the school makes about its own performance and reporting these to the Governing Body at least annually	D
To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body	D
To review data termly and report to the Full Governing Body	R

Community and Parent links

<p>Lead governor: Tamsin Kilner</p> <p>Policies that are delegated to this governor</p> <p>Autumn Term Home School Agreement</p> <p>Spring Term Governor Visiting</p> <p>Summer Term Communication</p>	
To assist the Headteacher in promoting good relationships and communication with parents and the community	D
To regularly receive updates on publicity and any related issues as required	D
To assist with establishing and overseeing the school's website and ensure that statutory information relating to the school is available on the school's website	D
To ensure a complaints procedure is in place and monitored	D
To ensure a home-school agreement is in place and monitored	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
To encourage wider networking with other schools in the Local Learning Community	D

Terms of Reference for the Resources Committee of the Governing Body of Bow Community Primary School

Membership:	Chair: Tony Neal Vice Chair: Anita Jellings Gary Quick (VACANCY) Sarah Downs Lesley Hodgson (Headteacher)	Finance Personnel Premises Personnel
Associate Members:		
Quorum	3	
Chair of Committee:	Tony Neal	
Meeting dates for Academic year 2017/18		

The Governing Body's responsibilities for resources:

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

Where possible and reasonable the Governing Body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

D Delegated to Governor(s) **R** Recommend to Full Governing Board

<p>Finance</p> <p>Lead governor Tony Neal:</p> <p>Policies that are delegated to this governor</p> <p>Autumn Term: Charging & Remissions Lettings Procurement</p> <p>Spring Term: Governors Expenses</p> <p>Summer Term: Record of Individuals with Authority Finance Pupil Premium</p>	
<p>In consultation with the Headteacher and taking into consideration:</p> <ol style="list-style-type: none"> available resources sustainability of commitments the school improvement plan (SIP) forecast pupil numbers anticipated contractual liabilities other relevant factors <p>the committee to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the Governing Body for its approval</p>	D
<p>To ensure the continued knowledge and understanding of governors in respect of the requirements of Financial Management Standards in Schools</p>	D
<p>To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan</p>	D
<p>To monitor budgets for all funds under the Governing Body's control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Governing Body</p>	D
<p>To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a:</p> <ul style="list-style-type: none"> Finance Policy Charging and Remissions Policy Governor Expenses Policy Lettings Policy 	D D D D
<p>To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure the annual audit of these funds.</p>	D



To make decisions in respect of service level agreements and insurance.	D
To consider and approve non routine expenditure (not provided within the School Development Plan) in accordance with the Finance Policy including recommendations from other committees	D
To monitor statistics, performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate. To publish an account of spending in respect of Pupil Premium (Autumn) and Sports Funding (Spring) onto the school website.	D
To receive audit reports and refer key issues to the Governing Body. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To ensure the school complies to the SFVS guidelines.	D
To review and take account of any consultations to change the LA Finance Scheme.	D

<p>Personnel</p> <p>Lead governor Anita Jellings:</p> <p>Policies that are delegated to these governors:</p> <p>Autumn Term: Staff Appraisal Support Staff Appraisal Volunteering In School Pay Complaints Procedure Capability Policy & Procedure Unreasonable Complainant Behaviour</p> <p>Spring Term: Freedom of Information E Safety Whistleblowing Recruitment and Selection Disclosure & Barring Services</p> <p>Summer Term: Disciplinary Redundancy Flexible Working Grievance Maternity Managing Sickness & Absence Staff Leave and Absence</p>	
To agree a Pay Policy for all members of staff and pay discretions.	D
To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these	D



To adopt and keep under review staff appraisal policies including the criteria for pay progression.	D
To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D
To ensure that requirements for safer recruitment are in place	D
To ensure safeguarding logs (online safety aspect) are reviewed each half term.	D

<p>Premises</p> <p>Lead governor Gary Quick</p> <p>Policies that are delegated to this governor:</p> <p>Autumn Term:</p> <p>Spring Term:</p> <p>No Smoking Health & Safety</p> <p>Summer Term:</p> <p>School Emergency Plan Asset Management Plan Accessibility Plan (FGB) Disability Equality Plan (FGB)</p>	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the school premises and grounds, security and environmental	D
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan)	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to	D
To develop a school buildings strategy or master plan Asset Management Plan, and contribute to LA Asset Management Planning arrangements.	D
To agree and review an Accessibility Plan	D



<h2 style="color: red;">Health and Safety and Welfare</h2> <p>Lead governor Gary Quick: Policies that are delegated to this governor/this committee Spring Term: Health & Safety Premises Walk</p>	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to Health and Safety issues within the school.	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangement- ensure they are followed and appropriately prioritised.	D
To ensure that Child Protection requirements are met in line with national legislation and local guidance. Seek advice from LA where appropriate to ensure adequate levels of buildings insurance and personal liability.	D