

Stockham Primary School

Governing Body and Governing Body Committees

The Governing Body will have a strong focus on three core strategic functions:

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

The purpose of the Governing Body is to:

- Help the school to set high standards by planning for the school's future and setting targets for school improvement
- Keep the pressure up on school improvement
- Be a critical friend to the school, offering support and advice
- Help the school respond to the needs of parents and the community
- Make the school accountable to the public for what it does
- Work with the school on planning, developing policies and keeping the school under review
- Exercise its responsibilities and powers in partnership with the Head Teacher and staff
- Not intervene in the day-to-day management of the school unless there are weaknesses in the school, when it then has a duty to take action.

Delegation of Functions

The Governing Body can delegate any of its statutory functions to a committee, a governor or to the Head Teacher, subject to the restrictions described below. The Governing Body will review the delegation of functions annually. The Governing Body will remain accountable for any decisions taken, including those functions delegated to an individual or committee.

The following functions can be delegated to a committee, but NOT an individual:

- Functions relating to the approval of the first formal budget plan of the financial year
- Functions relating to the school discipline policies
- Functions relating to the exclusion of pupils (except in an emergency when the Chair has the power to exercise these functions)
- Functions relating to admissions

The Governing Body CANNOT delegate any functions relating to:

- The constitution of the Governing Body
- The appointment or removal of the Chair and Vice-Chair
- The appointment of a Clerk
- The suspension of governors
- The delegation of functions
- The establishment of committees

For an overview of the governance structure at Stockham Primary School see Annex 1.

Operation of Committees

- All Governors have the right to attend committee meetings whether they are a member or not. All governors should therefore be made aware of committee meeting dates
- The Governing Body can give limited voting rights to co-opted non-governor members of committees. Non-governor members may NOT vote on the following issues:
 - Admission matters
 - Pupil discipline
 - Election or appointment of governors
 - The budget or financial commitments of the Governing Body
- Committees should have no less than four governors appointed by the Governing Body including the Head Teacher
- The majority of the members of any committee must be full governors
- Meeting dates should be set for the year ahead
- A minimum of 7 days' notice of committee meetings should be given and an agenda and appropriate papers sent to all Governors. It is not good practice to table papers unless it is unavoidable
- Minutes of meetings should be sent to all Governors within 7 days of meeting
- The Head Teacher has the right to attend any committee meeting whether or not they are a governor
- Each committee should have a Chair. The Chair should be appointed at the beginning of each school year by the Governing Body and shall not be a member of staff at the school or a non-governor member
- In the absence of the Chair, the committee shall choose an acting Chair for the meeting from among their number
- In the event of a tied vote the Chair or Acting Chair will have a second or casting vote
- Each committee must appoint a Clerk. This can be one of the committee members but the Head Teacher cannot be the Clerk
- Each committee should report termly to the Governing Body. The Chair of the committee is responsible for ensuring that minutes or a written report are available to all governors before the meeting
- The composition and quorum of each committee should be identified within the relevant terms of reference.

Stockham Primary School

The Governing Body – Terms of Reference

Role:

The Governing Body will take a strategic role, act as a critical friend to the school and will be accountable for its decisions. It will set aims and objectives and agree, monitor and review policies, targets and priorities.

The Governing Body will:

- **To agree constitutional matters**, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to **appoint new governors** where appropriate
- **To hold at least three Governing Body meetings a year**
- **To appoint or remove the Chair and Vice Chair**
- **To appoint or remove a Clerk to the Governing Body**
- **To establish the committees of the Governing Body and their terms of reference**
- To appoint the Chair of any committee
- **To appoint or remove a Clerk to each committee**
- **To suspend a governor**
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals**
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary**
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually**
- To receive Head Teacher Reports
- To maintain and update annually a file of pecuniary interest declarations

Matters in **bold** cannot be delegated to either a committee or an individual

Membership - As per the Instrument of Government (see Annex 2)

Disqualification – As per Regulation 17 and Schedule 4 of the School Governance (Constitution) (England) Regulations 2012

Terms of reference agreed by the Governing Body	/ /
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Name of Governor	End of Term of Office
(Parent)	
(Parent)	
(Parent)	

(Parent)	
(LA)	
(LA)	
(LA)	
(Community)	
(Community)	
(Community)	
(Staff – Head)	
(Staff – Teacher)	
(Staff – Support)	
(Associate)	

Chair of the Governing Body	
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Vice-Chair of the Governing Body	
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Clerk (s) to the Governing Body	
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Quorum:	One half of the number of Governors in post
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Steering Committee

Role:

The Steering Committee have a key role in managing the business of the Governing Body and ensuring that committee work is co-ordinated. Its membership comprises the Chair of Governors, Vice-Chair, Committee Chairs and the Head Teacher.

Terms of Reference:

- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communication with parents
- To ensure the monitoring, evaluation and review of required policies and procedures
- To plan business to be conducted by committees including agreement on standing items
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Body
- To review the need for nominated governors (Link Governors) and support them in their role
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for governors' visits to school
- To have oversight of Governing Body involvement in School Self Evaluation and the School Improvement Planning process
- To ensure that new governors receive adequate induction and appropriate training
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise i.e. working groups
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher
- To undertake tasks delegated to them by the Governing Body

Terms of reference agreed by the Governing Body	/ /
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Name of Governor	Date Appointed to the Committee

Chair of the Committee	
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Clerk to the Committee	
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Quorum	3 or more
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Date Committee Established	/ /
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Date of Review	/ /
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Achievement, Quality of Teaching and SMSC Committee

Role:

To monitor progress on any key issues in the School Development Plan which fall within the committee's remit.

Terms of Reference:

- To discuss and resolve all issues delegated to the committee by the Governing Body that fall under the 2012 Ofsted core inspection judgement headings of Achievement, Quality of Teaching and Spiritual, Moral, Social & Cultural.
- To agree targets for pupil attainment to be included in the School Development Plan
- To consider the school's RAISEonline and other performance data annually and to regularly monitor progress towards in-year attainment targets for all children
- To receive monitoring reports on the attainment and welfare of vulnerable children and other groups (including those in receipt of Pupil Premium), and on the impact any initiatives put in place by the school
- To be aware of and advise the Governing Body on the legal responsibilities of governors in terms of curriculum provision and assessment
- To consider and review the school's curriculum policies on behalf of the Governing Body
- To support, and receive reports from curriculum link governors including:
 - Early years
 - English
 - Maths
 - Science
 - ICT
 - Special Educational Needs (inc Gifted and Talented)
 - Pupil Premium
 - Target Setting
 - Any other curriculum areas
- In collaboration with staff, to provide and review information about how the curriculum is taught, evaluated and resourced
- With subject coordinators, monitor the quality of teaching in the key subject areas across the school
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body

Terms of reference agreed by the Governing Body	/ /
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Name of Governor	Date Appointed to the Committee

Chair of the Committee	
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Clerk to the Committee	
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Quorum	3 or more
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Date Committee Established	/ /
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Date of Review	/ /
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Chair of the Committee	
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Clerk to the Committee	
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Quorum	3 or more
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Date Committee Established	/ /
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Date of Review	/ /
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Finance Committee

Role:

To monitor progress on any key issues in the School Development Plan which fall within the committee's remit.

Terms of Reference:

- In consultation with the Head Teacher and Bursar, to draft the first formal budget plan of the financial year ensuring it is consistent with, and supports, the School development Plan
- To prepare a budget statement for each Governing Body meeting including reporting on any significant anomalies from the anticipated position
- To review the budget in relation to any unforeseen changes to the operating environment and make decisions as to how the school will react, keeping the Governing Body regularly informed of any significant changes
- To ensure that the school operates within the Financial Regulations of the County Council
- To ensure that the school has a financial management policy and procedures in place and that these are communicated to relevant staff
- To liaise with other committees where recommendation to deviate from existing spending patterns are made and to recommend acceptance or otherwise of the new plans to the Governing Body
- To delegate to the Head Teacher and Bursar, at the discretion of the committee, permission to make minor deviations from the published budget plan
- To agree the level of delegation to the head teacher for the day-to-day financial management of the school
- To monitor the expenditure of all budget funds against the agreed limits and decide on action to be taken to correct any deviation from the plan
- To act as advisors and consultant to the Governing Body on financial issues
- To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering services
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher or Head Teacher Performance Management Panel
- To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items

Terms of reference agreed by the Governing Body	/ /
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Name of Governor / Member	Date Appointed to the Committee
(Chair)	
(Head)	
(School Bursar)	

Chair of the Committee	As per Chair of Effectiveness of Leadership & Management, Behaviour and Community Committee
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Clerk to the Committee	
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Quorum	3 or more
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Date Committee Established	/ /
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Date of Review	/ /
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Head Teacher's Performance Management Panel

Terms of Reference:

- To meet with the Head Teacher and an External Advisor to review the Head Teacher's performance against previously agreed objectives
- To agree objectives for the forthcoming performance management cycle relating to:
 - Pupil Progress
 - Leadership and Management
 - The Head Teacher's Professional Development
- To write a performance review statement and give a copy to the Head Teacher within 10 days of the review meeting, and allow 10 days for the Head Teacher to add written comments
- To provide the Head Teacher and Chair of the Governing Body with a copy of the Head Teacher's performance review statement
- To make recommendations regarding the Head Teacher's salary to the Resources Committee in respect of awards for the successful meeting of objectives set
- To meet with the Head Teacher at least two times per year to monitor in-year progress towards achieving agreed objectives

Terms of reference agreed by the Governing Body	/ /
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Name of Governor	Date Appointed to the Committee
(Chair of Governing Body)	
(Chair of Achievement, Quality of Teaching and SMSC Committee)	

Chair of the Panel	
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Date Panel Established	/ /
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Date of Review	/ /
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