

St Michael's C of E (A) First School, Penkridge

Governing Body and Committee Terms of Reference 2020-2021

At St Michael's we strive to develop and inspire **courageous, respectful** and resilient learners encouraging them to **serve** with **kindness**, respect and tolerance guided by our Christian values so that they can flourish, living "life in all its fullness" (John 10:10)

Governing Body Terms of Reference

The Governing Body will take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Minutes of Governing Body meetings will be published except for matters considered confidential. In the event of a tied vote the Chair or Vice Chair will have a second or casting vote

The Governing Body will:

- Hold at least 6 meetings per year and set dates of meetings for the year ahead.
- Appoint or remove the Clerk
- Elect a Chair and Vice Chair
- Advise parents and staff of any relevant governor vacancies, and appoint co-opted governors as required
- Receive Head teacher reports
- Approve and monitor the School Improvement Plan
- Review, adopt and monitor systems and policies for Collective Worship and the delivery of the school's distinctive Christian character
- Review and monitor national test results
- Monitor attendance of pupils
- Review, adopt and monitor the overall curriculum policy.
- Set pupil performance targets
- To review, adopt and monitor policies including pupil behaviour and discipline, child protection, and SEN and to monitor their implementation.
- Receive a regular report on Safeguarding
- Review the level of exclusions
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Annually review and approve the School Health and Safety Policy and monitor their H&S arrangements
- Monitor accidents/incidents involving pupils/staff/governors/visitors
- Ensure at least 2 governors are appointed to complete the Head teacher's Performance Review.
- Maintain and update annually a file of pecuniary interest declarations
- Where required review annually the delegation of functions and committee structure
- Organise support and training for governors
- Provide induction for new governors

The Governing Body has a strategic role in the financial management of the school and its key responsibilities include:

- Approval of Annual Budget
- Authorisation of the 3 year financial plan
- Setting financial priorities through the School Development Plan

- Authorisation of Statement of Internal Control
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school
- Authorisation of non-budgeted expenditure.
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters

Delegated Functions

The following functions may be delegated to an appointed sub-committee, but not to any individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools;
- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

The Governing Body will not delegate any functions relating to: the constitution of the Governing Body, the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Membership

The Governing Body will appoint no less than four governors to a sub- committee.

The Sub-Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.

Approved by the Governing Body:

Review Date: