



# Orchard Junior School

Growing together. **Branching out.**

## Full Governing Body Terms of Reference

<b>Last Review Date:</b>	September 2024
<b>Reviewer:</b>	FGB
<b>Review Cycle:</b>	Annually
<b>Next Review Date:</b>	Autumn 1 2025
<b>Notes:</b>	None
<b>Statutory/Published on Website:</b>	No/Yes

This document is provided to outline the working structure for the Governing Body for the next school year.

## **1. Constitution and Authority**

- The Governing Body is set up as referred to in the Instrument of Government dated 30 March 2015.
- The Governing Body abides by the regulations laid down in the Education Act 2007, The School Governance (Constitution) (England) Regulations 2007, School Governance (Procedures) (England) Regulations 2003, School Staffing (England) Regulations 2003 and all associated Regulations, Guidance and Acts, Keeping Children Safe in Education 2024
- All governors are required to read and follow Keeping Children Safe in Education 2024.
- Governing body will fulfil its roles within Keeping Children Safe in Education 2024 including monitoring the effectiveness of safeguarding policies and procedures within the school.
- All information received by the school is disseminated to the Governing Body via Chairperson (or delegated) as relevant. Issues are discussed and decisions taken at Full Governing Body meetings where minutes are recorded, approved and adopted following each meeting.
- Formal minutes from Governing Body meetings are, once approved, filed in a separate ring binder and a copy is kept in the School office.
- As per the August 2015 statutory guidance, the following information will be published on the school website:
  - the structure and remit of the governing body and any committees, and the full names of the chair of each;
  - for each governor who has served at any point over the past 12 months:
    - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
    - relevant business and pecuniary interests (as recorded in the register of interests) including:
      - governance roles in other educational institutions;
      - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
    - their attendance record at governing body and committee meetings over the last academic year.

Any governor failing to provide information to enable the Governing Body to fulfil their responsibilities may be in breach of the code of conduct and as a

result be bringing the governing body into disrepute. In such cases the Governing Body would consider suspending the governor.

## **2. Evaluation and Reporting**

In addition to regular review, the Governing Body will

- a) evaluate their previous year's work periodically
- b) demonstrate their accountability to parents by means of a regular newsletter and website page available to all parents and attendance at parents evenings/afternoons which are arranged for all parents
- c) allocate Governors to areas of the School Improvement Plan

## **3. Agenda and Minutes of Governing Body Meetings**

- a) A calendar of dates of all Governing body meetings is drawn up before the first meeting in the Autumn term for the coming school year.
- b) Agenda produced two weeks before the meeting, where possible and circulated at least one week before meeting.
- c) Suggested agenda items should be logged via the Clerk who will inform the Chair.
- d) Relevant documents circulated with agenda.
- e) Minutes produced and circulated as soon as possible after a meeting.

## **4. Meeting Content**

Each Full Governing Body meeting shall include the following:

- a) Headteacher's Report
  - Given at each meeting, in writing once a term.
- b) Governor Training - Training Co-ordinators Report
  - Updates Governors on available courses.
  - Governors given opportunity to discuss course content, value and feedback forms.
- c) Formal Governor Contact with the School
  - Governor's visits are logged
  - Governors report back to the FGB via visit feedback forms for visits made

d) Chairperson's Action and Correspondence

- The Chair will formally record any decision taken within delegated powers by recording them for the next Full Governing Body meeting.
- The Chair will record significant correspondence received and action taken as a result, for the next Full Governing Body meeting.

## 5. Committees and their Reports

### a) General

- i) The FGB and each committee shall review its terms of reference annually
- ii) Committee meeting dates are scheduled with the Full Governing Body meetings.
- iii) Each committee shall elect at the first meeting of the Autumn term, a Chairman for the ensuing year.
- iv) Work to ensure that governors are known to staff
- v) Each committee shall meet at least once a term unless otherwise instructed by the Governing Body.
- vi) Seven (7) days notice (comprising a written agenda) shall be given before a meeting of a committee. Notice shall be copied to the Chairman of the Governing Body, the Headteacher and the Clerk to the Governors.
- vii) Each meeting shall present written minutes to the next available meeting of the Governing Body and shall clearly indicate which matters (if any) have been resolved and which are recommended to the Governing Body for approval.
- viii) The Chair of the Governing Body is ex officio a member of every committee with voting rights.
- ix) The Headteacher has the right to attend every meeting of all committees.
- x) Membership for Curriculum by volunteering at a Full Governing Body meeting. Resources by request only due to the sensitive nature of personnel issues discussed.
- xi) Quorum and other membership requirements where applicable, are listed in the committees' terms of reference.
- xii) All committees may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice or to contribute to discussion.
- xiii) Co-opted committee members and those "in attendance", including the Headteacher if not a member, have no voting rights.
- xiv) Each full member of a committee, including the Headteacher (where a governor and a member of the committee) and the Chairman of the Governing Body, has a single vote.

- xv) Each committee will include in their terms of reference the obligation to consider the relevant parts of the School Improvement Plan and policies for regular monitoring and reviewing.
- xvi) Committees will be responsible for the maintenance and approval (or recommendation to the FGB if necessary) of any and all policies as delegated in their terms of reference.

## **b) Individual committees and usual subject matter**

### **i) Finance and Personnel (Resources)**

#### Tasks (Personnel)

- To play an appropriate part in the appointment process
- To maintain up to date information regarding pupil numbers and staff requirements
- Regularly review the staffing required and advise Governing Body of any changes required for inclusion in the School Improvement Plan
- Ensure the identification of appeals and grievance standing committees, for use when necessary
- Ensure that training opportunities reflect the needs of both staff, governors and the School Improvement Plan
- To carry out termly checks on payroll and safer recruitment
- To consider and monitor policies such as Staff Wellbeing and Staff Code of Conduct

#### Task (Health & Safety)

- consider and monitor policies relating to Health & Safety Policy, Smoke Free Policy, First Aid Policy and Accessibility Policy
- receive termly reports from the Health & Safety Governor

#### Tasks (Finance)

- To create a draft budget each Spring term in accordance with policy of Governing Body and the priorities identified in the School Improvement Plan
- To set the budget for the financial year, together with a 3-year financial plan and to present this to the full Governing Body for approval
- To monitor the budget at least termly, ensuring accurate accounts are kept
- To revise the budget by carrying out a 6-month budget review and presenting to the Governing Body with any necessary revision
- To create and review other policies related to finance:

- Charging, Remission and Lettings Policy
- Debt Recovering Policy
- Best Value Statement
- Governors Expenses Policy
- To monitor allocation of Pupil Premium Funding
- To monitor allocation of Primary Sports Funding

These terms of reference should be read in conjunction with the Governing Body – Financial Management Roles and Responsibilities

**ii) Buildings Committee (Health & Safety) – now delegated to H&S  
Governor reporting to the Resources committee**

- To carry out annual risk assessment audits of the premises and site
- To keep abreast of health and safety law and legal requirements
- To consider all the issues connected to health and safety,
- To consider termly relevant premises management documents

**iii) Educational Standards (Curriculum)**

- Be conversant with the curriculum in Key Stage 2
- Focus on areas of the curriculum in accordance with the School Improvement Plan
- Involve governors in the active monitoring of subject development and support of subject managers through the link programme
- Ensure the appropriate monitoring of the quality of teaching arrangements are in place and that outcomes are being evaluated which focus on the standards attained by pupils
- Keep abreast of current curriculum issues
- Decide the best approach to religious education and review arrangements for collective worship
- Maintain and evaluate the school's PSHE including Relationships and Sex Education (RSE) Policy
- Maintain and evaluate the schools policies that are relevant to this committee
- Consider data termly to monitor progress

#### **iv) Working Parties and Statutory Committees**

These meet as and when required.

A meeting may be called by the Full Governing Body or the Chair of Governors acting on behalf of the Full Governing Body.

A Chair will be elected at each sitting of the committee from those present.

Quorum and other membership requirements, are listed in the committee's terms of reference where applicable.

#### **v) Pupil Discipline Committee**

- To review any permanent exclusions made by the Headteacher and decide whether to confirm the exclusion or to direct the reinstatement of the pupil
- To consider any parental representations regarding pupil exclusions, preferably at the same time as the review of the decision to exclude
- The chairman of the Committee to be authorised to confirm to the LEA and the parents the formal decisions of the Committee in each case
- To apply the HCC Model Disciplinary Procedure - Procedure for Hearings as set out in the HCC Manual of Personnel Practice

#### **vi) Appeals Committee**

- To apply the HCC Model Disciplinary Procedure - Procedure for Hearings and Appeals Arrangements in respect of staff as set out in the HCC Manual of Personnel Practice
- To hear representations from staff regarding decisions by the Resources Committee on pay
- To hear appeals against dismissal on the grounds of capability or conduct
- To hear appeals against selection for redundancy

#### **vii) Headteacher Performance Management Committee**

- To act on behalf of the Full Governing Body in carrying out the annual Performance Management Review and any interim reviews of the Head Teacher' performance (collectively "the Head Teacher's Performance Management Review");
- To report to the Full Governing Body at the first Full Governing Body meeting after the Head Teacher's Performance Management Review in general terms (and in so far as permissible within the bounds of confidentiality) on the Head Teacher's performance and the outcome of that review;
- Following the annual Performance Management Review to make recommendations as to any changes in the Head Teacher's salary at the first meeting of the Pay Committee following such review.

### **viii) Pay Committee**

- To take decisions on Headteacher's pay after receiving advice from HPMC
- To receive and respond to information regarding the Pay and Conditions of Service and keep abreast of current law and statutes
- To consider Headteacher or line manager recommendations for the pay of staff, including ensuring the performance management policy has been consistently and robustly applied
- To annually review roles and responsibilities, related job descriptions and pay points of teaching and support staff in accordance with Performance Management procedures
- Deciding the school's approach towards the exercising of pay discretions
- To monitor the Performance Management Policy
- Keeping the school's Pay Policy up-to-date and under review
- To ensure that pay decisions of each member of staff in the school are communicated to them in writing
- To approve the annual teachers' pay statements
- To liaise with Resources Committee for any budgetary considerations in relation to any pay awards

### **ix) Pay Appeals Committee**

- To determine formal appeals against pay determinations in accordance with the Appeals procedure set out in the Pay Policy

## **6. Involving Parents**

The Governing Body will

- a) Attend Parents evenings/ Open days and be available to any and all parents at these events.
- b) Produce a regular newsletter
- c) Maintain a Governor page on the school website.

## **7. Structure for Decision Making**

- a) Committees may be tasked with other responsibilities by the Full Governing Body.
- b) The Full Governing Body may, at any time, decide to remove responsibility for any area from a Committee and return it to the Full Governing Body.
- c) Committees bring forward recommendations to Full Governing Body.



- d) Where Committees recommend a certain course of action it should be adopted unless exceptional circumstances prevail.

## **8. Delegation**

### **a) The Governing Body delegates to the Headteacher:**

- the appointment of all teaching and support staff below the level of Deputy Headteacher whilst reserving the right for a governor to be involved in interviewing panels
- decisions on the remission of charges whilst reserving the right to hear appeals from parents on such decisions
- the power to spend up to £5,000 on purchases in accordance with existing budget plans which have been discussed at a governors meeting. The Headteacher will report to the next Full Governors Body meeting on any such expenditure.
- The Full Governing Body delegates in principle to the Head Teacher, the authority to make contract renewal, termination and dismissal decisions in accordance with the Manual of Personnel Practice as amended in 2005 although acknowledging that there may be instances where delegation of specific dismissals is not appropriate

### **b) The Governing Body delegates to the Finance and Personnel Committee:**

- the ability to vire between the major heads of expenditure.
- revisions to the teaching and non-teaching staff structures and salary levels associated therewith as set out in the Terms of Reference of the Committee.
- all matters of staff discipline, professional support and grievance as set out in the Terms of Reference of the Committee.