



# Summerfields

PRIMARY SCHOOL

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Head Teacher: Ms Kay Wood

## Full Governing Body Terms of Reference 2018-19

### Introduction

The Governing Body will 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 and will review these Standing Orders at least annually. In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

### The whole Governing Body approach

The Governing Body works as a 'whole team', meeting **up to 12** times per year; up to 4 times per term. There will be statutory committees including Pay that meet at least annually. Complaints, Disciplinary and Appeals will meet when necessary. Working groups will meet as and when necessary. An agenda for each Full Governing Board Meeting will include all the tasks which the governing body is required to consider. Each Committee and Working Group will have Terms of Reference agreed by the Full Governing Body.

### 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 without committees, except statutory ones. The main responsibilities to be managed by the governing body are outlined below:

#### Operational

- To draw up the Instrument of Government and any amendments thereafter
- To elect (or remove) the Chair and Vice Chair
- To appoint (or dismiss) the Clerk to the governing body
- To hold at least 7 Governing Body meetings each year
- To appoint and remove co-opted governors and any associate members
- To recruit new governors as vacancies arise
- To set up a register of Governors' Business Interests
- To approve and set up a Governors' Allowances Scheme
- In the Summer term, agree election arrangement for Governing Body officers for the following academic year
- In the Summer term consult on and set a schedule of Governing Body meetings for the following year.
- To discharge duties in respect of pupils with special needs by appointing

	<p>a "responsible person".</p> <ul style="list-style-type: none"> <li>• To consider whether to exercise delegation of functions to individuals or committees/ working groups</li> <li>• To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders</li> <li>• To suspend a governor</li> <li>• To draw up terms of reference for Individual Governor or Working Groups with delegated powers</li> <li>• To review the delegation arrangements annually</li> <li>• To review and sign a Code of Conduct a minimum of annually</li> <li>• To review and sign any Collaborative Arrangements a minimum of annually</li> <li>• To receive reports from Head teacher, individual governor or working group to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary</li> <li>• To arrange a suitable induction process and mentoring for newly appointed or elected governors</li> <li>• To audit individual and collective development needs and promote appropriate training</li> <li>• To ensure the Head teacher provides such reports as requested by the Governing Body to enable it to undertake its role, a minimum of termly</li> <li>• To receive reports on racial incidents.</li> <li>• Ensure training is booked for any new members of the Head teacher's performance management committee</li> <li>• To review annually the Clerk's performance and pay</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders</li> <li>• To take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement</li> <li>• To update and review regularly the School Action Plan</li> <li>• To review regularly how the school is regarded by pupils and parents</li> <li>• To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. To approve policies on review.</li> <li>• To approve all school trips involving an overnight stay away from home</li> <li>• To ensure that the school does not discriminate against pupils, job applicants or staff based on race, religion, gender, age disability or sexual orientation.</li> <li>• To discharge duties in respect of pupils with special needs by appointing a 'responsible person' in school</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint</li> <li>• To ensure that the governing body complies with all other legal duties placed upon them</li> </ul>

	<ul style="list-style-type: none"> <li>• To actively participate in self-evaluation and skills audits using outcomes to feed the School Self Evaluation and Governors School Action Plan and identify any training needs for the governing body</li> <li>• To organise and support governor training and receive feedback on the impact of this</li> <li>• To assess the impact of the governing body's work on school improvement a minimum of annually via a Self-Evaluation/ Review</li> <li>• Review and discuss the LLP annual report (due between Oct - Apr)</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• To approve the first formal budget plan each year</li> <li>• To engage in strategic planning</li> <li>• Plan and approve capital spend</li> <li>• To agree a 3-year budget</li> <li>• To analyse and recommend the annual budget proposed by the Finance Working Group in time for submission to the LA by 31<sup>st</sup> May</li> <li>• To annually review and approve the Finance Policy and recommend levels of delegation</li> <li>• To approve the Charging and Remissions policy in accordance with the policy schedule</li> <li>• To make decisions in respect of service agreements and insurance</li> <li>• To answer and submit to the LA the SFVS (Schools Financial Value Standard and Assurance)</li> <li>• To review and take account of any consultations to change the LA Finance Scheme</li> <li>• To review Local Authority contracts (i.e. finance and personnel) and review quotes and tenders for work required within the school.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To make Head teacher and Deputy Head teacher appointments</li> <li>• To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character</li> <li>• To determine the staff complement</li> <li>• To agree a pay policy and pay discretions</li> <li>• To establish a governor panel to hear staff appeals against dismissal and redundancy</li> <li>• To dismiss the Head teacher</li> <li>• To end the suspension of staff or Head teacher</li> <li>• To determine dismissal payments/early retirement</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To agree (or reject) the Learning and Teaching policy in accordance with the policy schedule</li> <li>• To monitor the Learning and Teaching Policy</li> <li>• To establish a charging and remissions policy for activities (non NC based) in accordance with the policy schedule</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• To establish, review and approve a Performance Management Policy in accordance with the policy schedule</li> </ul>

	<ul style="list-style-type: none"> <li>• To receive a report on implementation of the Performance Management policy</li> <li>• To determine the timing of the performance management review cycle of the Head teacher and appoint two or three governors to act as reviewers</li> </ul>
<b>Target Setting</b>	<ul style="list-style-type: none"> <li>• To approve and publish targets for pupil achievement</li> <li>• To monitor pupil achievement against published targets.</li> <li>• To receive in the Summer Term from the SDP and Ofsted Working Group proposals for the School Development Plan and Governor Strategic Plan for the next academic year</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>• To establish a behaviour &amp; discipline policy in accordance with the policy schedule</li> <li>• To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see new 2007 guidance)</li> <li>• To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance</b>	<ul style="list-style-type: none"> <li>• To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements</li> <li>• To procure and maintain buildings, including a properly funded maintenance plan</li> <li>• To seek advice from the LA, where appropriate, to ensure adequate levels of buildings insurance and personal liability</li> <li>• To receive annual site report.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• To institute a Health &amp; Safety policy in accordance with the policy schedule</li> <li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritized</li> <li>• To receive an annual Health &amp; Safety Inspection Report and agree any actions.</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• To consult annually before agreeing to the LA Admissions policy</li> <li>• To review the Admissions procedures annually, and publish these online for the following Autumn within the Spring Term</li> <li>• Review transitions arrangements</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child</li> <li>• To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To set the time of the school sessions and the dates of school terms and holidays.</li> <li>• Agree and note teacher training dates for school closures for the new</li> </ul>

	<p>academic term</p> <ul style="list-style-type: none"> <li>• To publish any proposals to change category of school</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To ensure that the school keeps parents and prospective parents informed by publishing a school <b>profile</b></li> <li>• In the Autumn Term to review arrangements for parents to receive reports about pupil performance in National Curriculum subjects</li> <li>• To adopt and review home school agreements if deemed useful to the school</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>• To decide to offer additional activities and agree what form these should take</li> <li>• To cease providing extended services provision</li> </ul>

Chair's signature.....

Date approved .....

Review due September 2019



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## GOVERNING BODY SCHEME OF DELEGATION

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

### THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

#### KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Head teacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

**\*Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation\***

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan each financial year	X			
	2	To monitor monthly expenditure.				X

	3	To establish a charging and remissions policy, agreed by FGB	X			X
	4	Miscellaneous financial decisions				X
	5	To enter into contracts (GB may wish to agree financial limits)				X
	6	To make payments				X
<b>Staffing</b>	7	Head teacher appointments (selection panel)	X			
	8	Deputy appointments (selection panel)	X			
	9	Appoint other teachers			X	X
	10	Appoint non teaching staff				X
	11	Agree a pay policy	X			
	12	Pay discretions		x		
	13	Establishing disciplinary/capability procedures, agreed by FGB	x			X
	14	Dismissal of Head teacher	X			
	15	Dismissal of other staff				X
	16	Suspending head	X			
	17	Suspending staff (except head)				X
	18	Ending suspension (head)	X			
	19	Ending suspension (except head)	X			
	20	Determining staff complement	X			
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	N / A	N / A	N / A	
	22	Determining dismissal payments/ early retirement		X		
<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				X
	24	To establish a curriculum policy (learning and teaching policy)				X
	25	To implement curriculum policy (learning and teaching policy)				X
	26	To agree or reject and monitor curriculum policy (learning and teaching policy)	X			
	27	Responsible for standards of teaching				X
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				X
	29	Responsibility for individual child's education				X
	30	Provision of sex education - to establish and keep up to date a written policy, agreed by FGB	X			X

	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues				X
	32	To establish a charging and remissions policy for activities (non NC based), agreed by FGB	X			X
<b>Performance Management</b>	33	To formulate a performance management policy				X
	34	To establish a performance management policy	X			
	35	To implement the performance management policy				X
	36	To review annually the performance management policy	X			
<b>Target Setting</b>	37	To set and publish targets for pupil achievement				X
<b>Discipline/ Exclusions</b>	38	To establish a behaviour & discipline policy	X			
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	X			
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	X			
<b>Admissions</b>	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	X			
	42	To consult annually before setting an admissions policy (VA and Foundation schools)	X			
	43	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	X			
	44	Admissions: application decisions (but in community schools only where the LA has delegated this power to the governing body)	N / A	N / A		
	45	Admissions: application decisions (VA, Foundation and special schools)	X			
	46	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)	X			
<b>Religious Education</b>	47	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed				X



		syllabus				
	48	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)				X
	49	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)				X
	50	Decision to provide RE in line with locally agreed syllabus (VA schools - only if parents request it. All other schools not covered in 49 above)				X
<b>Collective Worship</b>	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				X
	53	Arrangements for collective worship (schools without religious character (after consulting GB)				X
	54	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	N / A	N / A	N / A	
<b>Premises &amp; Insurance</b>	55	Buildings insurance and personal liability- GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	X			
	56	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	X			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	X			
<b>Health &amp; Safety</b>	58	To institute a health and safety policy (in community and VC schools this would be the LA)	X			
	59	To ensure that health and safety regulations are followed				X
<b>School Organisation</b>	60	To publish proposals to change category of school	X			
	61	Proposal to alter or discontinue voluntary foundation or foundation special school	X			
	62	To set the times of school sessions and the dates of	x			

		school terms and holidays except in community and VC schools where it is the LA				
	63	To ensure that the school meets for 380 sessions in a school year				X
	64	To ensure that school lunch nutritional standards are met where provided by the governing body.				X
<b>Information For Parents</b>	65	To prepare and publish the school prospectus				X
	66	To prepare and publish the school <b>profile</b>				X
	67	To ensure provision of free school meals to those pupils meeting the criteria				X
	68	Adoption and review of home-school agreements	X			
<b>GB Procedures</b>	69	To draw up instrument of government and any amendments thereafter	X			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X			
	71	To appoint and dismiss the clerk to the governors	X			
	72	To hold a full governing body meeting at least seven times in a school year or a meeting of the temporary governing body as often may require	X			
	73	To appoint and remove community or sponsor governors.	X			
	74	To set up a Register of Governors' Business Interests	X			
	75	To approve and set up a Governors Expenses Scheme			X	
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	X			
	77	To consider whether or not to exercise delegation of functions to individuals or committees/ working groups	X			
	78	To regulate the GB procedures (where not set out in law)	X			
<b>Federations</b>	79	To consider forming a federation or joining an existing federation	X			
	80	To consider requests from other schools to join the federation	X			
	81	To leave a federation	X			
<b>Extended Schools</b>	82*	To decide to offer additional activities and to what form these should take	X			
	83	To put into place the additional services provided				X
	84	To ensure delivery of services provided				X

	85*	To cease providing extended school provision	X			
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\*Although these tasks are open to delegation under the Education (School Government)(Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

Chair's signature .....

Date .....

Review September 2019