



Governing Board Terms of Reference

Membership	As per the instrument of government (2017)
Attendees	SBM, Deputy Headteacher
Election of chair	Appointed annually by the FGB.
Quorum	At least 3 governors and the Headteacher
Meetings	At least 6 meetings per annum
Agendas/Papers	To be distributed 7 days in advance
Clerking	Clerk appointed by the FGB
Reporting	Minutes to go to next FGB meeting
Review process	Terms of reference to be reviewed annually
Voting rights	Members listed above have full voting rights. Attendees have no voting rights. The Chair will have a second or casting vote where there is an equal division of votes.
Overall responsibilities	The FGB is responsible for all matters pertaining to the school which fall outside the remit of the Strategic Committee.

Responsibilities and delegated powers

Core functions

- To determine a **vision** for the school, including devising a long term strategic plan
- To maintain the school's **distinctive Christian ethos and values** whilst remaining welcoming and open to children and families of other faiths, or of none.

Process of governance

- To review the governing board's **Standing Orders** (i.e. procedural workings of the governing body) annually.
- To review the **skills base** of the governing board (using the NGA skills' audit) and recruit based on skills gaps when vacancies arise.
- To provide a **welcome letter and induction pack** for new governors outlining expectations
- To maintain a record of **governors' business interest declarations** for publication on the school's website

- To publish details of the **governing board's structure**, individual governors' appointments and responsibilities on the school's website
- To **co-ordinate and plan work** of the FGB and Strategic Committee via annual planners
- To appoint **governors for statutory roles**: SEND, Safeguarding, Health and Safety
- To monitor governors' **attendance** at meetings and address any under- performance. To publish annual attendance on website.
- To review individual **governor's contributions to governance** (using the DFE's Competency Framework for Governance 2017) to ensure effective governance is delivered by all.
- To ensure governors adopt the **NGA's Code of Conduct** annually
- To **circulate all agendas** and papers at least 7 days in advance (as per *School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*)
- To create a **mechanism for policy review** and to monitor all school policies (as advised by the Clerk to the Governors)
- To appoint 2/3 governors to form the **Headteacher's Performance Management Panel** on an annual basis (Governors to be appropriately trained).
- To provide an annual **performance management** review for the **clerk** to governors (Chair)
- To determine **governor training** needs, to identify appropriate providers and agree a budget
- To set up **working groups** as necessary
- To agree a programme of **governor visits** linked to priorities in the RAP
- To review and approve a **governor visits policy**

School self-evaluation and performance

- To receive a copy of the school's **self-evaluation report**, for information purposes.
- To review the **school's performance** against schools nationally using external data sources (DFE Raise On Line data, FFT dashboard, Ofsted data dashboard)
- To review **emerging developments** from the DfE, Ofsted and other agencies and model the impact on the school

Statutory duties

- To ensure governors' **statutory duties** are discharged and the school is compliant.
- To ensure the school's **website** is compliant with the *School Information regulations 2012 (via an annual audit and ongoing monitoring)*.
- To ensure the school meets its Public Sector Equality Duty (under the Equality Act 2010) including publishing **Equalities Objectives** and issuing an annual report on progress made.
- To review the **Accessibility Plan** annually and publish a report on progress made against actions.
- To ensure the school meets **SEND requirements** as per section 69 of Children & Families Act 2014 and the SEND code of practice 2015.
- To review and approve the **SEND policy** annually and publish an annual SEND report to parents (**LA Local Offer**).
- To review and monitor the school's **Health and Safety** policy

- To conduct termly Health & Safety monitoring visits using appropriately sourced H&S checklists
- To consider any recommendations arising any external H&S needs assessment and agree follow up action
- To review the school's **Emergency Plan/Critical incident plan** and ensure contact details are reviewed annually
- To review and monitor the school's **safeguarding policy** and child protection arrangements and to complete an annual review for the LSCB
- To check the **Single Central Record** on a termly basis
- To ensure the school complies with the **Prevent Agenda** and the requirements of the Counter Terrorism Act 2015
- To review the school's **complaints policy**
- To promote **communication and engagement** with parents and the wider community
- To receive reports from the Headteacher/senior leaders on actions to improve parental engagement and to determine actions as appropriate.
- To review and approve the school's **Admissions Policy**
- To review and approve the **Data Protection Policy** and **Guide to freedom of information**

Curriculum responsibilities

- To review and monitor curriculum provision to ensure the school provides a **broad and balanced curriculum** that meets the needs of all children.
- To review **pupil exclusions** data identifying any trends or patterns
- To set annual pupil **attendance targets** and to review pupil attendance data on a termly basis
- To approve all proposed **new educational visits**, and to monitor existing trips and visits
- To receive and discuss reports from the **SENCO** on the provision for children with Special Educational Needs and Disabilities
- To review and approve all **curriculum related policies** including:
 - Assessment policy
 - Educational visits policy
 - Feedback and marking policy
 - Foundation stage policy
 - Supporting pupils with medical needs policy
 - Sex education policy
 - Religious education policy
 - Homework policy
 - School uniform policy
 - Positive handling policy
 - Teaching and Learning policy.
- To review and approve the **Behaviour and Anti-bullying policy** and the **Behaviour principles written statement**.
- To review the **home-school agreement** (non-statutory)
- To monitor the **PE and sports grant funding**, publish spending plans and a report on impact of funding on the school's website

- To review and monitor how the school meets the **Spiritual, Moral, Social and Cultural (SMSC) development** standards as set out in Government guidance
- To review and monitor how the school promotes fundamental **British Values** and prepares children for life in modern Britain.

Pay responsibilities

- To determine the appropriate **group size** for the school and appropriate **pay range** for all members of the leadership group.
- To determine, review and approve the **Teachers' Pay policy**, having taken appropriate consultation with staff and in school union representatives.
- To monitor and evaluate the impact of the Teachers' Pay Policy on an annual basis including trends in progression across specific groups of teachers to assess its impact (to ensure compliance with the Equality Act 2010).
- To determine the **salary of the Headteacher** (from 1 September of each year), taking account of the recommendations from the Headteacher's Performance Management Panel.
- To determine the **salaries of the leadership** group from 1 September of each year, taking account of any objectives set for the previous year, and recommendations of the Headteacher.
- To determine the **salaries of all teaching staff** from 1 September of each year, with reference to the current national Pay and Conditions Document and attendant Circular, the school's current teachers' pay policy, and the recommendations of the Headteacher.
- To determine the **salaries of all support staff** from 1 April of each year using the relevant scales, taking account of the recommendations of the Headteacher.
- To determine the remuneration of staff directly supporting the Governing Board (**Clerk to the Governors**) on 1 April each year taking into account the recommendation of the Chair of Governors.

HR responsibilities

- To review and approve all **HR policies** including:
 - teacher appraisal and capability,
 - CPD
 - grievance and discipline procedures
 - staff absence
 - redundancy
 - whistleblowing
 - equal opportunities policy
 - ICT acceptable use policy for staff
 - lone worker policy
 - recruitment and selection of school based staff
- To take the lead in the **appointment of the Headteacher and Deputy Headteacher**. *Appointments for all other members of staff are delegated to the Headteacher.*
- To consider the implications of any changes in **employment legislation** affecting the school.
- To **quality assure teacher's appraisal** by reviewing an anonymous sample of staff performance management objectives to ensure consistency across the school

- To receive a report from the Headteacher on the impact and effectiveness of **CPD provision** for all staff on improving the effectiveness of teaching, learning and assessment.
- To ensure **safer recruitment practices** are adhered to for all recruitment processes

Date approved by the FGB: June 2017

Date of next review: Sept 2018