

**Governors Terms of Reference
2023-24**

Resources Committee			Standards & Effectiveness			Full Governors			Steering Group
Terms of Reference	Meeting	Resp.	Terms of Reference	Meeting	Resp.	Terms of Reference	Meeting	Resp.	Terms of Reference
Resources, Staffing, Finance, H&S, Pay			Standards & Effectiveness, Curriculum						
To provide support and challenge to the leadership of the school and to hold them to account in relation to the use of resources to support the priorities of the school including: the leadership of teaching and learning; the school budget; the employment and development of staff; the premises			To provide support and challenge to the leadership of the school and to hold them to account in relation to the quality of educational provision including: the quality of teaching and learning; pupil progress and outcomes for pupils; the quality of the curriculum provision and delivery; behaviour and safety of pupils.			To provide a strategic role, act as a critical friend of the school and be accountable for its decisions.			To ensure the activities of the Governing Board are coordinated, efficient and productive
➤ To ensure a staffing structure is in place which meets the needs and priorities of the school and that requirements in relation to safer recruitment practices are met	July	RC							
➤ To ensure that a system is in place for staff appraisals and related CPD provision	Aut	RC	➤ To monitor the progress of the School development plan regarding pupil progress and attainment and curriculum developments	Termly	S&E Com	➤ To determine the membership and proceedings of committees	Aut	FG	➤ To plan the work of the GB and its committees
➤ To monitor and review on a scheduled basis relevant statutory policies	Termly	RC				➤ To review the terms of reference for Committees	Aut	FG	➤ To identify priorities for discussion at GB committees
➤ To make decisions on pay awards or staff following recommendations from the headteacher / review governors based on the outcomes of the appraisal process	Aut	RC	➤ To ensure the school promotes the spiritual, moral, social and cultural developments of all pupils	Through Monitor Visits	All	➤ To review level of exclusions	Term	FG	➤ To ensure effective distribution of the governance workload
						➤ To monitor staff / pupil attendance	Term	FG	
➤ To ensure a robust system is in place to monitor the quality of teaching and address underperformance.	Termly	RC	➤ To ensure the National Curriculum and RE (in accordance to the locally agreed syllabus) are taught and the curriculum is: ➤ Broad and balanced ➤ Relevant to the needs and abilities of the pupils ➤ Focuses on the necessary priorities to ensure that all pupils make good progress- especially in reading, writing and maths	Monitor Visits	Curric Gov SEND Gov Maths / Eng Gov	➤ To determine the aims and ethos of the school	Aut	FG	➤ To draft an annual programme of meetings for the full governing boards and the committees
➤ Ensure that responsibilities in relation to ECTs are met and to support new school leaders as relevant.	Aut	RC				➤ To set spending limits to the HT	Aut	FG	
➤ To ensure matters of school security, school premises and health and safety are addressed and that suitable and sufficient arrangements are in place to achieve effective risk management and recorded	Termly	H&S Gov				➤ To review and the Committee reports from CoC's	Term	FG	
➤ To ensure that School Fund Audited accounts and Breakfast Club Audited accounts are presented to Full Governors in accordance with Kirklees Finance Manual for Schools section 15, sub section 4 and sent to internal Audit for review	Summer	RC							
➤ To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence	Termly	Well-b Gov	➤ To consider the impact of pupil premium on outcomes for relevant pupils	Termly Report	PP Gov	➤ To determine the priorities of the school from: • Ofsted • Self-Evaluation Form • School Development Plan • National Initiatives • External Monitoring	Aut Sum Sum Spr	FG	➤ To identify the key priorities for the SDP for consideration at full GB meetings
➤ To review anonymised samples of Performance Management documentation to ensure parity of evidence for progression E.g., Main scale Teachers, Early Career Teachers, Upper Pay Scale, and those on Leadership Scale.	Summer	RC	➤ To ensure the statutory pupil assessments are carried out and results reported to parents / carers and appropriate bodies	Summer	S&E Com				➤ To evaluate effectiveness of the GB processes
➤ To contribute towards and monitor the implementation of the School Development Plan, regarding Premises, Staffing and Finance	Termly	RC	➤ To ensure the effective policies and procedures are in place for pupil behaviour	Autumn	S&E Com	➤ To agree the final School Development Plan	Aut	FG	➤ To ensure governor consideration of key priorities dovetail with the relevant timescales in the SDP and annual events
➤ To oversee arrangements or repairs and maintenance in line with all health and safety requirements	Termly	H&S Gov	➤ To ensure the school communicates clearly with pupils	Monitor Visits	S&E Com	➤ To agree the final budget	Spr	FG	
➤ To monitor the implementation of the SDP regarding staffing and staff development (CPD)	Termly	RC	➤ To ensure the relevant procedures are in place and effective in relation to child protection/safeguarding and that all pupils have the confidence that these issues will be dealt with in an appropriate manner	Termly / Monitor Visits	S/G Gov	➤ To agree the 3-year financial plan	Spr	FG	
➤ To support strategic planning for internal promotions, permanent staffing posts and receive reports and monitor the decisions delegated to the HT on temporary appointments	Summer	RC				➤ To agree School Fund Audited Accounts and Breakfast Club Audited Accounts	Sum	FG	
➤ To ensure DBS checks are completed satisfactorily	Termly	RC	➤ To monitor and review polices relating standards and effectiveness	Termly	Link Gov	➤ To review and monitor national test results	Sum	FG	
➤ To ensure that all central record of recruitment and vetting checks are in place	Termly	S/g G							
➤ To ensure the school adheres to the LA's conditions of the Scheme for Financing Schools and Financial Regulations	2 month	CoRC	➤ To ensure the promotion of healthy lifestyle including healthy eating	Termly Report	S&E Com	Essential Committees / Panels			
	Termly	RC							
➤ To ensure the school meets the relevant statutory requirements in relation to the Schools financial Value Standard (SFVS) and that financial resources are managed effectively and the school provides value or money	Spring	RC	➤ To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or GB	Termly	S&E Com	Staff Dismissal To consider matters relating to staff discipline			3 Govs- NOT HT or staff Gov
➤ To exercise virement between the heads of expenditure of the budget up to a limit of £10,000 (agreed by the GB)	September	RC	➤ To ensure arrangements for educational visits follow the guidance available from the LA	Spring	Curric Gov	Appeals To hear appeals against initial decisions of Staff Dismissal or the HT about matters relating to the discipline, dismissal, appraisal or pay of staff			3 Govs- NOT HT or staff Gov Pool
➤ To produce the annual budget or presentation to the governing body or approval including the delegation of responsibilities to budget managers	Spring	RC	➤ To ensure effective provision for students with special educational needs and disability	Termly	SEND Curric Gov				
➤ To monitor the budget on a regular basis and provide reports each term to Governors	Termly	SBM-RC	➤ To evaluate and review the provision of extended school services (breakfast club / enrichment activities)	Spring	Curric Gov	Complaints To deal with complaints against the school that cannot be resolved by the HT or are concerning the HT			3 Govs- NOT HT
➤ To make decisions in respect of service agreements and contracts based on school's best value exercise	Spring	RC							
➤ To make recommendations to the governing body with regard to a policy on charging and remissions	Spring	RC	➤ To consider the impact of CATCH-UP FUNDING on outcomes for relevant pupils	Termly	PP Gov	Headteacher Appraisal To undertake the HT annual appraisal / review and ensure the schools teacher appraisal / review procedures are properly and appropriately conducted			3 Govs + KLP
➤ To oversee the longer-term strategic planning of the school finances	Spring	RC							
➤ To review reports by internal audit as to the effectiveness of financial procedures and controls	Spring	RC							

DELEGATED POWERS

Resources Committee	Standards & Effectiveness	Full Governors	Headteacher
<ul style="list-style-type: none"> Approval of the first formal budget plan of the financial year 	<ul style="list-style-type: none"> The exclusion of pupils 	<ul style="list-style-type: none"> The establishing of a selection panel to appoint HT or DHT Ratification of the appointment of HT or DHT Hearing appeals against dismissal and under locally agreed disciplinary and grievance procedures Dismissal of HT Size and membership of the whole GB Appointment and removal of CoG and VCoG and length of their term of office Appointment and removal of co-opted and associate members Appointment and removal of the clerk to GB Suspension of a Governor (for up to 6 months) The structure of committees (size, membership and extent of delegation) Signing off / formal agreement of school budget The alteration, closure or change of category of a maintained school To agree governor induction and training programme To review progress against strategic plan and evaluate governing body performance Appoint panel for HT appraisal 	<ul style="list-style-type: none"> Appointment of staff (with the exception of the appointment and dismissal of HT & DHT) Making initial staff dismissal decisions (with the exception of the HT) Spending up to £10,000
Job Description for a Chair of a Committee with Delegated Powers			
<ul style="list-style-type: none"> To be responsible for drafting agendas in consultation with Head Teacher/senior manager/ head of department/and clerk. To chair committee meetings. To ensure the committee is quorate (minimum 3 governors who are named committee members). To lead, motivate and support committee members To ensure new members are properly inducted. To ensure the committee's work links appropriately with the school improvement priorities. To sign approved minutes. To be responsible for ensuring the Governing Board is informed of decisions made. To respect confidentiality. To ensure committee minutes and supporting documents are available to anyone who wants to see them. To ensure that the committee's work adheres to the agreed Terms of Reference and that the Terms of Reference are agreed annually by the full governing board. 			

MINIMAL EXPECTATION OF MEMBERSHIP

<ul style="list-style-type: none"> Chair and/or Vice-Chair Health & Safety Governor Staff Well-being Governor 	<ul style="list-style-type: none"> Chair and/or Vice-Chair SEN Governor Safeguarding Governor English Governor Maths Governor Assessment Governor 	<ul style="list-style-type: none"> All Governors 	
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POLICIES

<ul style="list-style-type: none"> Health & Safety Teacher Appraisal Staff Appraisal Staff pay & Conditions (LA) Accessibility Plan Data Protection. Charging & Remissions Capability Policy (LA) NQT Policy Premises Management Freedom of Information publication scheme Privacy notices Emergency Plan Lettings Policy Staff well-being Supervision Policy Governor Allowance Policy Safer Recruitment Educational visits Breakfast Club 	<ul style="list-style-type: none"> Online Safety Medical needs policy Children with Health Needs who cannot attend school SEN and ensure Code of Practice is met and the policy is published and made known to parents and reported on at least annually Early Years Foundation Stage Equality Exclusions Anti-bullying Pupil Premium Policy & Strategy Sports Premium Policy & Strategy Remote Learning Policy Teaching and Learning Policy Subject Policies Behaviour and Relational Policy Promoting Children's Emotional Health and Well-being Policy 	<ul style="list-style-type: none"> Safeguarding & Child Protection Staff Code of Conduct (LA) Admissions Policy (LA) Complaints Policy (LA) Staff Discipline (LA) Grievance Policy (LA) Children with health conditions who cannot access school Looked after and previously looked after pupils Supporting pupils with medical conditions Relationship and Health Education, including Sex Education Governors allowances and expenses Instrument of Government Register of business interests Attendance Policy Whistle Blowing Policy Managing serial or unreasonable complaints 	
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