

Thythorn Field Primary School

Terms Of Reference 2024 / 2025

The Governing body meets as a full committee for full Governor meetings. The full Governing body oversees strategic management of the following areas:

FINANCE:

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff
- To review, adopt and monitor all additional financial policies, including a Charging and Remissions Policy
- To establish and maintain a three-year financial plan, taking into account priorities of the school improvement plan, roll projection and signals from central government and the LA regarding future years budgets, within the constraints of available information
- To draft and propose to the governing body for adoption an annual school budget, taking into account the proprieties of the school improvement plan
- To make decisions in respect of service level agreements
- To ensure that sufficient funds are set aside for pay increments as set out in the pay policy and as recommended by the Headteacher
- Receive regular financial reports from the Bursar and Office Manager covering income and expenditure, showing all delegated and devolved funds, discussing any potential problems and significant anomalies at an early stage
- Review the spend of Pupil Premium and Sports Premium funding
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g training
- Review appropriate policies
- Complete an annual review of the school inventory
- Overview the private fund
- Review annually the Risk Register

STAFFING:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school
- To ensure that staff procedures (including the recruitment process) follow equalities legislation
- To annually review procedures for dealing with staff discipline and grievances
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these
- To recommend staff selection procedures, ensuring that they conform with safer recruitment practice and to review these procedures as necessary
- In consultation with staff, to oversee any process leading to staff reduction

PREMISES

- To provide support and guidance on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- Review and monitor site building works

- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues
- Set out a proposed order of priorities for maintenance and development
- To arrange professional surveys and emergency works as necessary:
The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event, the Headteacher would normally be expected to consult the Chair at the earlier opportunity
- To create a project committee where necessary to oversee any major developments
- To establish and keep under review an Accessibility Plan and a Building Development plan
- To review, adopt and monitor a Health and Safety policy
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable

SAFEGUARDING & BEHAVIOUR

- Ensure pupils are safe in school
- Ensure behaviour around the school, as well as in lessons, is at least good
- Monitor pupil behaviour towards others around the school
- To monitor, write and update Behaviour Policies and exclusion protocol
- Monitor and ensure disruption levels around the school are low and governors are aware of actions taken to address issues
- To ensure there are high expectation on pupils in regard to work and behaviour
- To receive regular information on Attendance and Punctuality and authorise actions to improve working with families and referrals
- To regularly monitor and audit the Single Central Record
- To be aware of safeguarding updates, training and changes in legislation

ENGAGEMENT

- To monitor the schools' publicity, public representation and relationships with the wider community
- To identify and celebrate pupils' achievements
- To oversee arrangements for educational visits, including appointment of the named co-ordinator
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
- Ensuring enrichment opportunities are offered fairly and engagement of the activities are high
- Be aware of the analyse of the number of SEND and Pupil Premium children participating in activities
- To be aware of how the school and school leaders engage parents and support parents with their children's learning
- Receive regular feedback of any parental surveys undertaken and how the school actions a response or changes practice

CURRICULUM PLANNING AND DELIVERY

- To review, monitor and evaluate the curriculum offer
- To recommend for approval the School Improvement Plan / Self Evaluation Plan / Targets for school improvement
- To develop and review policies identified within the schools' policy review programme in accordance with its delegated powers (e.g. sex education and pupil behaviour)

- To ensure that the requirements of children with special needs are met, as laid out in the Code Of Practice, and receive termly reports from the Headteacher/SENDCo
- To regularly ask how the curriculum takes account of pupil and parent voices in shaping the curriculum and opportunities beyond the school day

ASSESSMENT AND IMPROVEMENT

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including all underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvements plans which relate to the area of operation
- To monitor and evaluate provision for all groups of vulnerable children (e.g looked after) and ensure all their needs have been identified and addressed and to evaluate their progress and achievement
- To regularly review and develop the Assessment Policy and Feedback for learning and to ensure that the policy is operating effectively
- To consider recommendations from external reviews of the school (e.g. Ofsted or local School Improvement Advisers) agree actions as a result of reviews and evaluate regularly the implementation of the plan
- To ensure all children have equal opportunities
- To advise on the relative funding priorities necessary to deliver the curriculum
- To be aware of how the school reports on pupil progress and attainment over the academic year

There is a separate Pay and Performance Committee, which will feed back to the full governing body after any meeting has taken place:

PAY AND PERFORMANCE

- To establish and oversee the operation of the schools Appraisal Policy – including the arrangements and operation of the school appraisal procedures for the Headteacher
- To establish a Pay Policy for all categories of staff, ensuring the application of the policy is undertaken in a fair and consistent way
- To ensure all statutory and contractual requests are applied
- To record all decisions made and report back to the full governing body
- To recommend to the Governing body the total amount of funding needed for pay progression
- To ensure knowledge of pay issues are up to date
- To be responsible for the administration and review of the Pay Policy
- Ensure governors have current performance management training