



**'At Yealmpstone Farm Primary School we promote equality between all people,  
expressing the Equality Act 2010'**

## **Governing Body Terms of Reference**

**The Structure of the Governing Body is as follows:**

- **Four parent governors:** elected by parents of pupils at the school  
**Mr Wetherall, Mr Edmonds, Mrs Cooper + 1 vacancy**
- **Three staff governors (including Head of School)**  
**Mrs Carla Milford (Head of School), Mrs Tracey Bowden (Business Manager), Mrs Emma Whitley (Administrator)**
- **Four community governors:** volunteers from the wider community, appointed by the governing body.  
**Mrs Atrill, Mr Jones, Mrs Charnley-Smith and Mrs Rebecca Cox**
- **One:** Local Authority Governor  
**Mr Owens**
- **The CEO**  
**Mrs Heidi Price**

**The Governing Body will have a strong focus on three core strategic functions:**

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher/CEO to account for the educational performance of the school, nursery schools and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

**To carry out these functions the Governing Body will:**

- Hold at least 3 local committee meetings per year
- Meetings will include face to face and online video conferencing.
- Appoint or remove the Clerk.
- Elect a Chair and Vice Chair – in the event of a tied vote on any issues, the Chair or Vice Chair will have second or casting vote.
- Advise all parents of any governor vacancies, all staff of governor vacancies and to appoint LA governors.
- Collaborate with other members of the Alliance to ensure partnership working.

- To ensure there is representation of Alliance parties on all Finance and Premises Committee Meetings
- Annually adopt a form of self-evaluation.
- Set dates of meetings for the year ahead.
- Note term dates for the academic year and agree occasional days.
- Receive Headteacher reports.
- Review and monitor examination/national test results.
- Review the level of exclusions
- Monitor attendance of pupils
- Allocate statutory/best practice policies to relevant committees or retain ownership as a full governing body.
- Set pupil targets as a whole.
- If required, consider the suspension of a governor
- Encourage governors to visit settings and to review, adopt and monitor governors' visit policy and feedback procedure.
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers.
- Review, approve and monitor the School Improvement Plan.
- Annually elect governors with specific responsibilities.
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's/CEO's Performance Management and/or engage the services of an external advisor.
- Maintain and update annually a file of pecuniary interest declarations.
- Review annually the delegation of functions and committee structure.
- Receive an annual report on Safeguarding.
- Provide induction of new governors.
- Encourage governors to visit settings and provide feedback.
- To review and adopt the annual management plan.
- The governing body may approve alternative arrangements for governors to participate or vote at meetings of the full governing body (but not committees) including but not limited to by telephone or video conferencing.
- Review, adopt and monitor the overall curriculum.
- In collaboration with staff, to consider information about how the curriculum is taught, evaluated and resourced.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To advise the Finance Committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named coordinator.
- To ensure that communications within the settings environment and community are efficient and effective.

### **Committee Terms of Reference:**

#### *Membership and Disqualification:*

- Not less than 3 governors appointed by the Governing Body.
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the settings or an Associate member or a non-governor member. The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because they have chosen to be a governor.
- Any member of staff other than the Headteacher/CEO, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or a

governor may not attend when s/he is the subject under discussion or there is a perceived conflict of interest.

*Quorum:*

- 50% attendance for a governors meeting to go ahead with an attendance of at least 3 governors.

*Meetings:*

- Committee meetings will be open to the public subject to an explicit invite by the governing body and minutes are available except for Part II minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number. In the event of a tied vote, the Chair or acting Chair shall have a second or casting vote.

**Specific Terms of Reference:**

**FINANCE & PREMISES COMMITTEE**

- To provide challenge to the financially accountable members of staff.
- To ensure that the school operates within the requirements of the PCC's Scheme for Financing Schools.
- To ensure that there are robust and appropriate systems of internal financial control.

Financial Planning

- To establish a 3 year budget plan, based on the best available information, taking into account the agreed priorities of raising standards and attainment through the School Improvement Plan.
- To adopt a detailed annual budget plan taking into account the agreed priorities of raising standards and attainment.
- To make decisions in respect of the service level agreement/buy back with the Local Authority including a review of the School's insurance requirements.
- To determine whether sufficient funds are available to pay for increments as recommended by the Headteacher and Pay Committee.
- To consider aspects relating to the school premises.
- To approve revenue and capital expenditure in accordance with the local scheme of delegation (see Finance Policy) ensuring that value for money has been secured.

## Financial Monitoring

- To monitor the income and expenditure throughout the year of all revenue and capital funds against the annual budget plan using the budget monitor produced by SIMS.
- To receive details of any budgetary adjustment made by the Local Authority through the income Allocation Notification process.
- To report to the Governing Body any significant anomalies in the performance of the School against the annual budget plan including the year-end carry forward.
- Subject to the local scheme of delegation (see Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive, and where appropriate, respond to all audit reports.
- To review, comparative financial statistics obtained from the DfE benchmarking website and presented by the Local Authority.
- To receive a report on how the use of resources has improved.
- To receive a report from the Headteacher following annual inspection of the School assets as recorded in the asset registers / inventories.

## Non-Public Funds

- To receive reports and monitor the income and expenditure throughout the year.
- To appoint an external auditor of these funds.
- To receive the annual statement of accounts of these funds.
- To receive and respond to the audit report on these funds.

## Schools Financial Value Standard (SFVS)

- To annually review and monitor the School's SFVS for submission to the Local Authority by 31 March.
- To annually review Governors competencies in regards to continued professional development.
- To receive and respond on any comments made by the Local Authority.

## Other

- To review and adopt any policies as delegated by the Full Governing Body.

## Premises Issues

- To inspect the premises and grounds at least annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- To review the PIC (person in control) handbook and monitor regularly.
- To advise the Finance Committee on the relative funding priorities necessary for secure, maintenance, repairs and redecoration and to approve the costs and arrangements within the budget allocation. The Headteacher/CEO is authorised to commit expenditure with

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 to staff or pupils. In this event, the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.

- To oversee the preparation and implementation of contracts.
- 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.
- To establish and keep under review an Accessibility Plan.
- To review and adopt any policies as delegated by the full governing body.

## **PERSONNEL AND CURRICULUM & STANDARDS COMMITTEES**

### Personnel Issues

- In consultation with the Headteacher, to determine the staffing structure of the School.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher.
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation within staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as "first committee" or formal disciplinary or complaints hearings.
- To review and adopt any policies as delegated by the Full Governing Body.

### Curriculum Issues

- Be aware of and approve the nature, content and treatment of the National Curriculum matters within the school.
- Be a channel for parental concerns over curriculum and pastoral matters.
- Be responsible for specific initiatives e.g PHSE Policy.
- Deal with issues relating to special needs provision and organisation.
- Contribute to the production of the School Improvement Plan with particular reference to curriculum.
- Be responsible for review of the School's websites and make recommendations to the governing body.
- Be aware of issues relating to the School's Health and Safety Policy in relation to the delivery of the curriculum.
- Provide a full set of written minutes for the governing body following meetings of the committee.
- Ensure that governors, individually and collectively, are monitoring and evaluating data showing results and standards and the application of school policies.