



Paddox Primary School

Terms of Reference for Paddox Primary Governing Board with 2 Committees:

A Resources Committee and a Performance Standards Committee

The Governing Board 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 Terms of Reference annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board.

These documents were agreed by the Governing Board at their meeting held on:

Date:26/11/2020.....

Review Date:Nov 2021.....

THE GOVERNING BOARD

The Governing Board needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Terms of reference:

1. To agree constitutional matters*, including procedures (Standing Orders) where the Governing Board has discretion
2. To recruit new members as vacancies arise and to appoint new governors* where appropriate
3. To hold at least three Governing Board meetings a year*
4. To appoint or remove the Chair and Vice Chair*
5. To appoint or remove a Clerk to the Governing Board*
6. To establish the committees of the Governing Board and their terms of reference*
7. To appoint the Chair of any committee (if not delegated to the committee itself)
8. To assign governors to the Standards and the Resources committees as appropriate
9. To suspend a governor*
10. To decide which functions of the Governing Board will be delegated to committees, groups and individuals*
11. To establish and keep under review arrangements for Governors' visits to school
12. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
13. To approve the first formal budget plan of the financial year

14. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate

15. To review the delegation arrangements annually

16. To approve the Special Education Needs Policy and to approve revisions where appropriate*

*these matters cannot be delegated to either a committee or an individual

Membership: As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Quorum: One half of the number of Governors in post

RESOURCES COMMITTEE

Terms of reference:

1. To elect a Chair and appoint a Clerk (*if not decided by the governing Board*)
2. To monitor progress against the priorities of the School Development Plan particularly those related to finance & premises targets
3. To undertake monitoring visits to the school
4. To make regular reports to the governing Board
5. To meet at least 3 times each year (e.g. in terms 1, 3 and 5.)
6. To plan and present the budget plan to the Governing Board for approval, in line with the School Development Plan which outlines both expenditure and income.
7. To support and challenge the School Leadership Team ensuring that spending decisions contribute effectively on pupil progress, attainment and outcomes.
8. To monitor and review income and expenditure against budgeted plans and report termly to the FGB, drawing attention to significant variances or anomalies. To advise, inform and make recommendations to the Governing Board for any in-year changes to the spending plans.
9. To consider the 3 E's (economy, efficiency and effectiveness) and the principles of Best Value together with the financial implications of a proposal when making recommendations to the Governing Board.
10. To review and analyse the school's financial efficiency (using the DfE Benchmarking resources) in comparison with other similar schools.
11. To ensure that the financial implications of staffing decisions are explicitly identified, understood, budgeted for and reviewed by the Governing Board. For example, considering options for staffing structure including the appointment of new staff, grading and pay increments to existing staff. (*Pay policy and its implementation will be overseen by the Pay Committee*).
12. With reference to the school's Finance Policy and delegated responsibilities, to be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and

Financial Regulations. This includes placing and opening of tenders and obtaining quotes in accordance with quotation and tendering limits.

13. To establish and review a scheme of financial delegation and other financial control procedures and monitoring their implementation.
14. To ensure that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are planned effectively.
15. To ensure that clear processes and procedures are in place for the performance management of all staff and for rewarding consistently good performance.
16. To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. To ensure the school complies with instructions from the LA Finance and Audit Team.
17. To hold the Head teacher to account for the effective implementation of all policies and procedures linked to school finances.
18. To approve virements between budget heads in excess of any delegation granted to the Head Teacher under the Governors' Scheme of Financial Delegation.
19. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
20. To ensure that the SFVS assessment form is completed and submitted to the LA Audit Section by 31 March each year.
21. To determine the arrangements and the scale of charges for the letting of school premises and other remissions
22. To agree, monitor and review periodically the application and impact of the hiring/lettings policy
23. To agree the accessibility plan and monitor its application and impact
24. To review and agree the annual programme of repairs and maintenance
25. To monitor and evaluate the application and impact of existing extended services at the school

26. To monitor and evaluate the application and impact of the Health & Safety Policy and procedures and recommend to the changes FGB
27. To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow the procedures as laid down in the Local Authority's Off-Site Activities guidelines
28. To monitor and evaluate the Data Protection Policy and the Freedom of Information Publication scheme
29. To monitor and review annually the adequacy, application and impact of the Safeguarding policy and procedures; to approve changes to the policy and procedures; to report annually to the LA including the Central Record of recruitment and vetting checks
30. To monitor and evaluate periodically the application and impact of the schools' complaints and appeals policies and procedures; to approve changes to the policy and procedures including the Complaints Procedure statement
31. To carry out any other premises-related tasks as delegated by the governing body

Minutes

Formal minutes must be kept of each committee meeting and these minutes should be reported to and shared with the Governing Board with recommendations for action or decision where required.

Functions Delegated to the Head teacher

As per the Governing Board's Scheme of Financial Delegation.

PERFORMANCE STANDARDS COMMITTEE

Terms of reference:

1. To elect a chair and appoint a clerk (if not decided by the governing Board)
2. To undertake monitoring visits to the school
3. To make regular reports to the Governing Board
4. Meet at least 3 times each year (e.g. terms 1, 3 and 5)
5. On behalf of the Governing Board to hold the school leadership to account for pupils' attainment and progress against a range of targets (school, local, national)
6. To develop an overview of the quality of teaching and learning across all key stages / the key stage and of how this relates to performance management of school staff.
7. To develop an overview of the quality of support for NQTs and the progress of NQTs.
8. Where there is funding specifically targeted at particular pupil groups the committee will monitor the priorities and impact of spend on the outcomes for those pupils e.g. Pupil Premium, SEND.
9. Closing the Gap: To monitor, review and evaluate the impact of actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (e.g. SEND, gender, free school meals, EAL, LAC).
10. To consider data (e.g. ASP, Fischer Family Trust, the school's own internal tracking data) relating to the achievement, progress and attainment of pupils at the end of each key stage together with evidence from pupil tracking for all intervening years.
11. Pupil Voice: To review, plan and coordinate strategies to collect and consider pupil view / voice.
12. Wellbeing: To monitor and hold school leaders to account for the effectiveness with which they promote pupils' wellbeing including their spiritual, moral, social and cultural development.

13. Attendance: To consider strategies for improving attendance, particularly of identified groups and to hold school leaders to account for improvement.
14. To determine the best way to spend other specific funds: catch-up premiums and primary schools sports fund and to review its impact.
15. To develop and review policies delegated to the Performance and Standards Committee by the FGB and in accordance with its delegated powers ensure that these policies are up to date, compliant and are implemented effectively.
16. Ensure National Curriculum is taught to all pupils.
17. Ensure that provision of religious education meets the requirements.

How will this be achieved?

Through a range of monitoring activities* which may include:

- ✓ Evaluation and analysis of ASP and other school performance data
- ✓ Co-ordinated classroom visits, learning walks and book trawls
- ✓ Meetings with stakeholders including children and staff members
- ✓ Taking into account information from professionals internal and external to the school.

*Although monitoring is a key role of the Performance & Standards Committee this does not exclude any other member of the Governing Board from helping to carry out these monitoring activities. It is important for every member of the Governing Board to get to know their school.

Minutes

Formal minutes must be kept of each committee meeting and these minutes should be reported to and shared with the Governing Board for reference and with recommendations for action or decision.

In addition to the main Governing Board committees the following are required to fulfil specific tasks.

PAY COMMITTEE

Terms of reference:

The Pay committee of the Governing Board is authorised to recommend / decide all pay matters, but decisions will not be notified to staff until the full Governing Board has agreed or been notified (the Terms of Reference refer to the Committee either having powers to recommend or to decide. If they recommend the full governing Board will need to agree, but if they have the delegated power to decide then they will only need to notify the full governing Board).

1. Membership

- 5 Governors will be elected by the Governing Body. A minimum of 3 will sit as the committee.
- Where the Head teacher is not a member of the Pay committee, they will be entitled to attend all meetings in an advisory capacity.
- The Head teacher will leave the meeting when their own pay is being discussed.

2. Terms of Reference

The committee will have full powers to make recommendations/decisions within the pay policy adopted by the governing Board. The terms of reference are as follows:

1. To achieve the aims and objectives of the school pay policy;
2. To apply the criteria set by the policy, including linkages with the school appraisal policy, in determining the pay of each member of staff;
3. To observe all statutory and contractual obligations;
4. To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document;
5. To ensure that all pay decisions have regard to the legislation outlined in Basic Principles;
6. To recommend the annual pay budget, including pay progression at all levels. The governing Board recognises that funding cannot be used as a criterion to decide performance pay progression;
7. To minute clearly the reasons for all recommendations / decisions and to report these to the full governing Board;

8. To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1st September;
9. To ensure that staff know the procedure for making an appeal against pay decisions;
10. To ensure that there are clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner;
11. To keep abreast of developments influencing pay considerations and to advise the governing Board when the pay policy needs to be reviewed.

Pecuniary interest

No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

Procedure

- The full governing Board will receive the report of the Pay committee in the confidential section of the agenda. Once decisions have been made / communicated, they will be advised in writing to members of staff.
- Every teacher's salary must be reviewed annually, with effect from 1st September. A written statement of pay must be sent to each teacher by 31st October each year.

PUPIL DISCIPLINE COMMITTEE

Terms of reference:

1. To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
4. To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board.
5. To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

Membership: 3 or 5 members

The Governing Board may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially, they should not serve at the hearing. If, through non-attendance of a governor, four members consider exclusion, the chair has the casting vote.

Disqualification: The Head teacher, any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

APPEALS PANEL

To deal with appeals that are the outcome of administration policy for example pay, exclusions.

Membership: 3 or 5 members

The Governing Board may nominate a pool of governors from which three or five will serve on the Appeals Committee dependant on the nature of the appeal. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider exclusion, the chair has the casting vote. Members of the Pupil Discipline Committee may not sit on the Appeals Panel if they were involved in the original decision

HEAD TEACHER'S PERFORMANCE REVIEW GROUP

- Carry out the Governing Body's functions relating to the performance review of the Head Teacher
- To arrange to meet with the External Adviser to discuss the Head teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head teacher against the targets
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set

Membership: 3 members

Disqualification: The Head teacher and Staff Governors

DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

1. To liaise with the appropriate member(s) of staff
2. To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
3. To regularly report to the Governing Board, or the Steering Group, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility
4. To raise the profile of the area of responsibility when related matters are considered by the Governing Board
5. To attend training as appropriate

Disqualification - The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions