

Rangeworthy CEVC Primary School

TERMS OF REFERENCE FOR THE FULL GOVERNING BODY

Signed (Chair):	Name: Jeanette Mullen	Date: 11 th October 2022
Signed (Headteacher):	Name: Susan Warnock	Date: 11 th October 2022
Ratified: by Full Governing Body		Next Review: Term 1 (22/23)

Rangeworthy CEVC Primary School

Terms of Reference for the Full Governing Body

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and South Gloucestershire Council delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head teacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To ensure meetings of the Governing Body are convened
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Head teacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – staff governors

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Head teacher

The Governing Body

The Governing Body 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:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies, arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of the Governing Body and their terms of reference*
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- 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 Body is necessary*
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*

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

FULL GOVERNING BODY MEMBERS – SEPTEMBER 2022

Susan Warnock (Head Teacher)

Jeanette Mullen - Co-opted Governor

Jenny Eastment - Co-opted Governor

Sharon Wells - Parent Governor

Hannah Fussell - Parent Governor– Co-Chair of Governors

Liz Edmunds - Co-opted Governor

David Russell – Foundation Governor

Dawn Hardwick – Foundation Governor

Lucy Welsby - Staff Governor

Marie Bath – Local Authority Governor–Co-Chair of Governors

Martin Royds– Vice Chair of Governors

Thelma Maslen – Clerk

Curriculum Standards

Hannah Fussell - Chair & Jenny Eastment – Clerk
Susan Warnock, Sharon Wells, Martin Royds & Lucy Welsby

Finance

Jeanette Mullen – Chair & Liz Edmunds – Clerk
David Russell, Susan Warnock, Dawn Hardwick & Marie Bath

Health & Safety

Martin Royds, Hannah Fussell - Clerk
Susan Warnock, Marie Bath & David Russell

Ethos

David Russell – Chair & Susan Warnock – Clerk
Dawn Hardwick

Safeguarding

David Russell – Chair & Susan Warnock – Clerk
Jeanette Mullen

Terms of Reference – FGB**Governors Responsibility/Subject Areas:**

English - Sharon Wells
Maths – Hannah Fussell
Science - Liz Edmunds
Website Monitoring – Liz Edmunds
Computing/ E. Safety – Martin Royds
EYFS – Jeanette Mullen
Safeguarding – Jeanette Mullen & David Russell
RE & Values - David Russell
PHCE – David Russell
Worship – David Russell
Complaints – David Russell
GDPR – Headteacher
PE – Jenny Eastment
Gifted & Talented - Sharon Wells
Assessment of Data – (Detailed through subject areas)
SEND and Pupil Premium - Jenny Eastment

Curriculum Committee

Constitution

There shall be a subcommittee of the full governing body (FGB) known as the Curriculum Committee. Membership will comprise a minimum of 4 Governors, one of which must be the Head teacher.

The meeting shall be quorate provided 3 members are present. The committee can co-opt or invite to meetings others who by virtue of their experience or knowledge will be able to benefit the work of the committee.

Procedure

The chair will be elected annually from the committee's membership. Staff Governors are not eligible to chair. The appointment will be made at the first meeting of the Full Governing Body in the school year.

The committee will meet 3 times per year but this will be reviewed in relation to the committee's workload. An agenda and supporting papers will be agreed by discussion between the chair, clerk and the Head Teacher, and these will be circulated to the committee not less than one week before the meeting.

Minutes will be produced by the committee clerk. The initial draft will be sent to the committee chair for checking within 5 days of the meeting. Once checked, they will be circulated to all members of the FGB in time for their meeting.

The chair will report on all decisions, recommendations and key issues at each FGB meeting.

The Terms of Reference will be reviewed annually at the first meeting of the school year (i.e. September/October).

I. Specific Aims

- To ensure all children enjoy and achieve through a broad and balanced curriculum which meets their individual needs.
- To monitor robust assessment procedures that are in place to achieve outstanding attainment and progress.
- To support the school in helping each child to enjoy their education as a result of additional activities and extended opportunities.

II. Terms of reference

Curriculum

- To advise the Governing Body on the curriculum policy and statutory obligations regarding the National Curriculum.
- With the assistance of staff, to provide information to the full Governing Body about how the curriculum is taught, evaluated and researched.
- To review the policy and provision for Collective Worship and for Religious Education and make recommendations to the full Governing Body.
- To review the policy and provision for Sex Education and make recommendations to the full Governing Body.
- To ensure that the requirements of children with special needs are met through establishing and monitoring an SEN Policy.
- To review the information and data about school performance.
- To agree protocol for governor visits to the school.
- To monitor assessment data and contribute to the target setting process.
- To monitor content on the school website.
- To review and develop all school policies related to the Curriculum.

Finance Committee

Constitution

There shall be a subcommittee of the full governing body (FGB) known as the Finance, Resources and Staffing (Costs) Committee.

Membership will comprise of a minimum of 4 Governors which must include the Head teacher. The Chair of Governors will be an ex-officio member.

The meeting shall be quorate provided there are 3 members present, but this must include the head teacher. The committee can co-opt or invite to meetings others who by virtue of their experience or knowledge will be able to benefit the work of the committee.

Procedure

The chair will be elected annually from the committee's membership. Staff Governors are not eligible to chair. The appointment will be made at the first meeting of the Full Governing Body in the school year.

If the Clerk cannot be present, a member of the committee will take the minutes in lieu of the Clerk.

The committee will meet at least 3 times a year. An agenda and supporting papers will be agreed by discussion between the chair and the Head Teacher, and these will be circulated to the committee not less than one week before the meeting.

Minutes will be produced by the Clerk/Minute Taker. The initial draft will be sent to the committee chair for checking within 5 days of the meeting. Once checked, they will be circulated to all members of the FGB in time for their meeting.

The chair will report on all decisions, recommendations, and key issues at each FGB meeting.

The Terms of Reference will be reviewed annually at the first meeting of the school year (ie September/October).

Specific aims

- To monitor and review matters relating to finance, premises, and other resources as seems appropriate.
- To establish and maintain an up to date three-year financial plan.
- To establish and review a property maintenance and development plan.

Terms of Reference

In relation to financial matters:

- To prepare the formal budget plan for the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement at each meeting, including any virement decisions, and report back to the FGB.
- To determine whether sufficient funds are available for staff increments.
- To ensure that audits are carried out to required timescales.
- To consider any appeals against a decision on pay awards.

In relation to premises matters:

- To receive reports from governors with special responsibilities, e.g. Health & Safety.
- To oversee arrangements, including health & safety, for the use of school premises by outside users.
- To oversee arrangements for repairs and maintenance.
- To complete and review risk assessments.
- To ensure that fire extinguishers are checked in accordance with requirements.
- To ensure that the Fire Safety Record is up to date, eg fire drills, alarm testing.

- Delegated Powers:

- The committee will have delegated powers within the following framework:
- Total responsibility for the management of the budget with the following restraints:
 1. not greater than 10% virement or £6,000 whichever is the greater between headings outlined in the annual expenditure profile agreed by the full Governing Body.
 2. not to exceed the grand total of the approved annual budget and to report to the governing body if there is any possibility of overspend.
- Plan expenditure for the whole year and obtain approval of full governing body.
- Meet and monitor on a regular basis all school expenditure and compare to horizontal profile, calling an emergency meeting of the full governing body where necessary.
- Make interim decisions on spending within the constraints of (1) above before reporting to the full governing body.
- The Headteacher may spend up to £2000 on any one item.
- The school must obtain three written quotes for all purchases over £2,000
- The Head Teacher, Deputy and School Business Manager have authority to raise an order.
- In the absence of the Head, the Deputy will make important financial decisions in liaison with the Governors.

Terms of Reference for Financial Responsibilities

Rangeworthy CE VC Primary School

(FC = Finance committee; FGB = Full Governing Body; SBM = School Business Manager)

Main Activity	Detailed Tasks	Responsibility of:
Planning the budget.	Identifying priorities with reference to the school Development Plan.	FGB, after input from committees following proposals from staff and advisers.
	Making recommendations and proposals.	Head – FC – FGB.
	Examining projections of spending.	Head - FC – FGB.
	Examining recommendations and proposals.	FC – FGB.

Approving the budget.	Deciding upon the annual allocations.	FGB.
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Monitoring the budget.	Regular reviews each month.	Head and / Finance Staff
	Collating information and presenting reports to the FGB or FC.	Head and / Finance Staff
	Reviews of financial reports at least termly.	FC / FGB.

Virements.	Deciding on Virements in connection with annual allocations and in response to in-year budget variations. Undertaking Virements following approval in accordance with the above limits.	Head below £2,000 FC between £2,000 and £6,000 FGB greater than £6,000. Finance Staff
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Reconciliation of Accounts.	Checking the completeness and accuracy of the accounts as shown on the budgetary control sheets/monthly Income and Expenditure summaries/ and the computerised accounting system.	Head and / Finance Staff
	Seeking clarification and initiating queries.	Head and / Finance Staff

Carry-forwards: policy on and use of retained balances.	Monitoring and identifying areas of over/under-spend in course of and at the end of the financial year.	Head and / Finance Staff FC.
	Considering the implications of overspends / underspends for budget planning.	Head and / Finance Staff FC.

Income Generation.	Planning and monitoring activities.	Head, FC & FGB
	Incorporating projected income into budget planning.	Head and / FC