

HAYTOR VIEW COMMUNITY PRIMARY SCHOOL & NURSERY



FULL GOVERNING BOARD

TERMS OF REFERENCE

Learning together - enjoying success - aiming high - celebrating difference – enriching community

WITHDRAWAL: Any Governor or associate member employed to work at the school, other than the Headteacher must withdraw from the meeting for discussions concerning the pay and performance of anyone employed at the school, The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interest.

The Governing Board has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the Governing Board will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.

MATTERS OF URGENCY: These may be dealt with by the chair of the board and reported to the next meeting of the full governing board.

DELEGATION: The board may use its powers to delegate functions and decisions to committees or individual governors. It is the overall board however that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

Best Value:

The board will ensure the principles of Best Value are followed when making decisions, the principles of Best Value are:

The Principles of Best Value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders;
- Compete – as a means of securing efficient and effective services.

The Governing Board's Core Responsibilities are:

- To ensure clarity of vision, ethos and strategic direction;
- To hold the Head Teacher to account for the educational performance of the school and its pupils;
- To evaluate the school's performance against other schools, using Analyse School Performance (ASP) and other appropriate data
- To oversee the financial performance of the school and making sure its money is well spent;
- To oversee all matters relating to personnel, health and safety, security and school premises;
- To ensure that the statutory requirements of children with SEND are met;
- To ensure the statutory responsibilities for the safeguarding of children are met;
- Analysis and evaluation of the quality of teaching and learning;
- To ensure that the National Curriculum is taught throughout the school;

Arrangement of Governing Board:

- All meetings of the Governing Board are not open to the public.
- Any governor shall have the right to attend any meeting of a governors' committee or working group, but not meetings of panels set up to discuss matters such as pupil

exclusion, staff discipline or grievance, admissions or the Head Teacher's performance. However, only members of the committee or working group may vote.

- The Chair of Governors shall be an ex officio member of any committee to which he/she is not otherwise appointed.
- The membership and terms of reference of every committee shall be reviewed annually at the first Governing Board meeting of the academic year.
- If the Head Teacher) is unable to attend a committee, he/she may nominate a non-voting substitute, except where he/she is included in the quorum.
- Any non-voting substitute nominated by the Head Teacher must be a member of the school's Senior Management Team.
- The Governing Board or committee may invite a subject leader to address a meeting when that subject forms part of the agenda.
- All decision-making functions not specifically delegated to a committee under the Delegation of Functions Policy shall be undertaken by the Governing Board.

School Development Planning:

- To work with the Head Teacher and other senior leaders as necessary, to develop and review the School Development Plan, and to make recommendations for its adoption by the Governing Board
- Ensure that the school development plan reflects Ofsted judgements, the vision for the school, current statutory responsibilities;
- To receive reports from the Head Teacher and key members of staff on developments in the priorities identified in the plan
- By arrangement with the Head Teacher and individual staff members to monitor progress towards meeting the targets and outcomes set in the School Development Plan through examination of documentary evidence, visits to the school, and conversations with relevant staff and pupils
- Review school development plan and timetable and if necessary make appropriate recommendations;
- Ensure remedial action is taken immediately to compensate for any slippage;
- Oversee and coordinate the part of the plan which relates to the board;
- Coordinate governors monitoring visits in relation to the plan;
- Undertake other tasks in relation to the action plan that the governing board decides;
- To discuss with the Head Teacher and relevant individual staff members, strategies to enable the school to meet those targets and outcomes
- To receive information from the Head of Learning and Development and Lead Governors on developments in relation to statutory responsibilities, school priorities and the School Development Plan, and to consider recommendations on changes that may be necessary to the School Development Plan
- To review and interrogate external data available for the school;
- Ensure there is a link to the DfE school performance table on the school website;
- To ensure the continued knowledge and understanding of Governors in respect of the Ofsted inspection framework;
- To ensure the schools' most recent Ofsted report or link to it is available on the school website;
- Analyse Key Stage 2 results ensure the most recent results are published on the website in line with requirements;

School Performance:

- Undertake analysis and evaluation of performance data and target setting;
- Analysis and evaluation of performance data and setting targets;
- Consider analysis and evaluation of the quality of teaching and learning;

Finance:

The board has the responsibility for overseeing the financial performance of the school and making sure its money is well spent:

- To work with the Head Teacher and the Finance Officer on the Finance Policy and the school budget and make recommendations for their approval by the Governing Board;
- To oversee the financial performance of the school and make sure its money is well spent

- To monitor the income and expenditure of all public funds;
- To vire funds as necessary within the limits set out in the Finance Policy;
- To ensure that non-public funds are audited;
- To receive and respond to the audit report;
- To decide on the purchase of services and enter into contracts as set out in the Finance Policy, ensuring that Best Value criteria are adhered to;
- To investigate any financial irregularities;

In consultation with Headteacher and Business Manager taking into consideration:

- Availability of resources
- Sustainability of commitments
- School development plan
- Forecast pupil numbers
- Anticipated contractual liabilities
- Other relevant factors

The FGB will scrutinise the budget plan for the financial year for approval

- To ensure the continued knowledge and understanding of governors in respect of the commitments to the Schools Financial Value Standard (SFVS) and ensure the annual return is submitted
- To ensure the establishment and maintenance of an up to date 3 – 5 year financial plan, ensuring that current data is used to inform the 3 year plan;
- To monitor budgets for all funds including virement decisions at least half termly, monitor that appropriate actions is being taken to maintain financial viability and report significant variances from the anticipated position of the governing board;
- To establish appropriate policies, including:
 - 1) Finance Policy
- To ensure the continued knowledge and understanding of Governors in respect of the Schools Funding Consultation;
- To monitor the expenditure of any voluntary funds and ensure the annual audit of these funds;
- To make decisions in respect of service level agreements and service contracts;
- To consider and approve non routine expenditure in accordance with the Finance Policy
- To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate;
- To receive audit reports, direct the response to such reports and ensure reports are appropriately acted upon;
- To undertake financial benchmarking;
- To monitor the proper allocation of pupil premium, sports funding, CiC funding;
- To ensure an appropriate risk register is maintained, review and monitor the register to ensure the board is aware of the potential financial impact of identified risks;
- To monitor school purchasing to ensure that conflicts of interests are identified;
- To review pupil numbers and implications on the budget, including the number of pupils eligible for Free School Meals;
- To review procurement strategies;
- To review the School Emergency Management Plan (Business Continuity Plan);
- To ensure that an appropriate register of business interests is maintained by the clerk for everyone involved in governance and the school has a similar record for those involved in the finances of the school at a senior level. Ensure that a summary of relevant business interests is published on school website to meet statutory obligations;
- To monitor that appropriate levels of insurance are in place;

The board will ask questions such as:

1. Are we allocating resources in line with our strategic priorities?
2. Are we making full use of all our assets and efficient use of all our financial resources?
3. Are other schools buying things cheaper or getting better results with less spending per pupil?
4. How can we get better value for money from our budget?
5. Do we have the right staff and the right development and reward arrangements?

6. *What is the school's approach to implementation of pay reform and performance related pay? If it compliant with the most up to date version of the School Teachers' Pay and Condition doc?*

Personnel:

- To review statutory documents, including:
 - 1) Contract of employment for each staff member;
 - 2) Central record of recruitment and vetting checks (DBS);
- In consultation with the Headteacher and giving consideration to the school development plan, review the staffing structure annually and whenever a vacancy occurs;
- Ensure that flexible working and teacher recruitment and retention framework is considered when reviewing staffing structures;
- To decide on changes to the staffing structure and the staffing complement;
- To consider and decide on redundancy and early retirement issues, in consultation with the local authority;
- To make arrangements for interviewing and appointing permanent staff, with the exception of the Head Teacher;
- To ensure that requirements for safer recruitment are in place and there is an up to day single central record (SCR) of recruitment and vetting (DBS) checks in school;
- Confirm arrangements for HT appraisal, appointment of external advisor and HT appraisal governors (ensure at least one member of the panel has undertaken training);

Premises, Security, Health and Safety:

- To assist the Headteacher and Business Manager on matters relating to the school premises and grounds, security and environment;
- To ensure the annual inspection of the premises and grounds is carried out and reported;
- Receive reports and agree priorities for maintenance and improvement with reference to the asset management plan;
- To review the security requirements of the school annually;
- To monitor and evaluate safety outcomes (risk assessment reports / accident statistics / near misses);
- To monitor that risk assessments including annual fire RA are up to date with clear line of responsibility and procedures;
- To ensure there are agreed procedures for reporting concerns;
- To consider costs and arrangements for maintenance, repairs and redecoration with budget allocation;
- Work with the Headteacher and Business Manager to develop a long term plan for improving the facilities and premises for staff, pupils and visitors;
- To monitor the preparation, tender process and implementation of contracts;
- To agree and evaluate school's asset management plan;
- To approve reasonable adjustments to premises to approve disabled access;
- To ensure that H and S checks and risk assessment details are outlined and complied with prior to educational trips and visits. Receive report of any issues on trips or visits and ensure staff review policies in accordance;
- Ensure educational visits meet safeguarding requirements;
- Review catering nutritional policy and re-affirm food standards in line with statutory duties;

Teaching and Learning:

The governing board is the strategic lead for the school and has a vital role to play in making sure every child gets the best possible education, this includes asking the following questions:

- Which groups of pupils are the highest and lowest performing and why?
- What are the plans for addressing underperformance or less than expected progress?
- How will leaders know things are improving?
- Which year groups or subjects get the best results and why?
- How does this relate to the quality of teaching across the school?

- What is the strategy for improving areas of weakest performance?
- How are leaders going to raise standards for all children, regardless of:
 1. The most and least able;
 2. Those with special educational needs;
 3. Those receiving free school meals;
 4. Gender;
- Have decisions been made with reference to external evidence, such as Ofsted's data dashboard, Analyse School Performance, Fischer Family Trust etc
- Will the impact of decisions and interventions be monitored and supported;
- Is the school a positive place with a happy learning culture;
- What is the track record on attendance, behaviour and bullying;
- Are safeguarding procedures in place;
- What are leaders doing to address any issues and how will they know it is working;
- How good is the wider offer to pupils, is the school offering a good range of sports, arts and voluntary activities;
- Do leaders listen to what parents and pupils are saying;

Curriculum:

The Board will review policies and information including:

1. Collective worship (Statutory)
2. Sex, Relationships and Health Education (Statutory)
3. Governor Visits protocol
4. Curriculum information published on website (Statutory)

- To monitor and evaluate the agreed intent, implementation and impact of the school curriculum. Consider evidence about how effectively the curriculum is achieving its aims for pupils and how this relates to the board's vision for the school;
- To evaluate information from the Headteacher and subject leaders and staff about how the curriculum is taught, evaluated and resourced;
- To agree the arrangements for educational visits and ensure they are in line with current guidance;
- To ensure the continued knowledge and understanding of Governors in respect of the National Curriculum;
- To monitor and evaluate the provision of the curriculum to account for the needs of children with SEDN, including more able children. Consider evidence to demonstrate how the curriculum is made accessible for all children;
- Consider if children are taught about mental health and emotional well being as part of a broad and balanced curriculum;
- Evaluate the provision for ensuring that pupils are prepared for life in modern Britain and are given opportunities to develop character and resilience;
- Monitor and evaluate the range of extra curricular opportunities available to children and the level of uptake by pupils across all age ranges and amongst disadvantaged children;

To ensure the relevant statutory information relating to the curriculum is published on the school website:

1. The content of the curriculum by academic year and subject;
2. How parents (and prospective parents) can obtain further information in relation to the curriculum;
3. Key Stage 1 Phonics and Reading Schemes in operation;

Inclusion / SEND:

The Board will review policies and information including:

1. SEND policy (Statutory)

2. Information relating to SEND provision published on the school website (statutory)
3. Supporting Pupils with Medical Conditions Policy (Statutory)
4. Education of Children in Care policy
5. Behaviour Policy and Behaviour Principles (Statutory)
6. Attendance Policy
7. Child Protection Policy (Statutory)
8. Devon County Council Safeguarding Audit
9. Exclusions Procedures (Statutory)

- The SEND governor will undertake appropriate governor training in order to fully understand their role, including where possible joining relevant staff training;
- To champion the requirements of children with SEND by contributing to the development of SEND policy, including provision for more able children;;
- Monitor the implementation and effectiveness of the SEND policy;
- To ensure the needs of all children are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups (including children in care, pupils with medical needs, pupils with English as a second language, pupils eligible for free school meals, ethnic minority and traveller children, forces pupils, children with protected characteristics, SEND children);
- To analyse the impact of the school's provision for SEND children in relation to attainment and progress, attendance, punctuality and exclusion;
- Establish if the SENDCO has sufficient time and resources to enable them to carry out the role as described in the SEND Code of Practice;
- Use the SEN Funding Evaluation Tool to ensure that provision is being targeted effectively and consider the implications for the following year's budget for learners with SEND and inclusion needs;
- Ask how the Graduated Response is used to support 'Assess, Plan, Do, Review' cycle;
- To consider the impact for children, parents and staff with protected characteristics when developing / reviewing policies;
- To assist with the identification of the Equality Objectives and monitor progress towards these objectives;
- To ensure that the school meets the statutory requirements relating to equality legislation including publishing the Equality Objectives, equality information on the school website to show how the school is complying with the Public Sector Equality Duty;
- To ensure the governing board meets their statutory duty to be involved in the formulation of the 'Local Offer' with the Local Authority;
- Ensure an attendance register is taken daily at school. Monitor pupil attendance figures and patterns. Review and evaluate progress towards the school's attendance targets;
- Monitor exclusion procedures and exclusion data, including pupils on part time timetables;

Community, Staff, Parental Links:

The Board will review policies and information including:

1. Complaints Policy (Statutory)
 2. Data Protection Policy (Statutory)
 3. Freedom of Information Publication Scheme (Statutory)
 4. Statement of the school's ethos and values in published on website (statutory)
- To assist school leaders in promoting good relationships and communication with parents and the wider community;
 - Ensure the needs of stakeholders are monitored and there is an opportunity for individuals and groups to communicate their opinions and concerns;
 - Ensure the board regularly consults with staff, parents and pupils, giving them the opportunity to contribute to the development of policies and procedures which will impact on them;

- Using parental views to inform the school's self-evaluation and strategic planning to improve the education of children;
- Report back to parents, pupils and staff the result of the changes governors make as a result of listening to their views;
- To ensure a complaints process is in place, appropriately reviewed and monitored to ensure that it is followed consistently. Review any complaints once they have been dealt with to identify any common themes, investigate any changes to practice required;
- Act as champions for well being and mental health for both staff and pupils. Analyse responses to the staff well being survey to help understand the key issues in the school, and use information from the survey to assess the impact of any measures being taken to support staff well being;
- Monitor the key aspects of mental health and emotional well being and be aware of what is being done to promote a positive environment for children. Identify how the school ensures timely identification, support and mentoring of vulnerable children who may benefit from targeted support;
- To be aware of the code of conduct for Governors when using social media;
- To ensure that statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled;
- Seek confirmation from the DPO that the school is registered with the Information Commissioner's Office;
- Working with the DPO ensure that governors are aware that responsibility for compliance with data protection legislation lies with them and that they are kept informed about all key issues arising from the legislative changes;
- Liaise with the DPO to monitor and evaluate any data breaches and near misses to identify any changes in practice required;

School Vision:

- To identify how the school's vision statement is represented in the day to day work of the school;
- To monitor the implementation of the 'core offer' through the range of extended services provision accessed via the school;
- To consider the findings of the parent and community consultation process;
- To monitor the impact of the community cohesion work undertaken by the school;
- To consider the profile of the school in the community;

Policy Review:

- The Governing Board shall review and adopt any statutory school model policies from the LA allocated to the Full Governing Board in the Annual Cycle of Business;
- The Governing Board will review and agree the other policies allocated in the Annual Cycle of Business;

Health and Safety and Premises:

- To monitor the effectiveness of the school's health and safety arrangements and ensure that they comply with the relevant regulations;
- To decide on priorities for the maintenance and development of the school premises and agree the costs, within the relevant budget;