

St Alban's CE Primary School



Terms of Reference

May 2024

Renewed: May 2024
Reviewed: May 2025

Faith Hope Love

Our school vision



Our vision is that all our pupils should grow in:

Faith in God, or be inspired by faith, and in their own ability to fulfil their potential,

Hope to be the best of examples, to work to change themselves and the world for the better, and

Love, reflecting God's love in unselfish love for others.

Our vision is based on the God given virtues of:

FAITH, HOPE AND LOVE

1 Corinthians 13:13

Faith

Hope

Love

SCHEME OF DELEGATION AND FGB TERMS OF REFERENCE

GOVERNING BODY

Membership

As set out on the Instrument of Government.

Quorum

The quorum for a meeting of the governing body and any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body (not including posts vacant at the time of the meeting).

Clerking

The governing body has appointed **Emma Brooker** as clerk to the Governing Body.

Meetings

The Governing Body will meet at least 6 times per academic year.

General

The strategic role of the Governing Body is:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the headteacher to account for the educational performance of the school and its pupils; and
- c. Overseeing the financial performance of the school and making sure its money is well spent

Specific

The powers of the Governing Body are set out in the Governance Handbook. The following are reserved to the Governing Body:

1. Appointing, suspending and removing a Governor
2. Appointing and removing the Clerk to the Governing Body
3. Electing and removing the Chair and Vice-Chair of Governors
4. Appointing Link Governors and Governors with Specific Roles (e.g. Safeguarding)
5. Reviewing, amending and approving FGB Terms of Reference and the Scheme of Delegation
6. Approving the first formal budget plan of the financial year
7. Appointing the Headteacher and Deputy Headteacher

Statutory policies and documents that must be approved by the Governing Body.
Statutory policies and documents are listed below *NB Listed below are those documents whose approval cannot be delegated to FGBs or an individual. Where the Governing Body does not wish to delegate, the policy should be added to this list*

Teachers' Pay
Staff Discipline, Conduct and Grievance
Instrument of Government
Safeguarding Policy
Special Educational Needs Policy
Supporting pupils with medical conditions

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Schools Financial Value Statement (SFVS)
School Development Plan
Staffing Structure
Terms of Reference and Scheme of Delegation

Other documents that can only be altered with the approval of the Governing Body

School Vision Statement
Strategic Plan
Code of Conduct for Governors

FINANCE/RESOURCES

General: all Governors have the following responsibilities:

1. To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the governing body to fulfil its strategic role.
2. To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and other data, reporting or making recommendations to the full governing body.
3. To review school policies where needed, having regard to changes in legislation and any guidance issued by the Secretary of State, and to approve amendments, report to, or make recommendations to the full governing body as appropriate.
4. To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
5. To monitor the school's safeguarding procedures as they relate to the FGB's specific area of responsibility, and to ensure that any shortcomings are identified and addressed.
6. To take appropriate action on any other relevant matter referred by the governing body.

Specific

The FGB will oversee

1. the school's finances, ensuring that the school operates within the financial regulations of the local authority, school finance policy and procurement code and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;
2. the allocation of funds within the school, ensuring that value for money is achieved, including in the use of the Pupil Premium and Sports Premium;
3. the maintenance and development of the school site and premises;
4. the implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted as appropriate and all legal requirements fulfilled

In particular the FGB will:

Finance

1. keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the headteacher for the day-to-day financial management of the school;
2. receive a budget monitoring report at least termly, showing budget, actual to date, predicted future income and expenditure, ensure that any appropriate action is taken and report to the full Governing Body on the current position;
3. agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body
4. prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan;
5. monitor the use and impact of the school's pupil and sports premium allocations in overcoming barriers to learning and pupil progress;
6. undertake financial benchmarking against other similar schools, identifying
7. review the SFVS annually and ensure that any actions required are taken in response to any identified shortfalls;
8. recommend the revised SFVS to the Governing Body for approval;

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9. establish and keep under review procedures and policies for governors to claim expenses

The FGB has delegated the following to the Head Teacher in relation to Finance, Procurement and Audit

Finance

- i. Agree to write off debts below £150***
- ii. Agree to the disposal of non-capital assets valued below £2000***
- iii. Agree expenditure below £5000***
- iv. Agree virements (transfers between budget headings / cost centres) of below £10,000***

Procurement

- i. keep under review the effectiveness and value for money of all contracts;***
- ii. agree the award of contracts for service whose value is below £5,000***
- iii. agree the list of contractors invited to tender for contracts whose value is less than £10,000***
- iv. review tenders for any contract with a value below £25,000***

Audit

ensure that appropriate records of Voluntary and Private Funds are kept and independently audited annually;
monitor the implementation of audit recommendations.

Premises, health and safety

1. draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
2. monitor capital projects;
3. agree the lettings and charges policy for the use of school premises;
4. agree the health and safety and emergency procedures and policies and keep these under review, ensuring that necessary checks and assessments are carried out and prioritised for action;
5. lead on the Governing Body's role in relation to premises management and compliance with statutory requirements.

Staffing

Review the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;

Review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence and pay - ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately ensuring ;

Review the appraisal / performance management policy and how staff objectives and CPD are linked to school improvement priorities

Recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;

Ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and professional development and to report any emerging issues to the governing body;

Ensure the school complies with the latest requirements in relation to safer recruitment and associated safeguarding procedures;

Consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

Statutory policies and documents and those prioritised by the GB. Statutory policies and

documents which the FGB has delegated powers to approve are listed below **NB The Governing Body may choose to retain the right to sign off the following policies**

- Data protection
- Complaints Procedure
- Charging and Remissions
- Freedom Of Information
- Health and safety
- Accessibility plan
- Central record of recruitment and vetting checks
- Governors' allowances
- Premises management (could be part of Health and Safety)
- Publication of equality information and objectives (Public Sector Equality Duty)
- Procedures for allegations of abuse against staff
- Whistle blowing
- Premises Management Documents
- Finance Policy (detailed schemes of delegation)
- Lettings Policy and associated charges

PAY REVIEW

The FGB will:

1. review the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
2. ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations and make decisions in relation to pay progression
3. ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
4. consider the recommendation of the headteacher's performance review group in relation to the headteacher's pay ***;

Anyone employed to work at the school including the headteacher must withdraw from this item; ***Governors who participated in the decision to make a recommendation on the Headteacher's pay should not participate in the decision.

HEADTEACHER'S APPRAISAL/PERFORMANCE MANAGEMENT/REVIEW
FGB

Specific responsibilities

1. carry out the Headteacher's annual performance management and make a decision in relation to pay progression, and;
2. set targets for the following year for the Headteacher.

***External Adviser and Headteacher will withdraw for discussion of pay awards.**

LEARNING AND ACHIEVEMENT/CURRICULUM/STANDARDS/COMMUNITY FGB

General: all FGBs have the following responsibilities:

1. To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the governing body to fulfil its strategic role.
2. To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and other data, reporting or making recommendations to the full governing body.
3. To review school policies where needed, having regard to changes in legislation and any guidance issued by the Secretary of State, and to approve amendments, report to, or make recommendations to the full governing body as appropriate.
4. To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
5. To monitor the school's safeguarding policies and procedures as they relate to the FGB's specific area of responsibility, and to ensure that any shortcomings are identified and addressed.
6. To take appropriate action on any other relevant matter referred by the governing body.

Specific

The FGB will oversee pupil progress and achievement, quality of teaching to ensure the school provides a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

In particular the FGB will:

Curriculum and Standards

Recommend / report to the governing body on pupil progress and attainment monitor school based, local and national performance data and reports (e.g. Analyse School Performance, Inspection Dashboard, school reviews), evaluating progress and achievement and analysing the performance of different groups and subjects

Keep under review the quality of teaching and learning and the professional development needs of staff;

Keep under review the SEND policy, monitor provision and ensure that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;

Monitor and evaluate the progress and attainment of significant, vulnerable or low attaining groups within the school e.g. SEND pupils, children eligible for free school meals, looked after children and young carers;

Monitor and evaluate the effectiveness of interventions

Keep under review policies and provision for sex and relationship education, religious education and collective worship and make recommendations to the governing body as necessary;

Ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress;

Agree holiday dates and any changes to school session times.

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Extracurricular activities

1. Determine, monitor and evaluate the range and the impact of extended activities on pupil learning;
2. Determine, monitor and evaluate the charging policy for school activities;

Behaviour and attendance

Agree and keep under review policies designed to promote good behaviour and discipline within the school and any associated policies e.g. anti-bullying,

Monitor the implementation and evaluate the outcomes of behaviour policies and practices e.g. the impact on exclusions in the school, the ethnic and gender make-up of excluded pupils, the impact on pupil learning and personal development;

Monitor attendance and evaluate the strategies in place to maximise it

Safeguarding

Keep under review the child protection/safeguarding policy to ensure that it meets all requirements and make recommendations to the governing body to address any emerging issues,

Monitor and evaluate the effectiveness of safeguarding procedures,

Promote and monitor the safeguarding culture within the school.

Engagement and community

Keep under review the way in which pupil views are taken into account, including the school council

Monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations;

Monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the publication of information on the school website, complaints procedure and home-school agreement (if one exists)

Monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion;

Monitor the range of the extended school offer, including after school clubs, school performances and visits, and evaluate its impact;

Other

Monitor and evaluate the welfare requirements of the Early Years Foundation Stage (if applicable);

Monitor and evaluate the performance of the Children's Centre (if applicable)

Statutory policies and documents

- Sex education
 - Behaviour Policy
 - Home School Agreement
 - Publication of equality information and objectives (Public Sector Equality duty)
- School behaviour policy
Collective Worship policy

Additional policies

- Teaching and Learning
- Curriculum related policies
- Attendance

PUPIL DISCIPLINE FGB**Meetings:**

The FGB will meet when required

Specific

To receive representations made by parents or carers whose child has been excluded for more than five and less than fifteen school days in any one term if requested;

To consider the circumstances of any pupil excluded permanently or for more than fifteen days in a term, or who will be unable to sit a public examination as a result of exclusion: and

Agree whether to uphold the decision of the Headteacher in relation to any such pupil so excluded and

Reconsider its decision if requested to do so by an Independent Review Panel

Where the FGB is notified of an exclusion of five school days or less, the FGB, or the chair of the FGB, may consider any statement from the parent (or pupil, if 18+)

In the event of the FGB's decision being quashed by an Independent Review Panel, review the evidence regarding the Headteacher's decision to permanently and the decision of the Independent Review Panel and decide whether to readmit the pupil. A new FGB membership (3 Governors who have not taken part in the previous decision) will be formed for this purpose

If an exclusion causes a pupil to miss sitting a public examination, the pupil discipline FGB will meet before the exam wherever possible. If this is not practical, the Chair may take action on behalf of the FGB.

The FGB will take account of the latest DfE guidance in conducting panels and relevant information and training.

SCHOOLS WHICH ARE ADMISSIONS AUTHORITIES ONLY
ADMISSIONS FGB

The FGB will:

1. Agree the allocation of places in the school through the main Admissions round;
2. Decide on applications seeking admission on any grounds;
3. Review the school's Admissions Arrangements and Admissions Criteria and determine these/make recommendations to the Governing Body
4. Agree the allocation of places in the school's Nursery
5. Review the admission arrangements and admissions criteria for the 6th Form and make recommendations t

Statutory policies and documents this FGB has the power to Admissions Arrangements
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Terms of Reference agreed by the Governing Body on 11th July 2022

The terms of reference will be agreed annually by the governing body