

Aqueduct Primary School Whole Governing Body Terms of Reference - 2017

Outline

The Governing Body works as a 'whole team', meeting 6 times per year, twice in each term, without any separate committees. An agenda for each meeting will include all the tasks which the Governing Body is required to consider, and the Governing Body will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes. In addition to 'commissioning' activities or actions on their behalf, the Governing Body may wish to delegate monitoring activities to 'working groups', 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the Raising Attainment Plan. In each case, where a function has been delegated there is a statutory duty to report any action or decision to the Governing Body at the next meeting.

Operational

To:

- **Draw up the Instrument of Government and any amendments thereafter.**
- **Appoint (or remove) the Chair and Vice Chair.**
- **Appoint (or dismiss) the Clerk to the Governing Body.**
- **Appoint and remove community, sponsor governors and any associate members.**
- Recruit new governors as vacancies arise.
- Set up a register of Governors' Business Interests.
- Approve and set up a Governors' Allowances Scheme.
- **Decide which functions of the Governing Body will be delegated.**
- **Receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.**
- **Review the delegation arrangements annually.**
- Assign individuals, working groups, or pairs of governors to monitor the priorities of the School Raising Attainment Improvement Plan.
- Arrange a suitable induction process and mentoring for newly appointed or elected governors.
- Audit individual and collective development needs and promote appropriate training.
- Ensure the Head teacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- Receive reports on racial incidents.
- Ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate; to approve policies on review.
- Ensure that the school does not discriminate against students, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. *VA schools are entitled to identify the post of some staff as open to practising members of their denomination only.*
- Review regularly how the school is regarded by students and parents.
- Discharge duties in respect of students with special needs by appointing a 'responsible person' in community, voluntary controlled, voluntary aided and foundation schools.
- Ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- Ensure that the Governing Body complies with all other legal duties placed upon them.
- Ensure the school website complies with statutory requirements.
- **Set an admissions number/ policy.**

Budget

To:

- **Approve the first formal budget plan each year and agree a 3 year budget.**
- Analyse and recommend the annual budget.
- Annually review and approve the Finance Policy and recommend levels of delegation.
- Annually review and approve the Charging and Remissions Policy.
- Make decisions in respect of service agreements and insurance.
- **Approve annually the Best Value Statement.**

Health and Safety/ Safeguarding

- **Adopt and approve Health and Safety and Safeguarding Policies in line with statutory requirements.**
- Carry out regular monitoring to ensure that the Single Central Record (SCR) is up to date and complies with current statutory requirements.

Staffing

To:

- **Make Headteacher and Deputy Headteacher appointments.**
- Determine the staff complement.
- **Agree a Pay Policy and pay discretions.**
- **Establish a Staff Discipline Procedure.**
- **Arrange the Head teacher's performance management review and appoint an external adviser.**
- Establish and review a Pay and Performance Management Policy for all staff.

School Improvement/ Performance

To:

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- Take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement.
- Update and review regularly the School Raising Attainment Improvement Plan, ensuring that key priorities for improvement are identified.
- Review, monitor and evaluate the curriculum offer.
- Approve the school's Self-Evaluation Form (SEF), the School Raising Attainment Improvement Plan and targets for school/academy improvement.
- Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups e.g. disadvantaged pupils and Children in Care.
- Set priorities for improvement, and monitor and evaluate the impact of improvement plans.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- Monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- Monitor and evaluate the impact of continuing professional development on improving staff performance.

- Ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Head teacher / SENCO and an annual report from the SEN Governor.
- Regularly review and develop the Assessment Policy and ensure that the policy is operating effectively.
- Consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers); agree actions as a result of reviews and evaluate regularly the implementation of the plan.

(Please note: items in bold above cannot be delegated)

Where governing bodies choose to retain committees, we recommend that governors follow the advice of the National Governors' Association (NGA) regarding terms of reference as follows: