



Governing Board Terms of Reference 2023-24

The quorum for meetings of the Governing Board is one-half of all members excluding any vacant posts. This means 8 out of 16 members as a minimum each meeting.

Operation of the Governing Board

- Review the structure of the Governing Board and ensure that vacancies are filled on a skills basis.
- Appoint the Chair and Vice-Chair of the Governing Board and agree their terms of office.
- Approve the committee structure and membership.
- Agree terms of reference, delegation levels and work programme.
- Receive and review minutes of all committee meetings.
- Set meeting dates for the year ahead.
- Review Governing Board training and developmental needs and make arrangements to address these.
- Discuss and agree link governor arrangements.
- Undertake a regular Governing Board self-review and skills audit.
- Appoint and remove the clerk.
- Provide induction for new governors.
- Maintain and update a register of interests.
- Ensure that the school website is updated with statutory information regarding the Governing Board.
- Ensure that governor DBS checks are current and recorded on the Single Central Record.
- Review and approve the Governing Board Code of Conduct.
- If required, consider the suspension of a governor.

Strategy

- Review and agree the school vision.
- Review and agree curriculum structure.
- Review, adopt and monitor the School Improvement Plan.
- Review and monitor the school's self-review processes and evaluation.
- Review and monitor statutory policy documents and any procedures that pertain to these.
- Receive and review the termly Head Teacher's report.
- Receive and consider SIP, Ofsted and other external reports and approve and monitor resulting action plans.
- Review and approve formal school partnership arrangements.

Outcomes and Standards

- To hold the Head Teacher to account for the educational performance of the school and its students.
- Review and monitor examination data.
- Maintain an overview of student progress and attainment and agree and monitor priority areas for action.
- Review and monitor attendance and absence data.
- Review and monitor suspension and exclusion data.
- Approve student performance targets as part of the Head Teacher's appraisal.
- Receive and consider external reports.

Safeguarding

- Annually approve and review the Child Protection & Safeguarding Policy.
- Receive and consider an Annual Safeguarding Report.
- Ensure that arrangements are in place for Governor review of the single central record.
- Receive regular safeguarding updates, to include accident, incident, referral, attendance and exclusion data.

Staffing

- Oversee the Head Teacher recruitment process.
- Determine the process for appointing the Leadership Team positions.
- Ratify Head Teacher and Deputy Head Teacher appointments.
- Ensure Head Teacher annual appraisal is conducted.
- Approve the staffing structure.
- Consider and approve proposals for organisational change.

Communications

- Consider and approve the Governing Board approach to stakeholder communication.
- Approve the process for governor visits to the school and receive reports from these visits.
- Monitor the school website for compliance.
- Receive and consider stakeholder views.
- Advise parents and staff of elections to relevant vacant posts on the Governing Board and of the results of elections.

Finance and Resourcing

- Approve the annual budget plan.
- Approve the Financial Scheme of Delegation.
- Receive termly budget monitoring reports, and note and discuss any areas of significant concern.
- Consider the 3-year budget plan and discuss and agree the strategy for addressing any areas of significant concern.
- Ensure adequate financial controls are in place.
- Ensure financial efficiency and value for money is obtained.
- Receive audit reports and action plans.
- Approve and monitor major capital projects.
- Approve any licenced deficit application that may be necessary.

Students

- Approve term and holiday dates.
- Approve times of school sessions and taught time.
- Approve the school uniform.

Equality

- Approve, review, monitor and evaluate the Public Sector Equality Duty objectives and annual reporting.

The governing board or delegated committee is responsible for approving the following statutory policies:

Policy	Responsible
Admission Arrangements	FGB
Accessibility Plan	FSP
Behaviour, Behaviour Principles written statement & Student Code of Conduct	FGB
Capability of Staff	FSP
Careers Guidance	Curriculum
Charging & Remissions	FSP
Children with Health Needs/Supporting Pupils with Medical Conditions/First Aid	Curriculum
Community Resilience	Curriculum
Complaints Procedure	FGB
Data Protection	FSP
Disaster Plan/Business Continuity Plan	FSP
Early Career Teachers	FSP
Equality, Diversity & Inclusion	FGB
Exclusion & Suspension	FGB
Finance	FSP
Fire Evacuation	FSP
FoI Publication Scheme	FGB
Governor Allowances	FGB
Health & Safety	FSP
Instrument of Government	FGB
Online Safety	Curriculum
Premises Management	FSP
Prevent Duty Risk Assessment	FGB
Protection of biometric information of children	FSP
Public Sector Equality Duty, Info & Objectives	FGB
Register of business interests of HT & Gvs	FGB
Relationship, Health & Sex Education	FGB
Child Protection & Safeguarding	FGB
SEND + Information Report	Curriculum
Staff Discipline, conduct & grievance procedures	FSP
Statement of procedures for dealing with allegations of abuse against staff	FSP
Teachers Pay	FSP
Whistle Blowing	FGB



Governing Board of Plashtet School

Head Teacher Pay and Appraisal Committee

The quorum for meetings of this committee is any 3 governors who are members of the committee. The membership of this committee may not include governors who are employed by the school. This committee shall meet at least once each academic year.

Terms of Reference

- To set appraisal targets for the Head Teacher.
- To operate the performance management arrangements for the Head Teacher and to take decisions about pay and progression within the pay policy agreed by the governing body.

Other Committees

The following committees only meet when necessary.

Student Discipline

To consider student exclusions in line with the Governing Board's behaviour policy. Governors other than employed by the School or Parent Governors can be members of this committee.

Staff Discipline, Grievance and Appeals Committee

To consider disciplinary cases in line with the Governing Board's disciplinary procedures.
To consider grievances in line with the Governing Board's grievance procedure.
To consider appeals in line with the Governing Board's disciplinary procedures.
Governors other than employed by the School can be members of this committee.

Staff Pay Committee

To consider pay progression appeals in line with the Governing Board's pay policy & procedures. Governors other than employed by the School can be members of this committee.

Complaints Committee

To consider complaints in line with the Governing Board's complaints procedures. Governors other than employed by the School can be members of this committee.