



## **Governing Board Terms of Reference 2021-22**

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 and Edubase are 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 and SEF.
- Receive and review the termly Head Teacher's report.
- Receive and consider 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.
- Approve student performance targets as part of the Head Teacher's appraisal.
- Receive and consider external reports.

### **Safeguarding**

- Review and approve the 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, 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.

### **Equalities**

- Approve, review, monitor and evaluate the equality duty objectives.

### **The governing board is responsible for approving the following statutory policies:**

<b>Policy</b>
Behaviour Policy & Student Code of Conduct
Community Resilience
Complaints Procedure
Curriculum Map
Disaster Plan/Business Continuity Plan
Public Sector Equality Duty, Info & Objectives
Equality
Online Safety
Finance
Fire Evacuation
FoI Publication Scheme
Health & Safety
Medical Conditions
Pecuniary Interest Forms
Prevent Duty Risk Assessment
RHSE
Safeguarding including Child Protection
SEND + Information Report
Staff Code of Conduct, Disciplinary & Grievance Procedures
Teacher Well-Being
Whistle Blowing



## **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. All governors other than employed by the School are members of these committees.

#### **Student Discipline**

To consider student exclusions in line with the Governing Board's behaviour policy.

#### **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.

#### **Staff Pay Committee**

To consider pay progression appeals in line with the Governing Board's pay policy & procedures.

#### **Complaints Committee**

To consider complaints in line with the Governing Board's complaints procedures.