



## **Terms of Reference**

### **William Austin Infant School**

#### **Whole Governing Body**

**The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review this document at least annually.**

**In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.**

**These documents were agreed by the Governing Body at their meeting held on,**

**Date: October 2024**

**Review Date: September 2025**

## **Governing bodies' core functions**

*Department for Education – Governance Handbook – November 2015...*

### **Ensuring clarity of vision, ethos and strategic direction by:**

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties
- Ensuring the voices of stakeholders are heard - NGA

### **Holding the headteacher to account for the educational performance of the school and its pupils by:**

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

### **Overseeing the financial performance of the school and making sure its money is well spent by:**

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

**WILLIAM AUSTIN INFANT SCHOOL**

**Terms of Reference of the Full Governing Body**

**General Role of the Governing Body**

- The Governing Body is the regulatory authority of William Austin Infant School and works as a whole team.
- The Full Governing Body will meet twice each term.
- If a meeting is not quorate, or if Governors leave during the meeting, and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later.
- The Governing body recognises its strategic role and that it would be impractical to undertake all day-to-day activities. It is, therefore, necessary to delegate a number of its functions to its Link Governors and the Headteacher.
- The delegated powers and duties referred to apply to all governors, the Headteacher and all school staff.
- Delegation to the Headteacher shall permit further delegation, provided the terms of the delegation are clearly defined, documented, and approved by the Governing Body.
- The Governing Body will keep under review its financial management arrangements and make amendments as necessary, in accordance with the requirements and needs of the school.
- Compliance with the regulations is mandatory and any contravention is a serious matter.
- The Governors will respect the confidential nature of the school's business where appropriate.
- The Governing Body recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls as issued by Luton Borough Council and amended from time to time.
- The Chair or in their absence the Vice-Chair has the power to carry out functions of the governing body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school. This power excludes matters related to the alteration and closure of schools, change of school category, change of school name, approval of the budget, discipline policies and admissions. Any action taken under this power must be reported to members of the governing body either by e-mail or at its next meeting.
- Governors may be disqualified if they have failed to attend full meetings for six months, following a resolution proposing disqualification made to the full Governing Body. If Governors know that they will be absent from a full Governing body meeting, they must notify the Clerk to the Governors **in advance** giving a valid reason.
- Governors agree to take on a link responsibility and regularly visit the school to ensure that it is both challenged and supported.

- Governors are strongly advised to make at least 2 school visits in term time in line with their Link governor role. Link Governors are directed to meet with the lead professional within the school to gain an understanding of the scope of target and the activities the school is conducting to achieve success. All visits to the school will be arranged in accordance with the Governor Visit Protocol Policy.
- The Governing Body will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised. Should a governor be implicated in a breach of child protection legislation, the governing body has the right to suspend this governor pending full investigations.
- In seeking its goals, the Governing Body will conduct itself in a responsible and confidential manner towards the staff, pupils, parents/guardians and the community.
- To contribute to the School Improvement Plan.
- Governors will undertake any necessary training [in or out of school] to enable effective monitoring of subjects/areas.
- If a Governor misses three consecutive meetings within a six-month period, they shall be contacted in writing and asked to consider their future availability.
- If a Governor wishes an item to go on the Agenda, it must be submitted in writing to the Clerk at least 2 weeks in advance of the meeting, or it may be brought up under Any Other Business.
- Agendas must be with Governors at least seven clear days before meetings.
- It is expected that Governors will have read paperwork distributed with the Agenda, and have any questions or comments ready.
- Meetings should start on time.
- Everyone is encouraged to participate and is listened to, and the views of others are respected.
- All Governors will adhere to the guidelines set out in the National Governance Association Code of Conduct.

### **DBS**

... The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 came into force on 18th March 2016.

The legislation has been introduced to improve the regulatory framework for maintained school governance and to provide reassurance to the governing body that an individual is not disqualified from holding office as a governor due to criminal convictions.

(i) Where a governor has been elected or appointed before 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016.

(ii) Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days of his or her appointment or election.

### **Membership**

The Full Governing Body comprises of:-

- Two parent governors (serving for a term of two years)
- One LEA governors (serving for a term of four years)
- The Headteacher (serving for the life of their tenure)
- One staff governor (serving for a term of four years)
- Six Co-opted governors (serving for a term of four years)

### **Quorum**

- The quorum shall be one half (rounded up to a whole number) including the Headteacher of the complete membership of the governing body excluding vacancies.

### **Meetings**

- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the governing body).
- The governing body shall meet three times a term or otherwise as directed by the Headteacher or the Chairperson.
- In the absence of the clerk the governing body shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The Chairperson shall not be an employee of the school, and will be elected bi-annually by members of the governing body.

- In the absence of the chair and vice-chair, the governing body shall choose an acting chair for that meeting from among the remaining governing body.

### **Personnel and Pastoral**

- To review annually the staffing structure in the school; *(Spring/Summer)*
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan
- To consider issues relating to recruitment;
- To appoint/dismiss the Clerk to the Governing Body;
- To ensure that the Governing Body has procedures for dealing with capability, recruitment, sickness and absence, leave of absence, job share, staff welfare, grievances, redundancy, conduct and performance management;
- To consider staff training and professional development; *(termly)*
- To attend relevant Governor training programs
- To determine the appointment panel and arrangements for appointments to posts other than Head or Deputy Head, ensuring that local and national guidelines in respect of equal opportunities, recruitment and selection criteria are carried out;
- To monitor authorised and unauthorised absence of pupils;
- Regularly review the vision and values of the school and ensure that these are shared with stakeholders.
- To note and report on the destination of school leavers.

## **Finance**

- To provide guidance and assistance to the Headteacher in all matters relating to budgeting and finance; (*termly*)
- Pay Review & Appraisal
- Discipline & Appeals
- Committees will feedback to the Full Governing body at meetings.
- The Governing Body must review the delegation of functions annually, and remains accountable for any decisions taken, including those delegated to Committees or individuals.
- The Governors understand the corporate nature of the Governing Body.
- To prepare the school's Budget Plan and review financial statements, including consideration of long term planning and resourcing; (*Spring/Summer*)
- To consider annually the School Plan priorities and to approve an annual Budget; (*Spring/Summer*)
- To monitor all income and expenditure; (*termly*)
- To determine the charging policy in the school;
- To ensure free provision of activities in school time;  
**NOTE:** Voluntary contributions can be requested.
  - School may charge for certain activities provided outside school hours.
- To approve annually to the level of delegation to the Headteacher for the day-to-day financial management of the school. (The governing body currently has delegated powers to authorise the purchase of items costing in excess of £2000 and not more than £10000.)
- To vire funds as and when necessary; (*termly*)
- To monitor expenditure and discuss any variation with those responsible for the appropriate budget(s); (*termly*)
- To monitor and report on any Governor expenses;
- To monitor the audit of all funds, including gifts, relating to the school; (*annually*)
- To receive and where appropriate respond to periodic audit reports of public funds. (*annually*)
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.

- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Local authority maintained schools:
  - To review, complete and submit the School Financial Value Standard (SFVS).
  - To undertake any remedial action identified as part of the SFVS.
  - To receive and act upon any issues identified by a local authority audit.

## **Curriculum**

- To monitor the standards achieved through regular reports; (*termly*)
- To set targets for improvement; (*Autumn*)
- To receive from the Headteacher information about assessment results, and to consider strategies for improving achievement and to consider the impact of these strategies on improving standards; (*Summer/Autumn*)
- To monitor the implementation of curriculum policies including the National Curriculum; (*annually*)
- To monitor progress on relevant aspects of the School Plan, progress of targets and OFSTED Action Plan (Self Evaluation); (*termly*)
- To monitor and strengthen links with the community; (*annually*)
- To consider the school's statement on discipline; (*Spring*)
- To promote and support curriculum development within the financial resources available to the school; (*annually*)
- To monitor assessment; (*half-termly*)
- To recommend to the Governing Body whole school policies; (*termly*)
- To note and monitor the sporting activities of the school;
- To monitor Relationship Education, Religious Education and Collective Worship; (*bi-annually or annually*)
- To monitor the progress of Special Educational Needs pupils; (*termly*)
- To ensure Equal Opportunities of all pupils and in particular disabled pupils; (*annually*)
- To receive reports arising from Governor visits.

## **Assessment and Improvement**

- To monitor and evaluate the effectiveness of leadership and management.

<p><b>Premises and Staffing</b></p>	<p>To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety and the effective operation of the school.</p> <ul style="list-style-type: none"> <li>➤ To ensure that the school is supplied with essential equipment for the school's development plan and the effective operation of the school.</li> <li>➤ To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.</li> <li>➤ To identify and address any under-achievements.</li> <li>➤ To ensure that an annual inspection of the premises and grounds takes place and a report arrangements and operation of the school's appraisal procedures for the Headteacher.</li> <li>➤ To receive identifying any issues.</li> <li>➤ To monitor and evaluate the impact of continuing professional development on improving staff performance.</li> <li>➤ To oversee arrangements for educational visits, including the appointment of a named staff member.</li> <li>➤ To establish a Pay Policy for all categories of staff.</li> <li>➤ To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.</li> <li>➤ To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.</li> <li>➤ To ensure all statutory requirements for spending and financial information are met and the school website content is fully compliant and presented in an accessible way.</li> <li>➤ To arrange professional surveys and emergency work as necessary.</li> </ul>
<p><b>Health and Safety</b></p>	<p>The headteacher is authorised to incur expenditure without the prior approval of the governing body in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.</p> <ul style="list-style-type: none"> <li>➤ To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.</li> <li>➤ To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.</li> <li>➤ To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.</li> <li>➤ To provide support and guidance in relation to the capital programme development; <i>(termly)</i></li> <li>➤ To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed.</li> <li>➤ To provide guidance in relation to repairs; <i>(annually)</i></li> <li>➤ To 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 same.</li> <li>➤ To monitor and report governing body staff recruitment procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.</li> <li>➤ To ensure that all staff have equal opportunities; <i>(annually)</i></li> <li>➤ To ensure that all staff have equal opportunities; <i>(annually)</i></li> <li>➤ To advise the governing body on the Health and Safety Policy; <i>(annually)</i></li> <li>➤ In consultation with staff, to oversee any process leading to staff reductions.</li> <li>➤ To advise the governing body on the Health and Safety Policy; <i>(annually)</i></li> <li>➤ To advise the governing body on the Health and Safety Policy; <i>(annually)</i></li> <li>➤ To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.</li> <li>➤ To ensure that Health and Safety policies are followed; <i>(termly)</i></li> </ul>
	<ul style="list-style-type: none"> <li>➤ To monitor accident statistics; <i>(termly)</i></li> <li>➤ To carry out an annual inspection of the premises and grounds in order to draw up a list of priorities for maintenance and development; <i>(annually)</i></li> <li>➤ To keep the land free from litter and refuse; <i>(termly)</i></li> <li>➤ To agree the level of delegation to the Headteacher for maintenance issues; <i>(annually)</i></li> <li>➤ To oversee the preparation and implementation of contracts; <i>(termly)</i></li> <li>➤ To prepare and approve the Lettings and Charging Policy; <i>(annually)</i></li> <li>➤ To consider the community use of the premises; <i>(annually)</i></li> <li>➤ To review the provision of improved access for disabled pupils; <i>(annually)</i></li> </ul>

- To ensure that the Governors' responsibilities are carried out in regard to all current relevant legislation including in particular those relating to Health and Safety issues. (*annually*)

### **The Seven Principles of Public Life**

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

