



## *Milford Primary School*

*Care, Share, Respect, Learn!*

### **MILFORD COMMUNITY PRIMARY SCHOOL**

#### **TERMS OF REFERENCE FOR THE FULL GOVERNING BOARD**

##### **MEMBERSHIP AND ADMINISTRATION**

The number of members of the Full Governing Board and the status of these members shall be in accordance with The School Governance (Constitution) (England) Regulations 2012.

The Full Governing Board will meet at least three times a year. Additional meetings will be held as and when required.

The quorum will be 6 members or 50% of the current membership, one of whom must be the Headteacher.

The Clerk of the Full Governing Board will ensure minutes, including decisions and action points are taken at each meeting and a copy forwarded to Governors, along with the agenda for the next meeting and any other relevant documentation, preferably 7 days before the next Full Governing Body meeting.

In the event of a tied vote during any decision making the Chair, or Vice Chair in the absence of the Chair, will have a second or casting vote.

##### **ROLE AND PRINCIPLES OF THE GOVERNING BODY**

The Full Governing Board is collectively responsible for the strategic management of the school. It is responsible for setting the school's educational and financial priorities and for ensuring the budget is managed effectively.

The Governing Board and its Committees will act strategically by:

- Setting the aims, objectives, and direction for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards these aims and objectives can be measured
- Reviewing and monitoring progress in achieving aims, objectives and targets.

The Governing Board is responsible for ensuring the school meets its statutory obligations and, in carrying out its functions, will act in accordance with Education Law.

The Governing Body will at all times:

- Act with integrity, objectivity, and honesty in the best interests of the school
- Be open and transparent about the actions it takes and the decisions it makes.

The Governing Body will not disclose material relating to:

- A named teacher or other person employed, or proposed to be employed, by the school
- A named pupil at, or a candidate for admission to, the school
- Any matter which by reason of its nature, the Governing Board, or Committee of the Governing Board, are satisfied should remain confidential.

## **THE ROLE OF THE HEADTEACHER AND THE GOVERNING BOARD**

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the Governing Board.

The Governing Board and its Committees will act as a 'critical friend' to the Headteacher by offering an external perspective through:

- monitoring the work of the school;
- offering support and advice;
- providing an external opinion;
- asking challenging questions and requiring satisfactory answers; and
- offering constructive criticism when appropriate.

**In fulfilling its role, the following key functions must always be carried out by the Full Governing Board.**

## **BUDGETS**

- To approve the first formal budget plan each financial year.
- To make financial decisions involving amounts greater than £2,000 including non-recoverable VAT or £2,000 plus recoverable VAT.

## **STAFFING**

- To appoint the Headteacher – with delegation to a nominated selection panel which should include the Chair of Governors.
- To appoint teachers other than the Headteacher – with delegation to the Headteacher plus one or more governors depending upon governor experience of the school and the post being advertised and the availability of governors.
- To appoint non-teaching staff - with delegation to the Headteacher plus one or more governors depending upon governor experience of the school and the post being advertised and the availability of governors.
- To establish disciplinary/capability procedures.
- To suspend the Headteacher.
- To suspend other staff.
- To dismiss the Headteacher.
- To dismiss other staff.
- To determine dismissal payments/early retirement.
- To review annually the Performance Management Policy.
- To agree pay discretions – following recommendations from the Governors responsible for Performance Management to the Resources Committee who will take the recommendation to the FGB providing finance is in place to allow such a decision.
- To monitor staff absences.
- To ratify pay discrepancies as put forward by Pay Committee.

## **DISCIPLINE/EXCLUSIONS**

- To review the level of exclusions.
- To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is excluded for more than 15 days total in a term or would lose the opportunity to sit a public examination.
- To direct reinstatement of excluded pupils.

## **ADMISSIONS**

- To appeal against LA directions to admit pupil(s).

#### **PREMISES AND INSURANCE**

- Ensure the correct buildings insurance and personal liability is in place – Governing Body to seek advice from the Local Authority as necessary.
- To develop a school's buildings strategy/master plan and contribute as required to LA Asset Management Planning arrangements.

#### **SCHOOL ORGANISATION**

- To publish proposals to change category of school.
- To ensure the school meets for 380 sessions per school year.

#### **INFORMATION FOR PARENTS**

- To adopt and review home-school agreements.

#### **GOVERNING BOARD PROCEDURES**

- To hold a full governing body meeting at least three times in a school year.
- To draw up an instrument of government and any amendments thereafter.
- To appoint the Chair and Vice-Chair.
- To appoint and dismiss the Clerk to the Governors.
- To suspend a Governor.
- To appoint and remove co-opted governors.
- To monitor the attendance of Governors at meetings.
- To maintain and update annually a file of pecuniary interest declarations.
- To review annually the delegation of functions and committee structure.
- To provide an induction for new Governors.
- To ensure any vacancies within the Governing Body are filled and to appoint Governors as necessary.

#### **FEDERATIONS / ACADAMIES**

- To consider forming a federation or joining an existing federation.
- To consider requests from other schools to join the federation.

- To leave a federation.
- To consider forming a academy or joining an existing academy.

### **EXTENDED SCHOOLS**

- To decide to offer additional activities and to what form these should take.
- To put into place the additional services provided.
- To ensure delivery of services provided.
- To cease providing extended school provision.

### **GENERAL/MISCELLANEOUS**

- To monitor pupil absence.
- To review, monitor and approve the School Development Plan.
- To receive and review DfE data.
- To review and ratify any policies requiring Full Governing Body approval.

### **COMMITTEES**

The Governing Body will delegate powers as appropriate to relevant committees.

- Resources Committee
- Curriculum Committee
- Head Teacher Performance Management Committee

The individual committees are responsible for the functions which have been delegated to them by the Full Governing Board. They operate under their own terms of reference.

The Full Governing Board will review the establishment, terms of reference, constitution and membership of committees at least once a year (usually at the first Full Governing Board meeting in the Autumn Term).

### **INDIVIDUALS**

The Governing Board will delegate certain responsibilities to appointed individuals/working groups as follows.

### **HEALTH AND SAFETY**

The Governing Board will ensure that Health & Safety regulations are followed through the appointment of (a) Governor(s) with responsibility for Health and Safety.

## **SAFEGUARDING**

The Governing Board will ensure a governor(s) is appointed to be responsible for child protection/safeguarding and will ensure they receive appropriate training.

## **EDUCATIONAL VISITS**

The Governing Board will ensure that administration relating to educational visits is completed in accordance with school policy and LA regulations through the appointment of the Governor(s) responsible for Educational Visits.

## **PERFORMANCE MANAGEMENT**

The Governing Board will ensure 3 Governors are appointed to conduct the performance management of the Headteacher and monitor, anonymously, the performance management of the teaching staff.

The 3 Governors responsible for performance management will recommend any pay discretions to the Resources Committee.

## **SEND**

The Governing Body will discharge duties in respect of pupils with special needs by appointing a 'responsible person' – Governor(s) with responsibility for SEN.

Date: 12<sup>th</sup> September 2023

Signed:

(Chair of Governors)

Date for review: Autumn Term 2023