# NORTH PARK PRIMARY SCHOOL

## FULL GOVERNING BOARD

**CO-CHAIR:** A Hoole
**VICE CHAIR**: Revd. J Livesley

Terms of Reference

Strategic Leadership and Accountability:

- Work with school leaders to set a clear vision with a focus on pupil progress, achievement, and well-being. Ensure this is communicated to the whole organisation and reviewed regularly.
- Set the values for the organisation and ensure these are embedded throughout the organisation and adhered to.
- Determine the strategic direction and vision for the school.
- Monitor that school leaders are keeping up with their statutory duties in relation to the maintenance of the Single Central Record (SCR).
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher, other school leaders and external sources; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the School Evaluation Form (SEF) and monitor throughout the year.
- Approve the School Improvement Plan (SIP) priorities and monitor progress towards agreed actions throughout the year.
- Review and agree the school's Business Continuity Plan (BCP) annually.
- Ensure the well-being of staff and that staff workload is managed.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree the recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Approve the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree expenditure limits for the Headteacher.
- Hold at least 3 meetings each academic year.
- Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Governance Structures:

- Elect and/or remove Chair of Governos and Vice Chair of Governors.
- Annually appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.

- Agree annually the committee terms of reference and membership.
- Agree annually the quorums for committee meetings.
- Agree annually the voting rights for Associate Members.
- Establish and maintain a register of Governors business interests.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Governing Board.
- Review and monitor the pre-appointment interviews and Governor Induction Process.
- Have regard for Governors professional development i.e. development of an annual training plan.
- Where necessary, suspend or remove Governors from the Governing Board.
- Appoint/dismiss the Clerk to the Governing Board.

Compliance and Evaluation:

- Ensure the school is fulfilling its responsibilities regarding safeguarding and child protection and the requirements of 'Keeping Children Safe in Education' (KCSiE).
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Monitor and review data on behaviour, bullying, child on child abuse, attendance and exclusions.
- Ensure all statutory requirements for reporting and publishing information are met.
- Ensure that adequate provision is made for pupil transition.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Where necessary ensure that all pupils have access to independent careers advice.
- Agree annually the School Financial Value Standard Self-Assessment Checklist prior to the 31 March deadline and monitor the implementation of any identified actions.
- Consider business provided by the Local Authority and other sources.
- Ensure all statutory and non-statutory polices are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Ensure Governors' information on the Get Information About School register and the school website is up to date and compliant with current Department for Education (DfE) requirements.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.

## FINANCE, PREMISES AND STAFFING COMMITTEE

**CHAIR:** Revd. J Livesley

Terms of Reference

Finance:

- Review and agree the first formal budget plan of the financial year for approval by the full Governing Board.
- Establish and maintain an up-to-date three-year budget plan, taking into account priorities in the SIP, roll projections and signals from central Government and the Local Authority regarding future years' budget.
- Ensure that priorities detailed within the SIP are appropriately costed and are reflected in the annual budget.
- Monitor the capital and revenue budget position statements to identify and address any anomalies from the anticipated position and report termly to the full Governing Board.
- Review and monitor outstanding debts and action taken.
- Review the Quarterly Written Report and Financial Report.
- Monitor and authorise expenditure including those over the Headteacher's delegated limit.
- Consider and approve spending decisions where competitive quotations or tenders are required in accordance with the current Contract Procedures Rules.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Monitor the implementation of any actions identified in the SFVS.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Board and receive an audited annual statement of income and expenditure.
- Annually review the outcomes of the Asset Register stock check and approve the disposal of obsolete items.
- Oversee use and monitor impact of all additional grant funding e.g. Pupil Premium.
- Consider and promote income generation.
- Annually review income generated from lettings, fees and charges, funding raising activities and the sale of assets.
- Monitor Extended Care provision including review of annual income and expenditure statements where applicable.
- Ensure the school has appropriate insurance cover in place.
- Annually review and adopt the school's Financial Procedures Manual and all other finance related policies.
- Annually review and make decisions in respect of service level agreements and other contracts and lettings.
- Make decisions on expenditure following recommendations from other committees.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.
- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

Premises:

- Annually approve the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Receive an annual Health and Safety Audit Report and monitor `arising actions.
- Ensure the premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Headteacher and Governing Board on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and that priorities for maintenance and development are identified.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Annually review the school's Accessibility Plan and Asset Management/Building Development Plan.
- Receive and consider the recommendations from annual inspections, e.g. Energy Report, Tree Survey.
- Ensure appropriate Risk Assessments are carried out and reviewed on a regular basis.
- Ensure inspections of the school site, buildings and equipment take place annually and at appropriate intervals and that reports are shared.
- Monitor data on accidents and incidents.

Staffing:

- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the SIP.
- Oversee the recruitment and selection procedure for all staff.
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.

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| **MEETINGS** | At least termly |
| **QUORUM** | 3 |
| **DISQUALIFICATION** | Where there may be a conflict of or a pecuniary interest. |

**Delegations to the Headteacher (Finance)**

The School Standards and Framework Act 1998.

The Governing Board can delegate to the Headteacher responsibility for deploying resources, subject to the provisions in the Scheme for the Financing of Schools in County Durham.

Expenditure

Any item of expenditure up to £5000.

Above this limit if item was previously notified to the Governing Board.

Prior Finance, Premises and Staffing Committee of Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance, Premises and Staffing Committee at the earliest opportunity.

**NOTE:**
Any goods/services purchased and works to be carried out are subject to the latest Durham County Council Contract Procedures Rules as published on the School Portal.

**Delegations to the Headteacher (Staffing)**

School Staffing (England) Regulations 2009.

The Governing Board can delegate the power to appoint outside the leadership group to:

- The Headteacher.
- One or more Governors with the right of the Headteacher to advise.
- One or more Governors and the Headteacher.

Appointments
Governing Board delegates to the Headteacher the responsibility for the appointment of:

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

Dismissals
Governing Board delegates to the Headteacher responsibility in line with the delegation in school HR policies.

## CURRICULUM AND STANDARDS COMMITTEE

**CHAIR:** K Smithson

Terms of Reference

Strategic direction and statutory areas:

- Contribute to the development and monitoring of the SEF and SIP priorities
- Review and adopt policies in accordance with the programme of review as delegated by the full Governing Board.
- Ensure that the school's policy on Special Educational Needs and Disability (SEND) is consistent with the Code of Practice, Equalities Act and most recent KCSiE updates.
- Receive termly reports from the Headteacher/Special Educational Needs Co-ordinator (SENDCo) and termly monitoring reports from the SEND Governor.

Curriculum and Teaching:

- Ensure that the school curriculum is of high-quality and ambitious for all pupils (the intent), particularly `those who are disadvantaged, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being.

- Ensure that the curriculum is designed to give pupils, including those detailed above with the knowledge they need to take advantage of opportunities, responsibilities and experiences in later life.
- Monitor the effective delivery of the curriculum (the implementation) across all subjects, year groups and key stages.
- Receive assurance that all pupils build strong foundations for accessing the curriculum and for later success, including academic achievement, good health and well-being.
- Ensure the school's curriculum covers the statutory requirements set out in the basic curriculum (which includes the national curriculum, and relationships, sex (RSE) and health education, and religious education).
- Ensure that the curriculum contributes to pupils' personal development and Spiritual, Moral, Social and Cultural (SMSC).

Achievement

- Ensure that the school provides a high-quality education for all pupils (the impact), especially disadvantaged pupils, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being, that gives them the necessary knowledge, skills and qualifications to succeed in life, and equips them for the next stage of their education, training or employment.
- Receive assurance that pupils make progress from their starting points in all subjects across the curriculum.
- Receive assurance that all pupils are reading fluently at an age-appropriate level.
- Review internal assessment data to understand what this indicates about pupil achievement and what decisions leaders have made as a result.
- Consider published data (e.g. the Information Data Summary Report (IDSR) and understand what this indicates about achievement over time.
- Receive assurance that pupils are, on the whole, achieving well and this is evidenced in their attainment and progress in national tests and examinations, which are broadly in line with national averages, including for disadvantaged pupils.
- Monitor and review impact of additional grant funding e.g., Pupils Premium.

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| **MEETINGS** | At least termly |
| **QUORUM** | 3 |
| **DISQUALIFICATION** | None |

## PERSONAL DEVELOPMENT AND WELLBEING

Terms of Reference

- Elect Chair
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.

Pupil Discipline

- Consider representations from parents/carers in the case of suspensions in line with statutory guidance.
- Consider the appropriateness of any permanent exclusion or any suspension where one or more suspensions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination in line with statutory guidance.

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| **MEETINGS** | At least termly |
| **QUORUM** | 3 |
| **DISQUALIFICATION** | • where there may be a conflict of or pecuniary interest.<br>• any Governor whose spouse/partner is involved. |

## COMPLAINTS COMMITTEE

Terms of Reference

- Elect Chair
- Consider complaint in accordance with the school's Complaints Procedure.

*The Complaints Committee will consist of at least three Governors with no prior involvement or knowledge of the complaint.*

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| **MEETINGS** | As and when required |
| **QUORUM** | 3 |
| **DISQUALIFICATION** | • Headteacher<br>• Chair of Governors (if have prior knowledge)<br>• Any Governor (if have prior knowledge)<br>• Where there may be a conflict of interest<br>• Staff |

## FIRST/PAY REVIEW COMMITTEE

Terms of Reference

- Elect Chair
- Agree the Teachers' Pay Policy.
- In accordance with the Teachers' Pay Policy, ensure that a robust performance management process is in place, consider recommendations in relation to any Upper Pay Range (UPR) applications received or other payments or allowances and note the automatic pay progression of Teachers.
- In accordance with the Teachers' Pay Policy receive an update from the Performance Management Governors regarding the pay progression of the Headteacher.
- Consider any requests made in accordance with HR policies (unless delegation is to the Headteacher).
- Make any decisions under HR procedures adopted by the Governing Board e.g. disciplinary, attendance, capability etc. (unless delegation is to the Headteacher)
- Lifting of Headteacher's suspension (lifting of all other staff suspensions delegated to the Chair of Governors).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.

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| **MEETINGS** | At least annually |
| **QUORUM** | 3 |
| **DISQUALIFICATION** | • Headteacher<br>• Chair of Governors (if have prior knowledge)<br>• Where there may be a conflict of interest<br>• Any Governor whose spouse/partner is involved<br>• Staff (annual pay review or matters related to a staffing reduction process). |

## HEADTEACHER'S PERFORMANCE REVIEW COMMITTEE

**LEAD GOVERNORS:** A Hoole and H Purcell

Terms of Reference

- Elect Chair
- Set, with the support of the Local Authority Advisor, the Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives.
- Review, with the support of the Local Authority Advisor achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's annual incremental pay.

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| **MEETINGS** | Autumn Term plus mid-year review meetings |
| **QUORUM** | 2 |
| **DISQUALIFICATION** | • Headteacher<br>• Staff |

## APPEALS COMMITTEE

Terms of Reference

- Elect Chair
- Consider any appeal against a decision made under the HR policies adopted by the Governing Board.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.

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| **MEETINGS** | As and when required |
| **QUORUM** | 3 |
| **DISQUALIFICATION** | • Headteacher<br>• Chair of Governors (if have prior knowledge)<br>• Any Governor involved in the original hearing<br>• Where they may be a conflict of Interest<br>• Any Governor whose spouse/partner is involved<br>• Staff (appeals in relation to salary or staffing reduction decisions) |