



Brighstone C.E Aided Primary School

Head Teacher – Mrs. R Lennon

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Full Governing Body Terms of Reference 2024

Introduction

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 these Standing Orders at least annually. In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

Terms of Reference for the Governing Body

The Governing Body has resolved to conduct its business as a Full Governing Body with two committees (Finance and Pay) plus time limited working groups (as and when necessary). The Full Governing Body will consist of 12 members made up of 2 parents, 1 LA, 2 Staff and 7 Foundation Governors. The quorum shall be one half of the complete membership of the Governing Body, excluding vacancies. The main responsibilities to be managed by the governing body are outlined below:

Operational

- To elect (or remove) the Chair and Vice Chair
- To elect Chairs of Committees
- Minutes of all meetings will be taken by the Clerk and will be presented in draft format to the Full Governing Body (FGB) for approval at their next meeting.
- To draw up the Instrument of Government and any amendments thereafter
- To appoint (or dismiss) the Clerk to the governing body
- To hold at least 5 Governing Body meetings each year
- To remove parent or staff governors and any associate members
- To recruit new governors as vacancies arise
- To set up a register of Governors' Business Interests
- To consider whether or not to exercise delegation of functions to individuals, pairs, working parties or the Finance Committee
- To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders
- To suspend a governor
- To draw up terms of reference for the Finance Committee and working parties
- To review the delegation arrangements annually
- To receive reports from Headteacher, committees, individual governor, pairs of governors or working group to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary
- To arrange a suitable induction process and mentoring for newly appointed or elected governors

	<ul style="list-style-type: none"> ● To audit individual and collective development needs and promote appropriate training ● To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role ● To receive reports on racial incidents and bullying
General	<ul style="list-style-type: none"> ● Regularly review and evaluate the vision and values of the school as promoted by the Headteacher and ensure that these are shared with all stakeholders and reflected within our policies and practice, and to ensure that due regard is paid to pupil's spiritual, moral, social, emotional and cultural development and fundamental British values are promoted within the school ● To take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement ● To review regularly the School Development Plan ● To undertake monitoring visits and evaluate rates of progress and standards of achievement by all pupils, including any underachieving, more able and vulnerable and disadvantaged groups. ● To monitor provision for all groups of vulnerable children(e.g Looked After Children) and to ensure that their needs have been identified and addressed by appointment of a Delegated Teacher ● To ensure that the requirements of children with special needs are met, as laid out in The Code of Practice and receive termly reports from the Headteacher, SENCO and an annual report from the SENCO Governor ● To monitor the impact of continuing professional development on improving staff performance ● To set priorities for improvement and to monitor and evaluate the impact of improvement plans ● To consider recommendation from external reviews of the school (eg OFSTED or local school improvement advisors) agree action as the result of reviews and evaluate regularly the improvement of the plan ● To review regularly how the school is regarded by pupils and parents ● To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. To approve policies on review ● To ensure that all school trips are appropriately risk assessed and be advised of those involving an overnight stay away from home (in addition to the yearly Yr 3 and Yr 6 residential) ● To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age, gender reassignment, marriage and civil partnership, pregnancy and maternity, disability or sexual orientation. ● To discharge duties in respect of pupils with special needs by appointing a 'responsible person' in school ● To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint ● To ensure all current safeguarding and child protection legislation and associated procedures are followed and discussed at every meeting ● To ensure that the governing body complies with all other legal duties placed upon them

	<ul style="list-style-type: none"> ● To monitor pupil numbers and attendance
Budget	<ul style="list-style-type: none"> ● To approve the first formal budget plan each year ● To engage in strategic planning in order to deliver effective teaching and learning within the school budget, and the staffing complement supports the aims and ethos and is affordable ● To agree a 3-year budget ● To annually review and approve the Finance Policy and recommend levels of delegation ● To make decisions in respect of service agreements and insurance
Staffing	<ul style="list-style-type: none"> ● To make Headteacher and Deputy Headteacher appointments ● To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character ● To determine the staff complement with the Headteacher ● To agree a pay policy and pay discretions ● To establish a governor panel to hear staff appeals against dismissal and redundancy ● To dismiss the Headteacher ● To end the suspension of Headteacher ● At least one Governor must undertake safer recruitment procedure training
Curriculum	<ul style="list-style-type: none"> ● To monitor the school's Teaching & Learning Policy. ● To monitor the school's Curriculum policy and subject area policies ● To monitor progress towards a broad and balanced curriculum and the related targets of the School Development Plan. ● To link with Subject Leaders in order to monitor implementation of Subject Plans. ● To link with Subject Leaders in order to monitor standards within subject areas. ● To monitor progress towards Teaching & Learning related targets of the School Improvement Plan. ● To monitor standards of teaching. ● To monitor the quality of pupil learning. ● To understand assessment policy and practice across the school. ● Approve a written policy on the provision of Relationships and Sex Education ●
Performance Management	<ul style="list-style-type: none"> ● To undertake and determine the timing of the performance management review cycle of the headteacher and appoint two or three governors to act as reviewers
Discipline/ Exclusions	<ul style="list-style-type: none"> ● To approve a Behaviour policy ● To review the use of exclusion and to set up a panel to consider exclusions when necessary (see Exclusion guidance 2017).
Premises & Insurance	<ul style="list-style-type: none"> ● To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements ● To procure and maintain buildings, including a properly funded maintenance plan ● To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability ● To receive an annual site report.
Health & Safety	<ul style="list-style-type: none"> ● To approve a Health & Safety policy ● To receive an annual Health & Safety Inspection Report and agree to any actions.
School Organisation	<ul style="list-style-type: none"> ● To set the time of the school sessions and delegate responsibility to Head to set dates of school terms and holidays. Board to approve if this differs from the LA

	<ul style="list-style-type: none"> ● To publish proposals to change category of school ● To propose to alter or discontinue voluntary, foundation or special school status.
Federations	<ul style="list-style-type: none"> ● To consider forming a federation or joining an existing federation ● To consider requests from other schools to join the federation ● To leave a federation
Extended Services	<ul style="list-style-type: none"> ● To decide to offer additional activities and agree what form these should take ● To cease providing extended services provision

Chair's signature.....

Date approved

Review due September 2025