

Holy Cross Catholic Primary School Birkenhead

Governing Body Terms of Reference



Approved 17/09/2020

Chair of Governors Allan Rogan

1. Introduction

1.1 The Governing Body has a strategic role, challenges and supports the school, and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

2. Role of the Full Governing Body

The role of the governing body has a strong focus on the following three core strategic functions —

2.1 Ensuring clarity of vision, ethos and strategic direction;

2.1 Holding the leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and

2.3 Overseeing the financial performance of the organisation and making sure its money is well spent.

3. General Terms of Reference for the FGB

3.1 To agree the constitution of the FGB.

3.2 To consider whether or not to exercise delegation of functions to individuals.

3.3 To seek to fill vacancies as they arise and to appoint new governors where it is possible for the governing body to do this (ie –Co-opted, Parent, LA)

3.4 To hold six meetings a year to cover the full remit of the Governing Body

3.5 To appoint or remove the Chair and Vice Chair.

3.6 To appoint or remove a Clerk to the Governing Body.

3.7 To appoint an external consultant to carry out the Headteacher's annual performance management review.

3.7 To appoint three non-staff Governors to complete the Head Teacher's performance management alongside the external consultant.

3.8 To appoint three non-staff governors to the pay committee.

3.9 To appoint three available & eligible governors to standing committees and designate one as chair.

3.8 To suspend or remove a governor.

3.9 To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.

3.10 To keep school policies and practice under review and amend and approve as necessary.

3.11 To ensure that the school has effective safeguarding policies and procedures, meeting statutory guidance published in 'Keeping Children Safe in Education'.

3.12 To ensure that statutory information, as set down by regulations, is published on the school website and updated when changes occur.

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4 Finance Terms of Reference

4.1 To monitor, review and evaluate financial aspects of the School Improvement Plan.

4.2 To establish, maintain and update a three-year financial plan.

4.3 To review and agree the School's Financial Policies and Procedures ensuring compliance with the Scheme for Financing Schools, the Schools' Financial Value Standard and Wirral Council's Financial Regulations.

4.4 To agree and ratify the annual budget and submit to the LA in line with statutory guidance and timescales.

4.5 To determine the limits of authority and movement between budget headings.

4.6 To determine the limits of authority for Headteacher, & Full Governing Body.

4.7 To monitor the school's revenue and capital budget at each term.

4.8 To monitor and evaluate expenditure of income generated by the school, including grants and unofficial funds ensuring that spending provides best value and is linked to the school's agreed priorities.

4.9 To ensure adherence to the Schools Financial Value Standard [SFVS].

4.10 To respond to the questionnaire on SFVS and submit to the Local Authority by 31 March each year.

4.11 To review reports by the internal audit service on the effectiveness of the school's financial procedures and controls and ensure all recommendations are actioned promptly.

4.12 To examine & monitor the School Fund / Voluntary Fund account, arrange for an annual independent audit, and submit the audit report and certificate to the Full Governing Body.

4.13 To consider the adequacy of resources [including IT provision] available to the students.

- 4.14 To authorise and monitor the use of devolved formula capital funds.
- 4.15 to review, and monitor support services and contracts, including service level agreements, curriculum support and supply insurance cover, ensuring they are fit for purpose and deliver good value for money.
- 4.16 To provide financial information to the LA as required.
- 4.17 To ensure the school maintains an up to date Assets Register.
- 4.18 To ensure the school maintains a register of interests for members of the Governing Body and members of staff.
- 4.19 To consider all building and maintenance issues and budget implications.
- 4.20 To consider Health & Safety issues and budget implications.

5. Human Resource Terms of Reference

- 5.1 To ensure that the agreed pay policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service.
- 5.2 To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation.
- 5.3 To ensure that the Pay Policy meets the needs of the school to recruit, retain, develop and motivate staff.
- 5.4 To decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including those on maternity leave, adoption leave, secondment or long-term sick leave.
- 5.5 To have regard to the need for proper pay relativity/equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy.
- 5.6 To recognise, within the salary structure, increased responsibility, whether temporary or permanent.
- 5.7 To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner.
- 5.8 To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers.
- 5.9 To ensure that clear written job descriptions exist.

5.10 To agree the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget.

5.11 To provide formal written salary statements for all teachers and a staffing structure describing senior manager and TLR posts. (N.B. delegated to the Headteacher)

6. Curriculum & Standards Terms of Reference

6.1 To receive and approve the S.D.P. (School Development Plan)

6.2 To receive and approve the S.E.F.(Self Evaluation Framework)

6.3: To consider school policy on any matters relating to the school curriculum: to recommend new policy and any amendments to existing policies.

6.4 To receive reports from the Headteacher or appropriate member of staff on any matters relating to the organisation and content of the school curriculum.

6.5 To ensure that the curriculum policies meet the needs of all pupils and that where necessary equipment and resources are modified for pupils' needs.

6.6 To consider any local or national reports affecting the curriculum, identifying any implications for school policy and practice.

6.7 To receive and review termly information about school performance and ensure the school meets statutory requirements re the publication of performance data.

6.8 To ensure that resource levels are adequate for full implementation of the curriculum and high standards of attainment.

7. Standing Committees

7.1 The standing committees are as follows:

- Admissions
- Staff capability/Disciplinary/Dismissal
- Complaints/Grievance
- Staff/Pay Appeals
- Pupil Disciplinary
- Pupil Appeals