

## **Full Governing Body**

### **Strategic Leadership and Accountability:**

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- 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 recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree virement and 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 Structures:**

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Governors business interests.
- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board.
- Appoint/dismiss the Clerk to the Governing Body.

### **Compliance and Evaluation:**

- Consider business provided by Local Authority and other sources
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- 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.
- Ensure school website is up to date and compliant with current DfE requirements.

### **The Finance & Personnel Committee**

#### **CHAIR:**

#### Terms of Reference:

- In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- To establish and maintain an up to date 3 year financial plan.
- To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to the Governing Body.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE School Financial Value Standard.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in any reports to parents.
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.
- To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.
- To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.
- To oversee the appointment procedure for all staff.
- To establish and review a performance management policy for all staff.
- To keep under review work/life balance, working conditions and well being, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

*Meetings: Termly, planned to coincide with Oracle*

*Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest.*

## First / Pay Review Committee

### **CHAIR:**

Terms of Reference:

- Elect Chair (if delegated by full Governing Body).
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Report to the Finance and Premises Committee on pay review related expenditure.
- Consider any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Deal with matters relating to staffing reductions.

**MEETINGS:** at least annually

**QUORUM:** 3

**DISQUALIFICATIONS:** Headteacher; Chair of Governors (if have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions)

## Appeals Committee

### **CHAIR:**

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Consider any appeal against a decision made under the personnel procedures adopted by the Governing Body.
- 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.
- Consider complaints against the school in accordance with the agreed school Complaints Procedure.

**MEETINGS:** as and when required.

**QUORUM:** Must have at least the same number of Governors as were present at the original hearing.

**DISQUALIFICATIONS:** Headteacher; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)

## Headteacher's Performance Review Committee

### LEAD GOVERNOR:

#### Terms of Reference

- Set, with the support of the External Advisor (EA) or Education Development Partner (EDP) Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives.
- Review, with the support of the External Advisor (EA) or Education Development Partner (EDP) achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's annual pay progression.

**MEETINGS:** Autumn Term plus monitoring meetings

**DISQUALIFICATIONS:** Headteacher and staff

## Children's Committee

### CHAIR:

- Ensuring that the school meets health and safety requirements and review the schools H&S policy regularly.
- Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.
- Promoting an ethos that encourages participation in competitive sport both within the school and between schools.
- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap-around provision.
- Ensure that the school's policy on SEND is consistent with the code of practice and Equalities Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers.
- Consider developing a whole school drugs policy.
- Decide whether or not to provide sex and relationships education and consult parents. (Agree the content and organisation of the school's programme of sex and relationship education and notify parents of their right to withdraw their child.
- Monitor pupils' attitudes, values and how other personal qualities are developed within the school through the provision of RE and PHSCE and that parents are told of their right to withdraw their child.
- Ensure the effective integration of children with SEND.
- Ensure that adequate provision is made to make the building safe and secure, Health and Safety policy.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".
- Anti-Bullying and Behaviour Policies.
- Ensure that buildings and the learning environment are maintained and fit for purpose.
- Oversee the use of the premises by outside users.
- Establish and keep under review an asset management /building development plan.
- Establish and keep under review an Accessibility Plan.

Meetings: at least termly.

Disqualifications: conflict of interest, pecuniary interest.

## Achievement and Standards Committee

### CHAIR:

- Conduct the school with a view to promoting high standards of education achievement (SSFA 1998).
- Set targets for achievement at KS1 and KS2. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEND, Looked After Children and Disability on pupils, parents and communities.
- Contribute to the development and monitoring of the School Improvement Plan and the SEF.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/ guardians annually.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school has a curriculum policy that meets pupils' needs.
- Ensure the school has policies on Race and Disability Discrimination.
- In general terms, monitor teaching and learning and the progress of pupils.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Ensure the quality of education, teaching and learning.
- Plan to raise standards of achievement and monitor the school's performance.
- Consider out-of-hours provision (wrap around provision, study support, extended schools).
- Ensure the school works well with its community, parents and other schools.
- Ensure the school meets the requirements of the SEN and relevant disability legislation.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Monitor the development of pupils' attitudes, values and other personal qualities.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos.
- Ensure that the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted.
- The school promotes inclusive policies that allow for the achievement of all pupils.
- Ensure that adequate provision is made for transition between primary and secondary education.
- Ensure that the school fulfils its statutory responsibilities in terms of Race discrimination.
- Ensure each child is able to reach their potential including the gifted and talented (differentiation).
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.
- Complaints.

Meetings: At least termly.

Disqualifications: Prior knowledge in cases of pupil discipline or complaints; any Governor whose child is involved

## VIREMENT AND EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair of Governing Body  <i>Where the cumulative effect of multiple virements on the same budget heading exceeds this limit, details are to be reported to the next Finance and Premises Committee meeting for information and retrospective approval</i>	£10,000	Any items of expenditure up to	£10,000
Limit set for Headteacher with approval from Chair of Governors  <i>A log of these approvals will be maintained and details reported to the next Finance and Premises Committee meeting.</i>	£10,000 to £15000	Above this limit if item was previously notified to the Governing Body.	
Prior Finance and Premises Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance and Premises Committee at the earliest opportunity.			

**NB** Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedures Rules (January 2014) for quotations i.e. quotations or tenders to be invited from capable contractors based on the likely value of the procurement over its lifetime:

- Between £500 and £5000 at least one quotation
- Between £5001 and £50,000 at least three quotations
- Over £50,000 full tender exercise

### **Delegation to the Headteacher**

School Staffing (England) Regulations 2003.

**Appointment:** The Governing Body 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

Delegate to the Headteacher as above for appointment of:

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

### **Dismissals:**

- No delegation to Headteacher
- Dismissal of Headteacher to a committee of the Governing Body