



Escomb Primary School

Full Governing Body

CHAIR: Mrs J Tremewan

VICE CHAIR: TBC

Terms of Reference

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 & Premises Committee

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 GB.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE Schools Financial Value Standard.
- To monitor expenditure of all voluntary funds kept on behalf of the GB.
- 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.
- 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.
- Ensure that adequate provision is made to make the building safe and secure.
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.

Meetings: termly, or each half term, planned to coincide with Oracle.

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

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 2,000	Any items of expenditure up to	£ 5,000



<p>Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.</p>	<p>2,001 - 5,000</p>	<p>Prior Finance Committee or Governing Body approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.</p>
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NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules for quotations



Personnel & Discipline Committee

Terms of Reference:

- 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.
- Exclusions
- General Complaints
- All permanent appointments and temporary classroom support staff appointments

Meetings: as required

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

Delegation to the Headteacher

School Staffing (England) Regulations 2009.

Appointments:

Delegated to the Headteacher

- All non teaching staff (except Classroom Assistants)
- Temporary staff

Dismissals:

The Headteacher has no delegated responsibility for dismissals – all dismissals remain with the Committee Structure



Curriculum Committee

Terms of Reference:

- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LEA curriculum statement and statutory obligations regarding the National Curriculum
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced
- To review the policy and provision for sex education and to make recommendations where necessary
- To review the policy and provision for collective worship and RE and to make recommendations where necessary
- To monitor and review information about school performance and reporting to parents accordingly to statutory requirements
- To contribute to the School Development Plan
- Curriculum/performance review including target setting and monitoring mechanisms

Meetings: Termly or when required.



First / Pay Review Committee

Terms of Reference:

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, ill health, capability etc where the Headteacher is the subject of the action after delegation to the Chair
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body after delegation to the Headteacher
- Staffing Reductions.

Meetings: as required

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

Delegation to the Headteacher: up to and including First Written Warning



Appeals Committee

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee.
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (e.g. disciplinary, pay review, capability for teachers etc).
- To consider any appeal against selection for redundancy.

Meetings: as required

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