

Terms of Reference for the **FULL GOVERNING BOARD** at Bow Community Primary School

Agreed at meeting of the full governing board on 21 September 2021

Review date: FGB 1 Autumn Term 2022

Membership: Mel Bishop, Erin Blake (Vice Chair), Richard Drake, Anna Fay, Lesley Hodgson (HT), Tony Neal (Chair), Kathryn Tayler, Bella Westlake, *Vacancy*, *Vacancy*

Associate members: None

Quorum: 4

Chair: Tony Neal

Vice-Chair: Erin Blake

Clerk: Megan Heath

Meeting dates for the academic year:	21 September 2021	5 April 2022
	2 November 2021	24 May 2022
	7 December 2021	14 June 2022
	25 January 2022	5 July 2022
	8 March 2022	

Withdrawal

Any governor or associate member employed to work at the school, other than the headteacher, **must** withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw if his or her pay or performance is being discussed.

Matters of Urgency

These may be dealt with by the chair of the board and headteacher and reported to the next meeting of the full governing board.

Delegation

The board may use its powers to delegate functions and decisions to committees or individual governors. It is the overall board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

Governors and Associate Members will undertake appropriate training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.

Governance:

Ensure focus on three core strategic functions: <ol style="list-style-type: none">1. Ensuring clarity of vision, ethos and strategic direction2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff3. Overseeing the financial performance of the school and making sure its money is well spent
To draw up the Instrument of Government and any amendments thereafter
To 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
To follow the agreed Governor's Code of Practice for our school
Elect (or remove) the Chair and Vice Chair.
To appoint (or dismiss) the Clerk to the Governing Board.
To hold at least 6 Full Governing Board meetings each year.
To appoint and remove Co-opted governors and any associate members.
To suspend or remove a governor.
To decide which functions of the Governing Board will be delegated and to whom.
To receive reports from any committee or individual to whom a delegation has been made and to consider whether any further action by the Governing Board is necessary.
To review the delegation arrangements annually.
To recruit new governors as vacancies arise.
To set up and publish a register of Governors' Business Interests. (<i>Delegated to Clerk</i>)
To review and approve a Governors' Expenses Policy.
To arrange a suitable induction process and mentoring for newly appointed or elected governors
To set meeting dates for the school year.
To audit individual and collective development needs and promote appropriate training.
To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.
To read and sign the Keeping Children Safe in Education (KCSiE) annually.
To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record.

General:

Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
To take an active role in School Self Evaluation identifying success and areas requiring improvement.
To update and review regularly the School Development Plan, identifying monitoring opportunities for the governing Board.
To review regularly how the school is regarded by pupils and parents.
To understand the performance of the school in learning and teaching, being aware of areas for action, and providing constructive challenge to the Headteacher to drive improvement
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 the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
To ensure that the governing Board complies with all other legal duties placed upon them.
To be available and respond to matters of particular difficulty, sensitivity or concern, and offer advice to the

Headteacher
To set the time of the school sessions and the dates of school terms and holidays.
To publish proposals to change category of school.
To ensure that the school keeps parents and prospective parents informed and engaged in school life.
To produce a set of written principles for the school behaviour policy and present these for consultation.
To ensure compliance of the school website.
To decide whether to offer additional activities and what form these should take.
To put into place the additional services provided.
To decide whether to stop providing additional activities.
To receive reports on bullying, homophobic and racial incidents.

Finance:

To approve the first formal budget each financial year.
To approve the SFVS statement.
To analyse and recommend the annual budget.
To annually approve the Finance Policy and recommend levels of delegation.
To annually approve the Charging and Remissions policy.
To make decisions in respect of service agreements and insurance
To ensure the school complies to the SFVS guidelines
To review and take account of any consultations to change the LA Finance Scheme.

Personnel:

To make Headteacher appointments.
To suspend or dismiss the Headteacher.
To end the suspension of staff or Headteacher.
To establish a Pay Committee to oversee the Pay and Appraisal process on behalf of FGB
To establish a governor panel (First Committee) to hear staff appeals against dismissal, redundancy or grievances.
To establish a governor panel (Second Committee) to determine complaints, appeals and pupil exclusions.
To agree a pay policy and pay discretions.
To monitor the overall staffing structure.
To establish, review and approve the Staff Appraisal Policies
To determine the timing of the Headteacher appraisal review cycle and appoint a Pay Committee to act as reviewers alongside an external advisor.

Curriculum:

To ensure the National Curriculum is taught to all pupils
To agree or reject and monitor curriculum policy
To monitor for standards of teaching and support continuous improvement
To prohibit political indoctrination and ensuring the balanced treatment of political issues