

Potten End CE Primary Governing Board

Terms of Reference October 2023

The Full Governing Board decides all policy matters concerning the management of the school, taking into account the requirements of legislation. The Governing Board may delegate any of its statutory functions to a committee, a Governor or to the Head Teacher, subject to prescribed restrictions. The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Agreeing the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets • Meeting statutory duties

Ensuring accountability, by:

- Appointing the Head Teacher
- Monitoring progress towards targets
- Performance managing the Head Teacher
- Engaging with stakeholders
- Contributing to school self-evaluation

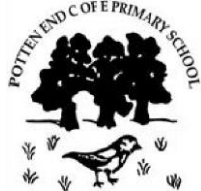
Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

The Governing Board will undertake these functions by:

Planning, review and monitoring

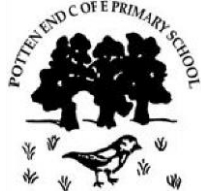
- Review, approve and monitor the School Improvement Plan (SDP –School Development Plan)



- Review, approve and monitor the School Evaluation Form (SEF)
- Establish, approve and adhere to the school monitoring (school visits) policy, process and feedback procedure
- Set dates of meetings for the year ahead
- Agree curriculum plans
- Receive regular updates on pupil progress and attainment
- Receive the Head Teacher's report
- Receive the committee reports
- Review Admissions
- Receive and consider proposals for change of status
- Note term dates for the academic year and agree the occasional days
- Review, monitor and evaluate examination/national test results
- Monitor how well the school's distinctive Christian vision is established and promoted by leadership at all levels. As well as its effectiveness in enabling the whole school community to flourish
- Review and evaluate the level of exclusions and attendance
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Monitor and evaluate attendance of pupils/staff/governors
- Involve all stakeholders in review of values and vision for the school

Structure and Training

- Establish and review an Instrument of Governance
- Establish and review a Governor's Code of Conduct
- Elect or remove Chair or Vice-Chair
- Appoint or remove Clerk
- Recruit new governors and co-opt associate members according to their skills.
- Hold Governor Elections in accordance with statutory guidance
- Provide induction of new governors
- Organise support and training for governors, including online CPD courses



- Review the effectiveness of the governing board

Committees

- Establish committees, including the number of committees, terms of reference and schedule of work
- Review annually the delegation of functions, committee structure and terms of reference
- Delegate functions to committees
- Ensure that each committee consists of a minimum of three Governors
- Ensure membership of the committee is appointed by the Governing Board
- Ensure that the members of each committee elect the Chair and Vice Chair of each committee.
- Appoint governor links including (but not limited to): Pupil Premium, Sports Premium, Safeguarding, SEN, Health and Safety, SIAMS, GDPR.
- Maintain and update annually a file of pecuniary interest declarations.

Head Teacher Performance Management

- Ensure at least 3 governors are appointed and trained to complete the Head Teacher's Performance Management
- To arrange the appointment of an External Adviser to review the Head Teacher Performance and give guidance on key objectives for the year
- Meet with the Head Teacher to outline/set the Head Teacher's key objectives
- Meet at least twice a year with Head Teacher to discuss objectives/progress
- Measure the results of the previous year in October of the following academic year.

Marketing and Stakeholder (parents, students, teachers) Collaboration

- Ensure the school's website fulfils the statutory requirements
- Engage with parents and other stakeholders
- Ensure all stakeholders understand the role, structure and objectives of the governing board

Use of Technology, e.g. emails, conference calls

- Ensure that the attendance of meetings, and participation is "in person" but also adapt to governor's work commitments and allow for approvals to be conducted over email and/or



group conference and/or video calls. This can only be done twice during an academic school year and has to be recorded by the FGB/committee clerk.

Agreed on..... by:

Chair: Vice- Chair.....

Head Teacher.....Governor.....

Governor.....Governor.....

Governor.....Governor.....

Governor.....Governor.....

Governor.....Governor.....

Governor.....Governor.....

Governor..... Clerk.....