

Oswald Road Primary School

Terms of Reference – Governing Body 2017-2018

Quorum: As per structure of the Governing Body

Chair of the Governing Body	Richard Price
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Clerk of the Governing Body	Ged McCoy
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Disqualifications: As per the legal requirements for governance.

The Governing Body needs to take a strategic role, act as a critical friend to the school, and be accountable for its decisions. It should set aims and objectives for its responsibilities to the school. It should agree, monitor and review policies, targets and priorities. The Governing Body must work closely with the management team of the school.

Terms of Reference:

- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To recruit new members as vacancies arise, and to appoint new governors where appropriate. *
- To hold 4 Governing Body meetings a year.
- To appoint or remove the Chair and Vice Chair.
- To appoint or remove the Clerk to the Governing Body.
- To suspend a governor.
- To decide which functions of the Governing Body will be delegated and to whom.
- To approve the school budget.
- To keep Health and Safety and other relevant policies under review, and revise as necessary.
- To maintain and overview of health and safety, building maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- In consultation with the head teacher to oversee premises related funding bids.
- To oversee arrangements, including Health and Safety, for use of school premises by outside users, subject to governing body policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan
- To consider standards and other matters relating to the school's curriculum, including statutory requirements and the school's teaching and learning policy including curriculum subject policies. In respect of the Nursery and Reception years this means the Early Years foundation stage curriculum.
- To consider curricular issues which have implications for Finance and Welfare decisions.
- To make arrangements for the governing body to be represented at School Improvement discussions with the Local Authority. Reports and guidance resulting from the SIP visits should be presented to the governing body in the Head Teacher report.

- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. inclusion, literacy or numeracy.
- To receive an annual report from each subject coordinator.
- To oversee arrangements for educational visits, including the appointment of a named coordinator (risk assessment).
- To ensure that the requirements of children with special educational needs are met and that the code of practice is fully implemented.
- To hear any formal complaints from parents/others about any aspect of the curriculum.
- To ensure the schools assessment results are sent in full to the LA
- In consultation with the Head Teacher to draft a budget plan in anticipation of the budget setting meeting.
- To establish, monitor and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly.
- To review regularly and monitor spending priorities in the school development plan.
- To ensure the school operates within the financial regulations of the Local Authority.
- To monitor the 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
- To determine whether sufficient funds are available for pay increments recommended through performance management by the Head Teacher.
- In the light of the Head Teacher performance management group's recommendations, to determine whether sufficient funds are available for increments.
- To monitor, evaluate and review the Best Value Statement on an annual basis.
- To monitor, evaluate and review the Scheme of Delegation on an annual basis.
- To monitor and approve the SFVS self-assessment document for annual submission.
- To draw up a staffing structure (teaching and non-teaching staff, roles and responsibilities etc.) and to review it annually.
- To review the whole school policy.
- To review job descriptions.
- To carry out procedures for the appointment of new teaching staff (with the exception of head teacher and deputy head teacher)
- To ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.

Key Policies:

- All as appropriate, managed via delegation where applicable, but overseen by the Governing Body.

Key training for governors:

- National training programme for new governors.
- Defining the boundaries: roles and responsibilities of governing bodies.
- How good is your governing body?
- Exploring the changes affecting governing bodies.

These terms of reference agreed by the Governing Body	25 September 2018
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Name	Governor Designation	Term of Office End Date
Liam Trippier	Associate Member	23/11/20
Deborah Howard	Staff (HT)	N/A
Richard Price	Co-Opted (Chair)	31/03/18
Sheila Newman	LA	31/08/18
Tom Grimshaw	Co-Opted	31/03/18
Joanna Dennis	Co-Opted	31/03/18
Richard Fletcher	Co-Opted	13/12/19
Thomas Lassey	Co-Opted	20/06/21
Ellie Russell	Co-Opted	31/03/18
Lisa Cameron	Staff	20/09/20
Ann Kerrigan	Co-Opted	08/11/19
Ali Ayub	Parent	05/01/20

Date of review	September 2018
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