The Governing Board – Terms of Reference 2026-27

The Governing Board needs to take a strategic role and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Effective Governance:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Effective governance is based on six key features:

- **Strategic leadership** that sets and champions vision, ethos and strategy.
- **Accountability** that drives up educational standards and financial performance.
- **People** with the right skills, experience, qualities and capacity. **Structures** that reinforce clearly defined roles and responsibilities.
- **Compliance** with statutory and contractual requirements.
- **Evaluation** to monitor and improve the quality and impact of governance.

Terms of reference:

- **To agree constitutional matters*, including procedures where the Governing Board has discretion**
- **To recruit new members as vacancies arise and to appoint new governors* where appropriate**
- **To hold at least three Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board and their terms of reference***
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary***
- **To review and approve the Governing Board Decision Planner annually.**
- **To approve the first formal budget plan of the financial year.**
- **To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate**
- **To adhere to the Governor Code of Conduct**
- **To review the delegation arrangements annually***
- **Ensure that the voice of stakeholders is heard**

***these matters <u>cannot</u> be delegated to either a committee or an individual**

Membership – As per the Instrument of Government
Qualification and Disqualification – as per Regulation 17 and Schedule 4 of the Regulations

These terms of reference agreed by the Governing Board	28 / 09 / 2026

Quorum:	**One half of the number of Governors in post**

Statutory Panels for Staffing, Complaints or Pupil Suspensions/Exclusions will be formed from available Governors with no knowledge of the case (to include Governors from other schools if necessary) when a meeting is required to be convened

Resources Committee

Terms of reference: The Governing Board delegates the following responsibilities to the Resources Committee:

- To report termly to the Governing Board on the work of the committee and any decisions taken in the exercise of delegated powers.

FINANCE

- To approve the strategic plan.
- To review the annual budget and present to the FGB for approval.
- To receive termly financial reports from the Finance Officer, approve action when expenditure is at a variance with the budget and inform the Governing Board if there is any possibility of overspending.
- To approve individual virements in line with the current Record of Financial Responsibilities (RoFR)
- To approve expenditure in line with the current RoFR.
- To be responsible for the completion of the Schools Financial Value Standard (SFVS) and related documents including the review of the Statement of Internal Control (SIC)
- To assist the Headteacher in investigating "Value for Money" transactions.
- To review and agree policies relating to Financial matters –
  Bad Debt and Redundant Equipment, Best Value, Charging and Remissions, Disaster Recovery, Finance (incl. RoFR), Online Banking, Pay, Procurement, and Purchasing Card, School Business Continuity Plan.

HEALTH and SAFETY

- To review and recommend to FGB Health, Safety & Wellbeing Policy
- To consider all matters relating to health and safety and the building and site of the School, including but not limited to monitoring the Nine Term Plan
- To review annually the School's Security Plan
- To keep under review staff work/life balance, working conditions and well-being.
- To review and agree the following policies relating to H&S matters – Managing Medicines

PREMISES

- To review annually the Condition Report (carried out by SCC PA) and prioritise identified items.
- To review and prioritise the Building Development Plan
- To review and agree the following policies relating to Premises – Lettings

PERSONNEL

- To recommend the level of staffing and management structure within the school, in consultation with the Headteacher, and taking into account advice from the Education Department.
- To oversee the recruitment and appointment of staff ensuring safe recruitment practices are followed.
- To ensure the arrangements for appropriate staff development and training are in place and meet the needs of the school.
- To oversee the process leading to staff reductions.
- To ensure that the Governing Board operates and keeps under review the following policies and procedures in line with DfE and LA regulations and guidelines relating to Personnel – Appraisal Policy, Capability procedures, Grievance Policy, Staff Discipline and Harassment and Bullying.
- Implementation of an annually reviewed Pay Policy is delegated to a sub group of this Committee (see Terms of Reference for Pay Committee). To ensure it is implemented in a fair and equal manner and applies the criteria set by the whole school Pay Policy in determining the pay of each employee on an annual basis.
  Headteacher Performance Management will be carried out annually by a delegated sub group of the Governing Board (see terms of reference for the Headteacher Performance Review Group) supported by an external adviser. Headteacher Performance Management will take place in the Autumn term before the end of December.

PAY

- To develop, implement and administer the pay policy
- To consult with members of staff in the drafting of the Pay Policy and at its reviews
- To ensure that each member of staff has access to a copy of the Pay Policy
- To ensure that appropriate funding is allocated for pay within the schools' staffing structure and Pay Policy
- To keep up to date with relevant developments and any legal changes and to advise the Board of Governors when the schools' Pay Policy needs to be revised;
- To have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Board of Governors

- To minute clearly giving the reasons for all decisions and report these decisions to the next full Board of Governors meeting as a confidential item to be received;
- To seek professional advice from the Local Authority, Diocesan Authority or others as necessary;
- To ensure the appraisal policy is robust and has as little impact as possible on teachers' workloads;
- To ensure that the appraisal policy links performance to pay and can be applied consistently and objectively;
- To monitor the outcomes of pay decisions;
- To ensure that processes operate fairly;
- To ensure that pay appeals are managed in line with the school pay and appraisal policies;
- To attend relevant training as appropriate

Membership:

- The Resources Committee will comprise of at least 2 Governors plus the Headteacher.
- The Committee may co-opt additional, non-voting members and appoint associate members (with voting rights)
- The Chair and Vice Chair of the committee will be elected annually at the first Autumn Term meeting.
- In the event the Chair and Vice Chair are absent, members of the Committee will elect an acting Chair (The Chair must be a Governor and must not be employed by the school).

Meetings:

- The Committee shall meet as necessary but not less than once per term
- The Chair will liaise with the Headteacher (or Deputy Headteacher) and committee members to formulate the agenda.
- The agreed agenda will be circulated via the Governor Hub one week before the Committee's meeting date along with any other associated documentation.
- Committee meetings will be no longer than 2 hours duration.
- Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Board via the Hub before the next full Governing Board Meeting.
- Minutes, excluding confidential items, can be made available to parents on request but will not be published on the school website.
- Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

Quorum (minimum of 3, comprising 2 non-staff + HT)	3

Standards Committee

Terms of reference: The Governing Board delegates the following responsibilities to the Resources Committee:

- To report termly to the Governing Board on the work of the committee and any decisions taken in the exercise of delegated powers.

- To ensure that all statutory obligations of the Governing Body relating to the Curriculum are fulfilled.
- To assess the provision & take-up of Continuing Professional Development (CPD) by all staff and understand how this impacts the school's teaching staff in delivering a high quality of teaching through strong subject, pedagogical and assessment knowledge.
- To monitor educational outcomes (for all children) across the school, understanding any variances, the reason behind these and ensuring improvement activity is planned and executed.
- The ensure the school delivers Early Years Foundation Stage (EYFS), in line with statutory requirements.
- To assess attendance and behaviour (for all groups of children) across the school, understanding any variances, the reason behind these and ensuring improvement activity is planned and executed.
- To assess Safeguarding provision across the school, ensuring it effectively implemented, regularly reviewed and incidents managed appropriately.
- To understand & assess the specialised support for pupils with SEND needs, ensuring appropriate provision and allocation of funds.
- To understand how the school embeds and promotes equality and diversity at all levels.
- To monitor the delivery of any education-related initiatives, monitoring impact and value.
- To review and approve policies delegated by the Full Governing Body.
- To contribute to the development of the committee-related section(s) of the School Improvement Plan (SIP) and monitor progress

Membership:

- The Standards Committee will comprise of at least 2 Governors plus the Headteacher.
- The Committee may co-opt additional, non-voting members and appoint associate members (with voting rights)
- The Chair and Vice Chair of the committee will be elected annually at the first Autumn Term meeting.
- In the event the Chair and Vice Chair are absent, members of the Committee will elect an acting Chair (The Chair must be a Governor and must not be employed by the school).

Meetings:

- The Committee shall meet as necessary but not less than once per term
- The Chair will liaise with the Headteacher (or Deputy Headteacher) and committee members to formulate the agenda.
- The agreed agenda will be circulated via the Governor Hub one week before the Committee's meeting date along with any other associated documentation.
- Committee meetings will be no longer than 2 hours duration.
- Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Board via the Hub before the next full Governing Board Meeting.
- Minutes, excluding confidential items, can be made available to parents on request but will not be published on the school website.
- Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

Quorum (minimum of 3, comprising 2 non-staff + HT)	3

Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Reources Committee in respect of awards for the successful meeting of targets set

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	28 / 09 / 26

Quorum (minimum of 2 suggested)	2