

# GREAT MILTON C OF E SCHOOL



## TERMS OF REFERENCE

### CIRCLE MODEL

2022/23

## 1. Terms of Reference for the Board

- The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.
- The Board has resolved to conduct all its business as a Board, and to work collectively without committees.
- The Board will appoint the DfE identified individual delegated governor roles of Safeguarding; SEND; Health & Safety; Finance; to report back on their findings, as well as, the delegated monitoring pairs to focus and report back, in replacement of a committee, on the school improvement priorities.
- In addition, boards may consider it important, from a best practice perspective, although not statutory, to add delegated/link governors for whole school wellbeing, culture and early years.
- The Board has three strategic core functions:
  - Ensuring clarity of vision, ethos and strategic direction
  - Holding Executive Leaders/Headteacher to account for the educational performance of the organisation/school and its pupils, and the effective and efficient performance management of staff
  - Overseeing the financial performance of the organisation/school and making sure its money is well spent.

The main responsibilities to be managed by the Governing board are outlined below: (Items in bold may be delegated and reported back to the Board).

### **GB Operational Business**

- To ensure focus on the three strategic core functions.
- To draw up the Instrument of Government and any amendments thereafter
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office.
- Elect the Chair and Vice Chair.
- To appoint the Clerk to the Board.
- To hold at least 6 Board meetings each year for school business.
- To appoint or elect governors.
- To appoint the LA nominated governor (in maintained schools)
- To suspend or remove/recommend removal of a governor. LA and foundation governors can only be removed by their appointing body or approval body.

- To decide which functions of the Board will be delegated to individuals or monitoring pairs in replacement of a committee, based on school priorities and to appoint into the roles.
- To appoint the DfE identified individual required roles of Safeguarding, SEND, Health & Safety, and Finance) based on skill set and expertise.
- To receive reports from any pair or individual to whom a delegation has been made (this being a statutory duty) and to consider whether any further action or decision by the Board is necessary.
- To review the delegation arrangements annually.
- To annually review and approve the Board monitoring visits policy and monitoring schedule.
- Appoint a recruitment selection panel for Headteacher/ Executive Lead Deputy Headteacher and ensure at least one of the panel has completed Safer Recruitment Training.
- To approve or decline decisions of appointed selection panel
- To recruit, for board approval, new governors as vacancies arise ensuring the board has all the necessary skills to be effective.
- To set up and publish on the school's website a register of Governors' Business Interests and ensure this is kept up to date and declared at relevant meetings.
- To ensure that statutory requirements for information are published on the school website, including details of governance arrangements, and are met and updated as necessary.
- To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary and is accurate with the details published on the school website.
- To ensure all Governors have an enhanced DBS and Section 128 check
- To approve the Board Code of Conduct and ensure all Governors abide by its principles.
- To approve and set up a Governors' Allowances Scheme.
- To regulate and agree the Board procedures where not set out in law and record these as Standing Orders.
- To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order.
- To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference.
- To agree and arrange a suitable induction process for approval and mentoring for newly appointed or elected governors.

- To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training.
- To regularly audit and evaluate the impact of governance to inform the structure of the Board
- To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.

### **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 annually approve the School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones; monitoring against an agreed Board monitoring schedule.
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. Some policies may be delegated for review to delegated individuals/pairs for recommendation to Board for approval.
- To collectively approve statutory policies, ensuring their impact and compliance.
- To ensure there is a school process and procedure in place for approval and ensuring the safety and welfare of the pupils, staff, and volunteers for school visits.
- To approve any school trips overseas; trips involving travel by air or by sea and trips involving one night's absence or more.
- To ensure the school has an up to date Board approved Complaints Procedure, published on the school website with parents knowing how to raise concerns and make a complaint.
- To have regard to the professional advice given by the Clerk
- To ensure that the Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.
- From a best practice perspective, although not statutory, the board should consider the whole school wellbeing, culture and early years. Inclusion and Equality
- To establish and approve a special educational needs (SEND) policy.
- To publish and update, at least annually, a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017).

- To comply with statutory duties from the SEND code of practice and the most recent edition of Keeping Children Safe in Education (KCSIE) KCSIE in respect of pupils with special needs by appointing a SEND governor.
- To abide by the Equality Act 2010
- 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 receive reports on bullying, homophobic and racial incidents.

### **Safeguarding**

- To ensure statutory compliance with the most recent edition of KCSIE and its associated policies including adopting and reviewing annually the most recent edition of the KCC child protection policy and relevant procedures.
- To comply with statutory duties from the most recent edition of KCSIE by appointing DfE identified Safeguarding and SEND governors
- To ensure all governors have read all and understood of the most recent KCSIE.
- To receive confirmation that every member of school staff has read and understood the most recent edition of KCSIE Part 1.
- To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the child protection policy
- To ensure all Governors have undertaken Prevent training
- To receive the safeguarding annual report to the Board

### **Curriculum**

- Ensure National Curriculum is taught to all pupils.
- To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact.
- To ensure a full curriculum is delivered.
- To establish a charging and remissions policy for activities.
- To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain
- To consider recommendations from external reviews of the school (e.g. Ofsted, School Improvement Advisers, Governor Services), reviewing and evaluating any agreed actions to ensure impact

### **Budget**

- To ensure all financial decisions above those delegated by the Board to the

Headteacher are agreed at Board meetings.

- To ensure compliance with the LA scheme for financing local authority schools.
- To operate within LA's Financial Regulations and Procedures
- To analyse and recommend the annual budget.
- To approve the first formal budget plan each financial year.
- To analyse and recommend a three year budget which shows clear links to the School Improvement Plan.
- To approve a 3-year budget which shows clear links to the School Improvement Plan.
- To engage in strategic decision making.
- To undertake financial benchmarking and report back to the Board.
- To annually review and approve the Charging and Remissions policy.
- To approve virement criteria and financial limits above which the approval of the governing body is required
- To approve any assets to be written off and disposed of, at a Board meeting and document within the FGB Minutes.
- To draft, approve, and submit the SFVS by the LA deadline.
- To receive six monitoring reports at Board meetings
- To monitor, audit and evaluate all school policies and procedures related to fraud and document compliance in Board minutes.
- To agree the annual strategic action plan for the pupil premium spend and monitor how all specialist funding is spent (i.e. PE and sports premium and the pupil premium and Covid 19 catch-up premium).
- To appoint a finance governor or monitoring pair with financial skills.
- To appoint Executive Leader/ Headteacher and Deputy Headteacher appointments and starting salary, subject to necessary checks, following recommendations from the board approved selection panel and considering advice from LA external adviser
- To annually agree a pay policy, which has been approved by the unions, and any pay discretions in following the STPCD (School Teacher's Pay and Conditions Document).
- To establish and review procedures for addressing staff discipline, conduct, grievance, bullying & harassment and pay.
- To establish a governor panel to hear staff appeals against dismissal, redundancy, grievances, bullying & harassment and pay.
- To establish and review and approve the Appraisal Policies ensuring the match the Terms of Reference. including the criteria and framework for pay decisions and review these provisions annually.
- To determine the annual budget for pay and any uplift to be applied to the school's pay scales for teachers and support staff.
- To determine which functions are to be delegated to the pay committee/Headteacher.

- To determine the timing of the headteacher appraisal review cycle (best practice before 31st December each year).
- To appoint the Headteacher Performance Management Panel (HTPM) following the best practice of 3 skilled or trained governors, to include the Chair of the Board.
- To appoint, in order to assist the panel, an external adviser for advice and support, on the headteacher's appraisal and to consult that adviser on setting objectives for the headteacher.
- To agree total pay award following recommendation from pay panel.
- To agree any pay award for the Headteacher/ Executive Leader following recommendation from the Headteacher Performance Management Panel.
- To establish a statement of behaviour principles on which the school can produce a behaviour policy.
- To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term. (This may be delegated to the Chair/Vice Chair in cases of urgency - see Exclusion from maintained schools)
- To develop and approve a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements.
- To procure and maintain buildings, including a properly funded maintenance plan. To establish and approve a Health & Safety policy To appoint a Health and Safety governor

### **Admissions**

- To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions
- To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child
- To set the time of the school sessions and the dates of school terms and holidays (except community and VC schools where this is the LA's responsibility).

### **Information for Parents**

- To ensure that the school keeps parents and prospective parents up to date with school information.

### **Membership of the Governing Board**

- To comply with the Instrument of Government, current governors in post on the school website, GIAS and Governor Hub.