

**MALLARD PRIMARY SCHOOL – TERMS OF REFERENCE**  
**(ratified by governors at the meeting on 12 December 2022)**

The role of the Governing Body is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the Headteacher

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the Governing Body.

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  - Headteacher's Performance Management (3 members from Staffing)
  - Disciplinary – any three Governors drawn from the Governing Body

## **1. GOVERNING BODY AND COMMITTEE TERMS OF REFERENCE**

*The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It sets its aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.*

*The Governing Body will:*

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair or Co-Chair and Vice Chair
- Advise all parents of any parent Governor vacancies, all staff of staff Governor vacancies and to appoint co-opted Governors
- Ensure statutory information is sent to parents
- Annually ratify the School's Self Evaluation Form/Document
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher or School Reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/Governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree Curriculum plans
- Support with pupil performance target setting
- If required, consider the suspension of a Governor
- Provide induction for new Governors
- Encourage Governors to visit school and to follow the Governors' visit policy and feedback procedures
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the Strategic School Improvement Plan
- Annually elect Governors for the following responsibilities:-
  - Safeguarding and Attendance, SEND, Assessment, Curriculum, EYFS, Finance and Pupil Premium.
- Ensure at least 2 Governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review annually the delegation of functions and committee structure
- Organise support and training for Governors

## **2. SPECIFIC TERMS OF REFERENCE**

**The Governing Body is responsible for:-**

**Standards and Effectiveness (Assessment, Curriculum, Teaching and Learning and EYFS), and will:**

- Review, adopt and monitor an overall curriculum policy;
- Review and evaluate the quality of teaching and learning;
- Review and evaluate the quality of provision in the Early Years;
- Review and evaluate the impact of pupil involvement in school i.e. School Council
- In collaboration with staff, provide information about how the curriculum is taught, evaluated and resourced;
- Review and evaluate the provision for Global Citizenship and links with other school and the local community;
- Review and evaluate the PSHE curriculum and pupil well-being;
- Review and evaluate provision for Cared for Children;
- Review, adopt and monitor policies for Collective Worship and Sex and Relationship Education;
- Ensure that the requirements of children with special needs and disability are met, as laid out in the Code of Practice;
- Advise the Finance and Resources and Staffing committees on the relative funding priorities necessary to deliver the curriculum;
- Review and monitor the implementation and impact of policies;
- Review and evaluate attendance and behaviour.

One of the main functions of the Governing Body is to monitor and evaluate the standards and achievement of pupils and the impact of the quality of education provided. In all its business, the committee will take account of whether there has been a positive impact on pupils.

In particular, the committee will:

- Discuss the targets set for all cohorts to ensure they are as aspirational as possible for all pupils;
- Ensure all Governors have a good understanding of the pupil achievement in relation to national standards and all schools nationally;
- Monitor pupil progress in relation to the targets set and with specific reference to significant groups;
- Receive and critically review school performance data including any provided by the Local Authority, Data Dash Board, FFT and RAISE online;
- Monitor the impact/outcome of the curriculum and teaching on students' learning and achievement;
- Monitor progress in meeting the key issues identified by any external monitoring e.g. Step, Ofsted, HMI or LA;
- Provide regular reports to the Governing Body on pupil attainment and progress;
- Where appropriate, review and evaluate the effectiveness of Local Authority support and intervention;
- Receive regular reports from the Headteacher on the monitoring of the quality of teaching and learning and how Teaching and Learning is impacting on Key Improvement Priorities;

- Monitor and evaluate the impact of the school's provision for vulnerable groups e.g. special educational needs, cared for pupils, pupils in receipt of support through pupil premium funding;
- Review and monitor relevant areas of the school's school improvement plan;
- Request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
- To review, adopt and monitor the impact of any relevant policies and or protocols.

### **Finance and Resources, and will:**

- Provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- Inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development;
- Advise on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation;
- Authorise the Headteacher to commit expenditure up to £5,000 without the prior approval of the committee as stated in the Financial Delegation Document and in the case of any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity;
- Oversee the preparation and implementation of contracts;
- Ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable;
- Prepare and agree a lettings and charges policy and to monitor its implementation;
- Ensure any necessary liaison with the LA regarding premises issues;
- Oversee any premises related funding bid, in consultation with the Head teacher;
- Review, adopt and monitor the implementation and impact of all policies.

### **Financial Planning**

- Draw up the budget for approval by the Governing Body, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/Improvement Plan;
- Establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the School Improvement Plan (SIP). This will include forecasting the likely future pupil rolls and income levels;
- Monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body;
- Formally approve in-year budget revisions to the annual budget set within the Headteacher's delegated limits;
- Ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations;
- Consider the policy for balances in accordance with Doncaster School's Financial Regulations, including regularly reviewing the level of the school balance and the spending plan for the balance;
- Explore different expenditure options and assess expenditure bids;

- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the Local Authority;
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant Committee;
- Monitor expenditure of all the school's voluntary/private funds and ensure an annual audit is carried out in accordance with the Doncaster School's Financial Regulations;
- Appoint an auditor that is independent of the operation of the funds, where applicable;
- Approve the spending decisions where there is a balance on the school's voluntary/private funds;
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls;
- Approve the school's annual procurement plan;
- Approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher of £5000;
- Approve all procurement in excess of the Headteachers delegated limits;
- Consider all tenders and written quotes obtained in accordance with the School's Financial Regulations and approve the best value bid;
- Consider and approve the Local Authority traded services buy-back decisions;
- Make decisions on expenditure following recommendations from other Committees;
- Confirm adoption of Doncaster School's Financial Regulations;
- Annually review the school's Finance Policy for approval by the Governing Body;
- Ensure that the financial procedures are documented, regularly reviewed and approved on annual basis;
- Consider and approve the authorised signatories;
- Approve the annual school asset/inventory report;
- Annually review and approve fee policy, including lettings charges, remissions and expenses policies;
- Ensure that the school's financial performance is benchmarked and compared at least annually to similar schools, reasons for differences examined and action taken where necessary;
- Evaluate the soundness and effectiveness of the school's financial management systems against the school's Financial Regulations by carrying out an annual self-assessment;
- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign;
- Annually prepare the School Financial Value Standard (SFVS) return and supporting evidence for approval by the Governing Body;
- Review the financial position in regards to extended school services and charges;
- Review and approve the school's Anti-Fraud and Corruption Policy;
- Approve the school's Whistleblowing Policy;
- Determine whether sufficient funds are available for pay increments as recommended by the Headteacher;
- Consider and approve recommendations made on all aspects relating to the school premises.

#### **Financial Monitoring - Public Funds**

- Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS;
- Receive details of any budgetary adjustment made by the Local Authority;

- Report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan;
- Approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school, subject to the local scheme of delegation (See Finance Policy);
- Receive, and where appropriate, respond to all audit reports on the delegated and devolved funds;
- Carry out Best Value Reviews in accordance with the Best Value Statement;
- Review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website;
- Receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.

#### **Non-public funds**

- Receive reports and monitor the income and expenditure throughout the year;
- Appoint an external auditor of these funds;
- Receive and respond to the audit report on these funds.

#### **Schools Financial Value Standard in Schools (SFVS)**

- Review the School's self-assessment in preparation for the external assessment;
- Annually complete the Statement of Internal Control;
- Annually review Governors' competencies in regards to continued professional development as stated under SFVS;
- Receive and respond on any report issued following an external assessment;
- Make sure all staff (especially office) have completed an annual skills audit.

#### **Finance Policy and Local Scheme of Delegation**

- Ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations;
- Review, adopt and monitor the impact of: Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.

#### **Staffing, and will:**

- In consultation with the Headteacher, determine the staffing structure of the school to include an agreement regarding the rational and number of job share posts;
- Oversee the appointment procedure for all staff;
- Consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Full board;
- Review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations;
- In consultation with staff, oversee any process leading to staff reductions;
- Annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these;
- Act as "first committee" for formal disciplinary or complaints hearings;
- Review, adopt and monitor a Pay Policy and feed back to full board for approval;
- Review, adopt and monitor a Performance Management policy;
- Determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the

committee should seek to ensure that HTPM group members have received appropriate training;

- Delegate to Head, Deputy and members of SLT the responsibility of appointing all temporary staff and non-teaching staff;
- Delegate to Head, Deputy and at least one member of the Governing Body the responsibility of appointing all teaching staff up to UPS level;
- Review, adopt and monitor the implementation and impact of policies.

### **Pay**

- Monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan;
- Draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee;
- Establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5);
- Oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (links to SFVS evidence 26);
- Ensure that all staff are reminded of the school's whistle blowing policy on a regular basis (links to SFVS evidence 21);
- Approve and review a Performance Management policy for all staff;
- Review job descriptions for staff as appropriate and recommended by the Headteacher (links to SFVS evidence 4);
- Review and agree policies relating to Staffing as delegated by the Governing Body;
- Oversee the process leading to staff reductions;
- Be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee);
- Be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee);
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- Make recommendations on staffing related expenditure to the Full Committee, including pay discretions;
- Consider any appeal against a decision on pay grading or pay awards;
- Be responsible, in conjunction with the Full Committee, for determining dismissal payments/early retirement;
- Produce, collate and report questionnaires for parents, staff and pupils;
- Consider additional items which individual Governing Bodies may wish to include.

### **Membership**

Not less than Four Governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.

- The committee may make recommendations to the Governing Body for co-option of non-Governor members;
- The Committee Chair should be appointed at the beginning of each school year by the Governing Body or by the committee and shall not be an Associate member or a non-Governor member. NB a staff Governor/Headteacher may chair a committee but must not be responsible for taking minutes;
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a Governor;

- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a Governor.

### **Disqualification**

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any Governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

### **Quorum**

Three Governors (at least two non-staff who are appointed members of the committee).

### **Meetings**

- Will take place at least twice each school year (including one Pay Committee meeting);
- Committee meetings will not be open to the public but minutes are available;
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number;
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote;
- At least one meeting per year will be clerked by the LA appointed clerk;
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

### **General Terms**

- To act on matters delegated by the full Governing Body;
- To liaise and consult with the Governing Body where necessary;
- Ensure Governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can effectively contribute to the school's self-evaluation process;
- To contribute to the School Improvement Plan.

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Safeguarding, are delegated to specific committees, all committees should consider relevant aspects of these.



**Link Governors**, and will:

- Make focused visits to the school;
- Explore specific aspects within the link subject area to gain deeper understanding of relevant issues;
- Establish regular contact with people within the school with responsibility for the link subject area;
- Provide support and encouragement and a listening ear for staff members with whom they are linked;
- Monitor provision of equipment and use of school facilities;
- Attend relevant training, including relevant INSET days;
- Be involved with establishing/monitoring/evaluating the **IMPACT** of relevant policies adopted by the Governing Body within their link subject/specialist area;
- Become familiar with linked subject/specialist areas in the school development plan;
- Report back after visits, making recommendations as appropriate either via the agreed report format and or at committees or full Governing Body meetings.

### **3. GOVERNING BODY STRUCTURE AND COMMITTEE MEMBERSHIP**

**(updated 17 October 2022)**

#### **Finance and Resources Committee**

Full Board, K Cousins (voting rights to be decided on an individual basis for each meeting)

#### **Standards and Effectiveness Committee**

Full Board, K Cousins (voting rights to be decided on an individual basis for each meeting)

[Assessment, Curriculum (Teaching and Learning) and EYFS Link Governors]

#### **Staffing Committee**

Chair (J Dougherty), Reverend Canon I Smith, Councillor T Moran, A Akintebi and J Brooks

#### **Headteacher's Performance Management Review**

Chair (J Dougherty), Reverend Canon I Smith and Councillor T Moran. (S Choudry - External Adviser)

#### **Roles and Responsibilities of Link Governors**

Safeguarding and Attendance ( <i>statutory</i> )	Reverend Canon I Smith, Councillor T Moran, J Brooks
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SEND ( <i>statutory</i> )	J Dougherty (Chair), Reverend Canon I Smith, J Brooks
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Assessment	J Dougherty (Chair), R Tarantiuk, and A Abiodun.
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Curriculum	Full Board.  English (J Dougherty and Reverend Canon I Smith), Maths (J Dougherty and A Akintebi), Foundation subjects (J Dougherty and R Tarantiuk)
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EYFS	J Dougherty (Chair) and R Tarantiuk.
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Finance

J Dougherty (Chair) and A Abiodun

Pupil Premium

J Dougherty (Chair), Reverend  
Canon I Smith and J Brooks

#### **4. SPECIFIC COMMITTEE MEETINGS**

##### **Permanent Exclusions**

Three Governors appointed by the Chair or Vice-Chair

##### **Grievance**

Any three Governors drawn from the Staffing Committee

##### **Appointments**

Any three Governors drawn from the Staffing Committee

##### **Staffing**

Any three Governors drawn from the Staffing Committee

##### **Headteacher's Performance Management**

Any three Governors drawn from the Staffing Committee

##### **Disciplinary**

Three Governors appointed by the Chair or Vice-Chair