

Worlebury St. Paul's Church of England Voluntary Aided Primary School



Terms of Reference

The Full Governing Body

The main purposes of our Governing Body are to take a strategic role, to act as a critical friend to the School and to be accountable for its decisions. It should set aims and objectives as well as agree, monitor and review policies, targets and priorities.

Membership of the Governing Body (as at September 2015):

Rev. Geoff Eales (Vicar St Paul's / St. Peter's)	Ex Officio (Vicar)
Heather Gregory	Foundation
Felicity Williamson (Chair)	Foundation
Miranda Pincott	Foundation
Kate Porter	Staff
Alvin Jeffs	Foundation
Alison Devereux	Foundation
Michelle Bamford	Ex Officio (Headteacher)
Kelly Furlong	Parent
Martin Williams (Vice Chair)	LA
Liz Mansbridge	Clerk to the Governors
Vacancies	Parents x2
Vacancies	Foundation x 2

Quorum:

The Governing Body shall be deemed quorate when half the membership of the Governing Body (excluding vacancies and rounded up to the nearest whole number) are present. The Headteacher can send a nominated representative instead if necessary.

Meetings:

1. Aims and Accountability

- 1.1 The over-riding purpose of our Governing Body is to help the school provide the best possible education for our precious and unique learners.
- 1.2 It is accountable to those who established and fund the school and also to parents and the wider local community for the way it carries out its functions.
- 1.3 The Governing Body is responsible for determining the aims and overall conduct of the school. This includes deciding, with the Headteacher, how the school should develop in order to maintain and improve its standards of education, and approving the broad policies and procedures which will support that development.
- 1.4 The Governing Body is constituted according to the current Instrument of Governance
- 1.5 The appointment of a Headteacher or a Deputy Headteacher is the responsibility of the full

Governing Body, who may as they see fit, delegate the responsibility of the interview to a smaller group.

2. Collective Responsibility

2.1 The Governing Body is a corporate entity and acts as a group. In certain circumstances individual governors may have formally delegated powers to act on their own.

2.2 Each governor has an equal right to participate and to state their view, while respecting the views of others. The strength of the Governing Body lies in their ability to work together as a team of individuals with individual skills and strengths.

2.3 Governors are elected or appointed by different stakeholder groups, and, by this means, reflect the community they serve, without being delegates.

3. Non -delegated Powers

The Full Governing Body **will not** delegate to either a committee or an individual the following responsibilities:

3.1 Agreement of constitutional matters,

3.2 Appointment of new governors

3.3 Scheduling and holding at least 6 Governing Body meetings a year

3.4 Appointment or removal of the Chair or Vice Chair

3.5 Appointment or removal of the Clerk to the Governing Body

3.6 Establishment of the committees of the Governing Body and their terms of reference

3.7 Appointment or removal of a Clerk to each committee

3.8. Suspension of a governor

3.9. Decisions about which functions of the Governing Body will be delegated to committees, groups and individuals

3.10. Receiving reports from any individual or committee to whom a decision has been delegated and the consideration of whether any further action by the Governing Body is necessary

3.11. Review of the delegation arrangements annually

3.12. Approval of the school strategic plan or Sustainable School Improvement Plan.

3.13. Approval of the first annual budget in each financial year.

3. 14. Approval of statutory and other key policies

3.15. Approval of the annual online School Profile as delegated; every governor will be given the opportunity to comment before it is published on the Ofsted website.

4. Governing Body powers are as follows:

4.1 To provide guidance to the Governing Body and the Headteacher on all matters relating to finance and property.

4.2 To review medium and long term financial policy statements.

4.3 To consider the sustainable school development plan and management plans and to draw up an annual budget to be approved by the Governing Body.

4.4 To monitor income and expenditure and report at least 3 times a year to the Governing Body.

- 4.5 To monitor that day-to-day financial delegation is carried out according to the School Purchasing Policy.
- 4.6 To approve expenditure as per the School's Purchasing Policy.
- 4.7 To raise funds for Governors' contributions for VA budgets.
- 4.8 To consider the state of the fabric in the light of:
- Health and Safety implications
 - Planned maintenance
 - Anticipated deteriorations
- 4.9 To recommend repair and maintenance both planned and unplanned.
- 4.10 To consider proposed building developments within the school development plan and report to the Governing Body with costings.
- 4.11 To formulate, review and ratify policies connected with finance and property matters on behalf of the Governing Body.
- 4.12 To ensure the curriculum encompasses the aims of the school for our unique learners' spiritual, moral, social, emotional, and cultural development.
- 4.13 To ensure that the Curriculum Policies are formulated, reviewed regularly and ratifying on behalf of the Governing Body
4. 14 To provide information on how the curriculum is taught, evaluated and resourced, with the assistance of staff.
- 4.15 To contribute to and evaluate the curriculum components of the school SEF and SSIP.
- 4.16 To ensure the needs of all children are met.
4. 17 To write the relevant Governors' component of the SSIP and SIAMS forms before presenting them to the Governing Body for approval.
4. 18 To monitor pupil attendance.
4. 19 To conduct regular reviews of exclusions within the school and conduct any exclusion appeals within the school.
- 4.20 To receive all staff reports on curriculum matters.
- 4.21 To consider complaints relating to specifically to the curriculum and to advise the Governing Body.
- 4.22 To write the school profile.
- 4.23 To consider the staffing structure complement as and when required and make recommendations of any changes necessary to the full Governing Body.
- 4.24 To consider job descriptions when appropriate and make changes where necessary, as completed by the Headteacher in consultation with the job holder.
- 4.25 To deal with matters of staff competency.
- 4.26 To make staff appointments as advised by the full Governing Body.

Signed by Chair of Governing Body:

Date: 9 September 2015

Date for Annual Review: Beginning of each school year