



## TERMS OF REFERENCE FOR FULL GOVERNING BODY

### **Purpose**

The Governing Body need to take a strategic role, act as a critical friend to the school and be accountable for its decisions.

The Governing Body of Bridgewater Primary School will:

- Ensure that the vision, ethos and strategic direction of the school are clearly defined;
- Hold executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Oversee the financial performance of the School and make sure its money is well spent;
- Ensuring safeguarding best practices are followed with full regulatory compliance.

### **Membership**

<b>Instrument of Governance</b>	<b>2023-24 Governors</b>	<b>End of office</b>
1 head teacher	Alison Harvey*	n/a
Up to 4 parent Governors	Gary Palmer Marta Shamsuddin Simon Mitchell	19/03/2027 15/06/2026 15/06/2026
1 staff Governor	Nicola Redden*	28/02/2024
1 local authority Governor	Mary Kay	13/03/2024
Up to 7 co-opted Governors	Joe Lavelle Angela Watson Frances Troop* Cathryn Walker	18/05/2026 23/11/2024 18/07/2027 22/11/2025

*Minimum number of Governors is 7. Staff\* shall not make up more than 1/3 of total membership.*

### **Quorum**

<p>½ of the Governing Body (not including unfilled vacancies or associate members) must be present to be considered quorum.</p> <p>Meetings may be continued inquorate at the discretion of the Chair but no voting shall take place.</p> <p>In the event of a tie in any vote, the Chair will have the casting vote.</p>
<p>The Governing Body shall:</p> <ul style="list-style-type: none"> <li>• Appoint an independent and professional clerk</li> <li>• Elect a Chair (or co-chairs) and Vice Chair (annually)</li> <li>• Develop and maintain a Code of Conduct for Governors (annually)</li> <li>• Hold at least 5 meetings per year</li> <li>• Set dates of meetings for the year ahead</li> <li>• Receive Head teacher reports at each meeting</li> <li>• Maintain and update annually a file of pecuniary interest declarations</li> <li>• Review annually the delegation of functions</li> <li>• Establish and review terms of reference for Full Board Body and any Committees</li> <li>• Authorise the delegation of powers to individual members</li> <li>• Ensure at least 2 governors are appointed to complete the Headteacher's Performance Management.</li> <li>• Provide induction for new governors</li> <li>• Organise continued support and training for governors</li> <li>• Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure</li> <li>• Keep a register of and monitor Governor attendance</li> <li>• If required, consider the suspension of a governor</li> <li>• Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors as necessary</li> <li>• Audit and self-review on the effectiveness of the Governing Body annually</li> <li>• Consider Safeguarding and Equality Implications when undertaking its functions</li> <li>• Seek to obtain and consider parent views in the process of undertaking its functions</li> </ul>
<p>The Clerk to the FGB shall:</p> <ul style="list-style-type: none"> <li>• Provide a full clerking service to FGB meetings</li> <li>• Provide governance information required for audit</li> <li>• Liaise with government agencies and professional bodies</li> <li>• Act as subject matter expert and professional advisor to the FGB and any other governance related elements</li> <li>• Advise the Governing Body on matters of statutory requirements and compliance</li> </ul>
<p>In relation to ensuring <u>Vision, Ethos and strategy</u> the Governing Body shall:</p>

<ul style="list-style-type: none"> <li>• Identify priorities for improvement and ensure these are addressed in improvement plans</li> <li>• Review, approve and monitor the School Improvement Plan</li> <li>• Consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.</li> <li>• Review and monitor policies (e.g. sex education and pupil behaviour/discipline) in conjunction with the SLT.</li> </ul>
In relation to <u>Educational Performance</u> of Pupils and Staff the Governing Body shall:
<ul style="list-style-type: none"> <li>• Review, monitor and evaluate the curriculum to ensure a broad, balanced and rich curriculum</li> <li>• Monitor the rates of progress and standards of achievement by pupils (including underachieving groups and children in receipt of Pupil Premium)</li> <li>• Ensure that the requirements of children with <b>special needs</b> are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor.</li> <li>• To monitor and evaluate provision for all groups of <b>vulnerable children</b> (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.</li> <li>• Ensure that all children have equal opportunities.</li> <li>• Monitor and evaluate the impact of CPD and school training and support on improving staff performance</li> <li>• Receive regular reports on Safeguarding</li> <li>• Review and monitor data (including attendance and exclusions and national performance)</li> <li>• Use Governor visits and staff contact as a tool for monitoring and evaluation.</li> <li>• Monitor staff welfare and workload</li> </ul>
In relation to <u>Financial Performance and Compliance</u> , the Governing Body shall:
<ul style="list-style-type: none"> <li>• Approve the Annual Budget</li> <li>• Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan (including Sports Premium and Pupil Premium)</li> <li>• Review of the school's financial position (at least termly)</li> <li>• Authorise the 3 year financial plan</li> <li>• Set financial priorities through the School Development Plan</li> <li>• Review, complete and submit the School Financial Value Standard (SFVS) and to undertake any remedial action identified as part of the SFVS</li> <li>• Appoint and set salary of Head Teacher</li> <li>• Conduct performance management of Head Teacher</li> <li>• Monitor and evaluate performance management of staff</li> <li>• Review, adopt and monitor and review financial policies in accordance with statutory requirements</li> <li>• Authorise of non-budgeted expenditure and virements</li> </ul>

- Approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters
- Review and monitor all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- Monitor PFI issues
- Delegate permissible finance decisions to the Headteacher.
- Ensure the statutory requirements for reporting information are met and that the school website is compliant.

<b>Terms of Reference Agreed:</b>  <b>02/10/23</b>	<b>Signed:</b> <i>Simon Mitchell</i>  <b>Simon Mitchell</b>	<b>To be Reviewed then annually in September</b>
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