

Terms of Reference for Full Governing Board (using the Circle Model of Governance)

The governing board provides strategic leadership and accountability in schools. It has three key functions:

- Overseeing the financial performance of the school and making sure its money is well spent
- Holding the headteacher and the senior leadership to account for the educational performance of the school and its pupils
- Ensuring clarity of vision, ethos and strategic direction

Governors must be prepared to adopt the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Roles & Responsibilities

1. To plan and set the school budget, which is targeted at delivering the School Strategic Development Plan.
2. To consider the impact of pupil number forecasts on the school's future funding
3. To monitor all financial information and review the budget six times a year.
4. To agree the level of delegation to the headteacher for day-to-day financial management of the school.
5. To ensure the adequacy of the internal financial control framework within the school and to appraise any proposed changes to financial systems, procedures and limits recorded in the manual of internal financial procedures.
6. To ensure that the requirements for non-public funds to be audited are carried out at least annually.
7. To review the salary structure.
8. To ensure community use of the school
9. To receive an inspection report from the Health & Safety link governor, at least once each year, of the premises and grounds and for the H&S link governor to undertake assets checks to ensure the maintenance and upkeep of the premises and grounds.
10. To ensure the school has in place an on-going rolling programme of RISK assessment.
11. To review Health & Safety Regulations (LA's) guidance as set out fully in Volume 3 of the Education Reform Act Handbook. To receive the external Health and Safety report annually. A named member of staff has the responsibility for Health & Safety along with a nominated member of the FGB.



12. To carry out the responsibilities of the Governing Board regarding the development of the National Curriculum.
13. To ensure that the curriculum by subject, and by year group, is detailed on the school website.
14. To review, analyse and challenge curricular targets.
15. To consider complaints made in respect of the curriculum and collective worship under the Local Authority's procedure as required by Section 23 of the Education Act 1988 and to involve the whole Governing Board as appropriate.
16. To ensure that the requirements of children with special educational needs are met. (Named governor(s) has/have specific responsibility for SEND, Disadvantaged pupils and the Safeguarding of all children.
17. For the Governing Board to agree a written policy for Sex Education. (New Statutory Guidance 2020)
18. To ensure that the school fulfils its requirements to publish information about school performance as required.
19. To consider and approve draft policies that support a three-way partnership between home, school and governors.
20. To delegate responsibility to the Staffing & Pay Committee to review pay and performance and receive a summary report of actions taken.
21. To appoint a headteachers performance management panel.
22. To manage governor recruitment, training and development
23. To manage governor succession planning
24. For the Governing Board to keep abreast of developments within the education sector, undertake periodic self-review and publish an annual governance to parents on the work of the Governing Board.
25. To appoint a staff dismissal / appeal and pupil discipline / appeal committee with the headteacher to sit on the initial committee (if appropriate) with Chair or Vice Chair to lead, and the reciprocal senior governor to lead any subsequent appeal committee. *Minimum 3 governors (excluding headteacher).*