

Terms of Reference

FULL GOVERNING BODY (FGB)

Membership – As per the Revised Instrument of Government which was came into effect from 18th November 2022, replacing the previous July 2015 version:

- 2 parent governors
- 1 local authority governor
- 1 staff governor
- 1 (Executive) Head Teacher
- 7 co-opted governors

The total number of governors is 12, except at any time when the Executive/Executive Head Teacher has given notice under Regulation 19 of the School Governance (Constitution) (England) Regulations 2012 that s/he chooses not to be a governor, when the total number of governors will be 11.

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations.

Quorum: 50% governors including the executive Head teacher, the Chair or Vice-Chair

Frequency of meetings: 3 per year and otherwise as required

The Role of the Governing Body

The Governing Body has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leader/ Head teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

***LBTH Scheme for Financing Schools 22-23 states the role of the governing body is to:**

- “spend their budgets in a manner that is consistent with the implementation of the National Curriculum; with the statutory requirements relating to the curriculum as a whole, (including religious education and worship), to secure provision for children with additional educational needs and use their best endeavours to secure the provision set out in the statement of special educational need of any pupil registered at the school in so far as that provision is not made from central resources retained by the LA for that purpose;
- operate an effective and efficient education service within the strategic framework set by the LA for the benefit of their pupils;
- operate within their budget share;
meet the actual cost of all expenditure from their delegated budget, any devolved funding (e.g. SEN top-up funding) and any income accruing to the governors

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and London Borough of Tower Hamlets Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

- To establish and foster an effective relationship with the Executive Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Executive Head Teacher and provides strategic direction
- **Disqualification** – the Executive Head Teacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body & Committees

- To work effectively with the Chair of Governors, the other Governors and the Executive Head Teacher to support the Governing Body
- To advise the Governing Body on constitutional and procedural matters, duties and powers
- To convene meetings of the Governing Body and committees
- To attend meetings of the Governing Body and ensure minutes are taken, and actions recorded
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To maintain a Register of Interests (pecuniary and personal) to ensure that potential conflicts of interest with the school are avoided
- To maintain an annual record of Governors' attendance at meetings
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time
- Disqualification – Governors, Associate Members, the Executive Head Teacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- Disqualification – none

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

Full GB Terms of Reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body & its Committees*
- To establish the committees of the Governing Body and their terms of reference*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate

- To review the delegation arrangements annually*
- Financial Limits as per the finance manual
- Any items which individual governing bodies may wish to include.

***These matters cannot be delegated to either a committee or an individual**

CURRICULUM & QUALITY ASSURANCE (CQA) – TERMS OF REFERENCE:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the Resources Committee or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Communication, Exploration. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To give consideration to admissions when the each year group / class has reached its maximum i.e. nine children
- *Additional items which individual Governing Bodies may wish to include*

This committee will include the Pupil Discipline committee

Pupil Discipline Committee Terms of Reference

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School's Behaviour Policy, and make recommendations on changes to the Governing Body or relevant committee
- To ensure that the Local Authority's SEN Panel is informed of any exclusions

Disqualification – The Executive Head Teacher or any governor with prior knowledge of the pupil or the incident

Quorum (minimum of 3, committee can determine higher number)	
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RESOURCES & STRATEGIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE:

- In consultation with the Executive Head Teacher, to review in detail, validate and recommend the first formal budget plan of the financial year to the governing body
- To oversee the establishment and maintenance of an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the LA, the DFE and other regulatory bodies
- To review all audit reports
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements
- To make decisions on expenditure following recommendations from other committees
- The regular monitoring of actual income and expenditure against each budget and revised forecast for the year
- To award contracts by tender and then to report to the Governing Body
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Executive Head Teacher
- In the light of the Executive Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations on premises-related expenditure
- In consultation with the Executive Head Teacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To oversee the establishment of and keep under review a Building Development Plan
- To oversee the establishment of and keep under review an Accessibility Plan
- To oversee the draft of and keep under review the staffing structure in consultation with the Executive Head Teacher
- To oversee the establishment of a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Governing Body
- To consider any appeal against a decision on pay grading or pay awards
- Financial Limits as per the finance manual
- Additional items which individual Governing Bodies may wish to include

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

Quorum (minimum of 3, committee can determine higher number)	
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COMMITTEES WITH DELEGATED FINANCIAL RESPONSIBILITIES

Hearings Committee Terms of Reference

- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Executive Head Teacher is the subject of the action*
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.

Appeals Committee Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Executive Head Teacher
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include*
- Only experienced governors should be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member

Disqualification – The Executive Head Teacher

Membership – No fewer than three members of the Governing Body. The same three members may not sit on a hearings committee and then again on the appeals committee.

Members of the Governing Body will be asked to be members of the Hearing and Appeals Committees as and when required.

*May be provided by LA

Quorum (minimum of 3, committee can determine higher number)	
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Performance Management Review Committee Terms of Reference

- To arrange to meet with an independent reviewer to discuss the Executive Head Teacher's performance targets
- To decide, with the support of the independent reviewer, whether the Executive Head Teacher's targets have been met and to set new targets annually
- To monitor through the year the performance of the Executive Head Teacher's against the set targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set for all teaching staff
- To review, with the Executive Head Teacher's, the appropriateness of performance management targets set for teaching staff
- *Additional items which individual Governing Bodies may wish to include*
- During the period of the soft federation with Stephen Hawking School, membership of this group will include one Governor from Stephen Hawking School and one Governor from Stephen Hawking School.

Disqualification – The Executive Head Teacher’s, for the purposes of setting and reviewing their own targets, Parents and Staff Governors

Quorum (minimum of 2 suggested)	
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