



Lipson Vale Primary School Governing Body Terms of Reference 2021

The Governing Body will:

- Hold at least 9 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair - In the event of a tied vote on any issues the Chair or the Acting Chair/Vice Chair will have a second or casting vote.
- Advise all parents of any parent governor vacancies, all staff or staff governor vacancies and to appoint and LA governors
- Annually adopt a form of Self Evaluation
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Allocate statutory/best practice policies to relevant committees or retain ownership as a full governing body
- Set pupil performance targets
- If required, consider the suspension of a governor
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Annually elect governors with specific responsibilities
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management and engage the services of an external advisor (the Chair of Governors should be the Appeals Officer and not a Performance Management governor).
- Maintain and update annually a file of pecuniary interest declarations o
- Review annually the delegation of functions and link roles and structure
- Receive an annual report on Safeguarding
- Provide induction for new governors
- Encourage governors to visit schools and provide feedback
- To review and adopt the annual management plan

- The GB may approve alternative arrangements for governors to participate or vote at meetings of the full GB (but not committees) including but not limited to by telephone or video conferencing.

Specific Terms of Reference for Link Governors and GB

Curriculum Link Governor and GB

- To review, adopt and monitor the overall curriculum.
- In collaboration with staff, to consider information about how the curriculum is taught, evaluated and resourced.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about school performance and report according to statutory requirements.
- To advise the Finance committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To review and adopt any policies as delegated by the full governing body
- To monitor media coverage of the school
- To ensure that communications within the school environment and community are efficient and effective
- To review an annual report from the PLA
- Monitor results
- School Visits/ Media coverage update.

Finance Link Governors and GB

Finance Policy and Local Scheme of Delegation

- To ensure that the School operates within the requirements of Plymouth City Council's Scheme for Financing Schools.
- To ensure there are robust and appropriate systems of internal financial control.

Financial Planning

- To establish a three year budget plan, based on the best available information, taking into account the agreed priorities of raising standards and attainment through the School Development / Improvement Plan.
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of raising standards and attainment.
- To make decisions in respect of the service level agreement / buy back with the Local Authority (Services 4 Schools) including a review of the School's insurance requirements.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider aspects relating to the school premises.
- To approve revenue and capital expenditure in accordance with the local scheme of delegation (see Finance Policy) ensuring that value for money has been secured.

Financial Monitoring - Public Funds

- To monitor the income and expenditure throughout the year of all revenue and capital funds against the annual budget plan using the budget monitor report produced by SIMS.
- To receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- To report to the Governing Body any significant anomalies in the performance of the School against the annual budget plan including the year end carry forward.
- Subject to the local scheme of delegation (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive, and where appropriate, respond to all audit reports.
- To review comparative financial statistics obtained from the DfE benchmarking website and presented by the Local Authority.
- To receive a report on how the use of resources has improved.
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers.

Non-public funds

- To receive reports and monitor the income and expenditure throughout the year.
- To appoint an external auditor of these funds.
- To receive the annual statement of accounts of these funds.
- To receive and respond to the audit report on these funds.

Schools Financial Value Standard (SFVS)

- To annually review and monitor the School's SFVS for submission to the Local Authority by 31 March.
- To annually review Governors' competencies in regards to continued professional development.
- To receive and respond to any comments made by the Local Authority.

Relationship with other committees

- To receive reports from other governors / staff that may have financial implications on the operation of the school.

Other

- To review and adopt any policies as delegated by the full governing body

Personnel issues

- In consultation with the Headteacher, to determine the staffing structure of the school.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as "first committee" for formal disciplinary or complaints hearings.
- To review and adopt any policies as delegated by the full governing body

Premises issues

- To 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.
- To review the PIC (person in control) handbook and monitor regularly
- To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation. The Headteacher is authorised to commit expenditure without the prior approval of the committee in 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.
- To oversee the preparation and implementation of contracts.
- To 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.
- To establish and keep under review an Accessibility Plan
- To review and adopt any policies as delegated by the full governing body

Date reviewed and adopted: 5th July 2021

Date of next review: July 2022