

The Governing Body of
Binbrook Church of England Primary School



Terms of Reference

ROLES AND RESPONSIBILITIES

1. THE GOVERNING BODY

- See Scheme of Delegation Document for FGB responsibilities.

Membership:	As per the Instrument of Government.
Disqualification:	As per Regulation 17 and Schedule 4 of the Constitution Regulations.
Quorum:	One half of the number of Governors in post.

2. CHAIR OF THE GOVERNING BODY

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Lincolnshire County 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 Headteacher 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 Headteacher and provides strategic direction.

Disqualification:	The Headteacher, Staff Governors, Pupils, Staff Members.
-------------------	--

3. CLERK TO THE GOVERNING BODY

- To work effectively with the Chair of Governors, the other Governors and the Headteacher 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
- To attend meetings of the governing body and ensure minutes are taken
- To maintain a register of members of the governing body and report vacancies to the governing body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as has been determined in the Clerks Job Description.

Disqualification:	Governors, Associate Members, the Headteacher.
-------------------	--

4. 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:	Headteacher
-------------------	-------------

5. CLERK TO A COMMITTEE

- To advise the Committee on procedural and legal matters.
- To convene meetings of the Committee.
- To attend meetings of the Committee and ensure minutes are taken.
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

Disqualification:	The Headteacher.
-------------------	------------------

6. INDIVIDUAL GOVERNOR ROLES AND RESPONSIBILITIES **THIS SECTION CAN BE AMENDED IN LINE WITH GOVERNING BODY APPOINTMENT DECISIONS**

To monitor an identified area on the School Plan or a statutory function of the Governing Board and report to the Governing Board, ensuring the challenge and support of the committee the monitoring is replacing is captured. It is expected that 3 monitoring visits will be made to the school during the year, (unless LCC directed (eg safeguarding), school circumstances or statutory requirements necessitate more. A visit does not necessarily have to take place during the time when students/pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

SKILL SET

- To meet with the lead professional within the school to gain an understanding of the scope of the area/target and the activities the school is conducting to achieve success.
- To ensure holding to account by the are undertaken within the visit with the answers documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the priority milestone or duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy. Visits may be conducted virtually as appropriate.

Reports will be submitted for approval by the Headteacher and the Chair within the school within one week of the visit and then be lodged with the Clerk of governors for distribution as soon as possible, at least seven days before the next Governing board meeting.

The following designated governor roles should be appointed by the Governing board.

- Safeguarding (may include cyber security and online safety)
- SEND
- Health & Safety
- Finance
- Filtering and Monitoring (could be part of another governor responsibility such as safeguarding)
- Whistleblowing

The following designated governors are recommended to be appointed by the Governing board:

- Attendance
- Wellbeing
- Medical Conditions and Allergy (could be part of another governor responsibility (such as wellbeing)

Before undertaking any monitoring, governors will read the Monitoring policy, Governing Board code of conduct and the school staff code of conduct.

Having designated/ delegated governors does not reduce the collective accountability of the board for all its functions. The board will need to ensure that its agenda and reporting mechanisms enables ALL board members to have strategic overview and responsibility to enable effective decision making.

COMMITTEE STRUCTURE AND RESPONSIBILITIES

1. FINANCE COMMITTEE

Governing bodies are responsible for financial decisions in the School and for setting the School's annual budget and to manage the budget some responsibilities are delegated to the Finance Committee. The key role of this committee role is to ensure that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times. The Finance Committee links the priorities in the School Improvement Plan to the budget and evaluates the effect in the school of investing in these priorities. It monitors expenditure and income and takes action to revise the budget plan if the budget position is not in line with the set budget plan.

The Committee meets once per half term and during the meetings discussions will include:

- preparation of draft budget
- appraising different expenditure options
- assessing expenditure bids
- forecasting rolls and expected income levels
- monitoring and adjusting in-year expenditure
- ensuring accounts are properly finalised at year end (reviewing outturn)
- evaluating the effectiveness of financial decisions
- ensuring there are effective and appropriate systems of internal financial control
- the administration of voluntary funds The Committee also plans ahead (preferably for three years) by reviewing the priorities in the School Improvement Plan and factors such as pupil projections, condition of the school and realistic lifespan of equipment/resources to determine potential pressures on the budget

These terms of reference aim:

- To support the Governing body in fulfilling statutory duties
- To support the strategic role of the Governing body
- To provide a framework for effective self-evaluation, monitoring and evaluation, support, and challenge by linking the work of the committee to areas of the current SDP and key priorities in the SDP

Financial Monitoring: Public Funds

- To monitor the actual income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan and revised forecasts using the budget monitor reports.
- To prepare a draft annual budget and present this to the Governing Body for approval.
- To award contracts by tender up to a limit specified by the Governing Body.
- To receive details of any budgetary adjustment made by the Local Authority.
- To present financial reports to the full Governing Body at each meeting.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school, whilst appraising different expenditure options.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.
- To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.

- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.
- To ensure there are effective and appropriate systems of internal financial control in place.

Financial Monitoring: 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 and respond to the audit report on these funds.

Financial Management Standard in Schools (SFVS)

- To review the School's self-assessment in preparation for the external assessment.
- To annually complete the Statement of Internal Control.
- To annually review Governors' competencies in regard to continued professional development as stated under SFVS.
- To receive and respond on any report issued by the external assessor or following an external assessment.

Relationship with other committees

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

Finance Policy and Local Scheme of Delegation

- To ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.

Membership:	Any member or associate member of the governing body and the Headteacher (ex officio). Members (except the Headteacher) will be appointed annually by the governing body.
Disqualification:	None.
Quorum:	One half of the membership of the committee (minimum 3).
Chair:	Appointed by the governing body annually.
Clerk:	The Clerk to Governors. The Headteacher cannot be the Clerk.
Meetings:	Will be held at least once each half-term and otherwise as required.

2. HEADTEACHER'S PERFORMANCE REVIEW PANEL

- To arrange to meet with the external adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the external adviser and utilising the Headteacher Standards guidance, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set.

Membership:	Any member of the governing body. Members will be appointed annually at the autumn term meeting of the governing body. (2/3 Governors & External Advisor)
Disqualification:	Staff governors.
Chair:	To be appointed at the first meeting of the group.
Clerk:	The Clerk to the Governing Body.

3. PAY COMMITTEE

The main function of the Committee is to implement the School's Pay and Performance Policy in line with the appropriate Lincolnshire County Council Policy as ratified by the Governing Body.

- To achieve the aims of the whole school Pay Policy in a fair and equal manner.
- To apply the criteria set by the whole school Pay policy.
- to observe all statutory and contractual obligations.
- to minute clearly the reasons for all decisions.
- to have regard for the school's budget.
- to keep abreast of relevant developments and to advise the Governing Body when the school's Pay Policy needs to be revised.

Decisions of the Committee will be taken in private, confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Payroll will be notified in writing immediately following the Committee's decision

Membership:	Any members of the Governing Body. Members will be appointed annually at the autumn term meeting of the governing body. (3 Governors). The Headteacher has the right to attend the committee meetings.
Disqualification:	Chair of Governors and Staff Governors.
Chair:	To be appointed at the first meeting of the group.
Clerk:	The Clerk to Governors.
Meetings:	To be held as and when necessary and called by the Clerk.
Notes:	Decisions of the Committee will be taken in private, confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Human Resources will be notified in writing immediately following the Committee's decision. In the case of pay decisions for teachers, this will be done in accordance with the School Pay Policy.

4. COMPLAINTS PANEL

The main functions of this panel are:

- *to consider any complaints which the Headteacher nor the Chair of Governors have been able to resolve following the Lincolnshire County Council procedure as adopted by the governing body*

Membership:	Panel will be formed only as required. Any 3 members of the governing body plus a reserve. Members and the reserve will be appointed as necessary.
Disqualification:	Staff governors and Chair of Governors who may have prior knowledge.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the panel at its first meeting.
Clerk:	The clerk to Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

5. PUPIL DISCIPLINE PANEL

The main functions of this panel are to:

- *consider and review the pupil discipline policy and the application of it;*
 - *in certain circumstances, to conduct a hearing to decide whether action to exclude a pupil is appropriate.*
-
- To consider representations from parents in the case of suspensions of 5 days or less (panel *may not re-instate but will give further guidance and advice to the Headteacher*).
 - To consider representations from parents in the case of suspensions totalling more than 5 but less than 16 school days in one term (*meeting to be held within 50 school days after receiving notice of the exclusion*).
 - To consider the appropriateness of any permanent exclusion or any suspension where one or more suspensions 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 agree a submission on behalf of the governing body, to nominate a member of the committee to appear at and to make any arrangements for the governing body to be represented at the hearing of any appeal submitted by parents against a decision of this committee to an independent review panel.

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus a reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

6. APPEALS COMMITTEE

The main function of this committee is to decide whether to uphold or overturn a decision (not relating to staff dismissal or staff discipline) taken by a committee of the governing body which has been referred to this committee for consideration.

To hear any appeal arising from the decision of any committee or individual governor or the head in whom any executive power has been vested which it is not the responsibility of any other committee to hear. Any appeal will be conducted in accordance with the relevant procedure adopted by the governing body.

Membership:	Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge and any governor who served on the original hearing committee.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

7. STAFF DISCIPLINE/DISMISSAL COMMITTEE

The main functions of this committee are to decide whether:

- *a member of staff (including the Headteacher) should be dismissed under disciplinary procedures/made redundant/dismissed due to ill health;*
- *not renew a member of staff's contract.*
- *The Committee will follow the relevant Lincolnshire County Council policies/procedures as adopted by the Governing Body.*

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as necessary
Disqualification:	Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

8. STAFF DISCIPLINE/DISMISSAL APPEALS COMMITTEE

The main function of this committee is to decide whether to uphold or overturn a decision taken by the staff disciplinary/dismissal committee of the governing body which has been referred to this committee for consideration in line with the relevant Lincolnshire County Council policies/procedures as adopted by the Governing Body.

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher, the Chair of the governing body who may have prior knowledge and any governor who served on the original hearing committee.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

10. ADMISSIONS COMMITTEE

Clerks should contact the LCC Admissions Team to ascertain if a committee is required.

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.