



## **GOVERNING BODY TERMS OF REFERENCE**

### **Finance & Personnel:**

#### **The Chair of Governors, Executive Head Teacher, Head of School and ½ the governing body (not including other staff governors)**

*To scrutinise, monitor and prioritise the financial arrangements for the school to ensure the most effective use of resources, human, financial and physical. To ensure financial planning supports the ethos, and values of the school and the priorities of the School Improvement plan.*

#### **CHAIR: Rebecca Fielding-Smith**

Quorum 3

Members: Brad Gibson  
Sara Fletcher  
Kerri Harold  
Vacancy  
Bethan Nicholls  
Michael Loncaster

### **TERMS OF REFERENCE**

- To review current year budget reports
- To review Finance Reports including:
  - Summary of contracts entered in to
  - Summary of payments made
  - Summary of financial decisions made
  - Summary of virements
- To approve and revise the in year budget and 5 year budget plan (to be approved by the full GB)
- To approve appointment of auditors
- To review & approve school funds account (to be approved by the full GB)
- To review audit report
- To review Schools Financial and Values Standards (SFVS)
- To review actions from SFVS and submit to FGB
- To submit final analysis of budget to FGB
- To review & approve finance procedures
- To set, monitor & review limits of financial delegation (to be approved by the full GB)
- To review school marketing strategy
- To review and approve insurances and public liability



- To consider general feasibility of dismissal payments & early retirement
- To review GB financial skills evaluation, skills audit and training requirements
- To review and approve statements of procedures for dealing with allegations of staff abuse
- To review feasibility of individual dismissal payments and early retirement
- To review and approve disciplinary and capability policy & procedures
- To review whistleblowing policy and promote awareness
- To review incidents reported under Equality and anti-bullying (behaviour) policies
- Maintain overview of GDPR Compliance
- **PAY REVIEW**
  - To review performance management policy
  - To approve pay discretions
  - To approve dismissal of staff



## **Welfare, Safeguarding, Health & Safety and Premises:**

**The Chair of Governors, Executive Head Teacher, Head of School and staff governors plus the remaining governors not on the committee above.**

*To consider and ensure all areas of Safeguarding are effective and robust. Ensure that the learning environment ensures every possible opportunity for personal development. To promote the highest standards of behaviour and welfare.*

### **CHAIR: Andrew Jolley**

Quorum 3

Members: Carol Harris  
Simon Gower  
Emily Williamson  
Estella Champion  
Kerri Harold  
Bethan Nicholls  
Michael Loncaster

### **TERMS OF REFERENCE**

- To review central record of recruitment and vetting checks
- To review teaching of balanced political views and prevention of political or other indoctrination
- Ensure Race Equality and Anti-Discrimination Policies are effective
- Monitor PREVENT agenda
- Raise awareness of issues of FGM and Forced Marriage
- Promote British and Anglican Values
- Ensure compliance with all Child Protection and Safeguarding Policies
- Ensure the Designated Safeguarding Lead is fully trained
- To review pupil's attendance
- To review safeguarding self-assessment and single register audit
- To review freedom of information requests
- To review school information published on website and monitor compliance
- To review the keeping of the pupils' admission to school register
- To review & approve the Department for Education Governing Body Health Check
- To review implementation of health and safety regulations



- To receive and review the termly Site Health and Safety Report
- To review premises management documents
- To review school buildings strategy and asset management plan
- To review & approve accessibility plan
- To review & monitor health and safety reports/incidents
- To review & approve pupil exclusions on appeal
- To monitor Good Behaviour Statistics
- To review Travel Plan
- To review Extended Schools Agenda
- To review E Safety Provision
- To review Attendance
- To review Emergency Plans



## **Curriculum & Quality Assurance:**

### **All governors are members**

To consider the quality of teaching, learning, assessment and pupil outcomes.

**CHAIR: Sara Fletcher**

Quorum 3

ALL GOVERNORS ARE AUTOMATICALLY ON THIS COMMITTEE

TERMS OF REFERENCE (Note some of the following may be reported to the full GB meetings through the Head Teacher's Reports and submissions)

- To monitor & review standards of teaching and learning
- To monitor & review progress of all differentiated groups
- To monitor & review gender gaps
- To review individual child's education through progress data (anonymised)
- To receive SENCO report
- To receive Subject Leader and Achievement reports
- To review & approve home school agreement
- To monitor & review subjects taught & flexibility (including outside school)
- To monitor & review teaching of national curriculum and any disapplication
- To review provision of Sex and Relationships Education and policy
- To review provision & delivery of Religious Education and SMSC
- To review Enterprise provision
- To approve & monitor curriculum policy
- To establish & review Good Behaviour principles
- To review school Good Behaviour and Anti-Bullying Policy
- To form, monitor & consider the recommendations of working parties
- To review progress & impact of School Improvement Plan (SIP) including governing body improvement items
- To review implications of changes to the annual SIP
- To review pupil premium grant expenditure
- To review sports premium grant expenditure
- To review outcomes of pupil premium grant expenditure
- To ensure progress through the three-year actions plan
- To review complaints procedure statement
- To review sub-committee outcomes
- To review the Self Evaluation Form (SEF)