



# GREEN LANE PRIMARY ACADEMY



## FULL GOVERNING BODY - TERMS OF REFERENCE

### Role and Purpose

The purpose of governing body is to provide confident and strong strategic leadership, which leads to robust accountability, oversight and assurance for educational and financial performance by:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent

### Responsibilities

#### Procedural

- To comply with charity and company law
- To comply with the academy trust's articles of association and funding agreement
- To agree constitutional matters, including procedures where the Governing Body has discretion
- To recruit and appoint new governors and determine the election procedures for parent and staff governors in accordance with the Articles of Association
- Ensure all governors are registered with Companies House and all required information is published on Get Information about Schools
- To hold Governing Body meetings in accordance with the Articles of Association and Academies Financial Handbook
- To appoint or remove the Chair and Vice Chair in accordance with the Articles of Association
- To appoint or remove a Clerk to the Governing Body
- To establish the committees of the Governing Body including the membership. An audit committee must be formed.
- Review and approve which functions of the Governing Body will be delegated to committees, groups or individuals on an annual basis
- 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 publish an Annual Trustees Report, containing at least the prescribed information.
- To recommend the appointment of the external auditors on an annual basis to members and enter into a letter of engagement
- To set up a Register of Governors' Business Interests and monitor and review the procedure for Pecuniary Interests
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing body and individual governor training
- To undertake an annual review of governing body performance
- To manage risk via audit committee, audit reports, findings and risk register.
- Governor visits reports to be completed by individual governors and report to full Governing Body.

### **Operational**

- To publish an annual prospectus, containing at least the prescribed information
- To decide school session times and dates of school terms and holidays.
- To review, adopt and monitor all policies as shown in Appendix 1
- To review policy list annually and delegate to the appropriate committee/member of staff
- To ensure all documents required under statutory regulation are published on the academy's website

### **Admissions**

- Determine the academy's admission arrangements annually, including the published admission number (PAN) and oversubscription criteria
- Ensure the academy's admission arrangements comply with the School Admissions Code and are fair, clear and objective
- Consult where necessary, in accordance with the requirements of the School Admissions Code
- Establish an independent appeals panel when there are admission appeals
- Make sure the academy has an admission register and an attendance register

### **Behaviour and Exclusions**

- Ensure an effective anti-bullying strategy is drawn up and carried out
- Ensure an effective behaviour policy is in place
- Arrange suitable full-time education for any pupil of compulsory school age who has a fixed term exclusion of more than 5 school days
- Convene a meeting to consider reinstating the pupil
- Arrange for an independent review panel to review governing body's decision not to reinstate

### **Curriculum**

- To review, monitor and evaluate the curriculum offer, ensuring that the academy teaches a broad and balanced curriculum
- Establish a curriculum policy statement of intent

### **Assessment and Raising Achievement**

- To liaise with the Head Teacher over the preparation, monitoring and evaluation of Academy Improvement Plan and formally approve and adopt the Academy Improvement Plan
- To contribute to, review, monitor and evaluate the Academy Self Evaluation Form annually
- In liaison with the Head Teacher, agree targets aimed at raising standards of pupil performance including attendance targets.
- Monitor pupil attendance, fixed term and permanent exclusions and impact on pupil attainment
- To monitor and evaluate pupil performance across all year groups termly, including targeted groups: e.g. Ability Groups and Vulnerable groups, Looked After Children, Ethnic Minority/English as an Additional Language, SEN, etc. using any available external data and academy pupil tracking systems.
- To monitor the impact of Pupil Premium Funding
- To monitor impact of Sports Premium Funding
- To oversee arrangements for individual governors to take a leading role in specific areas of provision ie SEN, EYFS.
- To consider all safeguarding and pupil wellbeing issues in the academy.

### **Pupil Wellbeing**

- Ensure there is a staff behaviour policy
- Appoint a designated teacher to promote the educational achievement of looked after children and previously looked after children and make sure they are appropriately trained
- Ensure arrangements are in place for supporting pupils with medical conditions
- Ensure the school complies with the School Foods Standards
- Consider all pupil wellbeing issues in the academy
- To promote and support the broad principles of inclusion and diversity in the academy.
- To ensure academy compliance with Equal Opportunities and Equality Legislation.

## Safeguarding

- Ensure the school complies with statutory guidance on safeguarding
- Appoint a governor who takes leadership responsibility of safeguarding (must not be designated safeguarding lead)
- Ensure safeguarding arrangements take into account the procedures and practice of safeguarding partners e.g. LA, Clinical commission group and police
- Appoint a member of staff to be the Designated Safeguarding Lead
- Ensure there are procedures in place to handle allegations against staff, volunteers and other children
- Ensure that effective support is provided for any employee facing an allegation
- To consider all safeguarding issues in the academy

## Special Educational Needs and Disabilities

- Designate a member of the governing board to have oversight of the school's arrangements for SEND
- To update and publish, annually, a SEND information report and cooperates with the LA in developing the local offer
- Ensure that the necessary special education provision is made for any pupil who has SEN and parents are notified when this provision is being made
- Ensure the school follows the SEND code of practice
- Ensure there is a qualified teacher designated as the special educational needs co-ordinator (SENCO) for the academy

## Staffing

- To determine the staffing levels and annual teaching staff establishment
- Recruit in line with Safer Recruitment guidelines e.g. DBS check, S128 check, safer recruitment training
- Monitor the single central record
- To oversee the process leading to staff reductions
- To monitor and evaluate staff absences in line with the Staff Absence Management Policy.
- To keep under review staff work/life balance, working conditions and well-being.

## Finance

- Comply with the Academies Financial Handbook
- Appoint the Accounting Officer and Chief Financial Officer
- To consider the funding statement, notified annually by the DfE, and to assess its implications for the academy
- Prepare annual financial statements in accordance with the Academies Accounts Direction, Companies Act and Charity SORP
- Consider financial priorities and proposals, in consultation with the Head Teacher, assuring that they align with the stated and agreed aims and objectives of the academy.
- To receive and make decisions on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any reserves or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Improvement Plan
- Ensure that the Trust has adequate insurance cover or opted into the academies risk protection arrangement
- To consider and approve a balanced budget each financial year, which can draw on unspent funds brought forward from previous years. The board **must** minute its approval before submission to the ESFA in the specified format.
- To consider and approve the 3-year budget forecast return. The board **must** minute its approval before submission to the ESFA in the specified format
- To agree the delegation limits to be included in the Academy's Financial Regulations Manual, giving due regard to the Academies Financial Handbook.
- To agree tenders procedures to be included in the Academy's Financial Regulations Manual and ensure procedures are in line with EU Procurement Rules
- To monitor and review expenditure on a regular basis in line with the AFH requirements, and ensure compliance with the overall financial plan for the academy and DfE regulation
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To receive reports from the audit committee, and to decide upon appropriate action in response to audit findings.
- To consider the adequacy and effectiveness of the Academies systems of internal control and its arrangements of risk management

## **Premises, Health & Safety**

- To approve and adopt the Health and Safety Policy and to keep its practice under review and to make revisions where appropriate
- To consider the buildings and premises, including monitoring the (DDA) Disability Discrimination Action Plan (Access Plan) and the Disaster Recovery Plan.
- To decide the priorities, including Health and Safety, for the maintenance and development of the academy's premises
- To review Health and Safety Training Needs
- To maintain a high standard of Health and Safety for all
- Ensure the academy complies with fire safety regulations
- To consider and prioritise future developments relating to the building/premises.
- To oversee arrangements, including Health and Safety, for the use of the academy's premises by outside users, subject to the Governing Body's policy.

***(N.B. As the Academy operates a combined Committee – staff may be members but should not participate as members when Audit matters are discussed. They may remain in attendance to provide information and participate in discussions.)***

## **Membership, Meetings and Quorum**

The number of governors shall not be less than three. As outlined by the academy's Articles of Association, the academy shall have:

- Up to 18 member appointed governors
- Member appointed staff governors through a process as they may determine
- A Minimum of two parent governors
- The Head Teacher
- The power to Co-opt Governors

The Governors shall each school year elect a chair and vice-chair from among their number to serve until the first Governing Body of the autumn term.

Governors who are Local Authority Associated Persons cannot represent 20% or more of the total number of governors. Governors who are Staff Governors cannot represent one third or greater of the total number of governors

In line with the Academies Financial Handbook, the governing body shall meet at least six times a year

Quorum shall be any three governors, or, where greater, any one third (rounded up to a whole number) of the total number of governors holding office at the date of the meeting

### Role

The governing body shall establish a Pay Committee (the 'Committee') to implement the approved Pay Policy and Appraisal Policy in respect of the pay for all staff.

### Responsibilities

#### Teaching and Support Staff Remit

- To implement the academy's Pay Policy for all staff (teaching and non-teaching) including the annual review of teachers' salaries, as required by law.
- To ensure that arrangements for Appraisal/Threshold Payments are implemented.
- In consultation with the Head Teacher, and taking into account the recommendations from Appraisal Reviewers, review the performance and pay of all other teaching staff annually in line with legal requirements and with reference to the appraisal process.
- To consider recommendations from Performance Management Reviewers on relation to Pay Progression.
- Ensure that each member of teaching staff is notified of his/her annual salary for the academic year.
- To determine the grades for non-teaching staff
- To discuss the need for staff reduction, and, if necessary set the criteria for nominating a member of staff as redundant.
- To determine which member(s) of staff will be nominated for dismissal/redundancy by applying the criteria established.
- To liaise and carry out formal consultation with representatives of recognised Trade To consider any issue relating to capability, disciplinary or grievance.

#### Head Teacher Appraisal Remit

Appraisal regulations require governing bodies to appraise the performance of the Head Teacher. The appointed governors should undertake the performance review with the support of an External Adviser to ensure that clear objectives are set and monitored.

- To agree objectives with the Head Teacher and **External Adviser** in respect of performance management.
- To monitor objectives with the **External Adviser**
- Clear assessment should be made of performance overall and in particular the extent to which the Head Teacher has achieved their objectives.
- To decide whether or not to award a performance point on the pay spine in line with academy's Pay Policy.
- To consider and make recommendations to the Governing Body on the appraisal, remuneration and terms and conditions of service of the Head Teacher.

The recommendation for *any* alteration to the school ISR (Individual School Range) must be made with the approval of the full governing body.

#### Membership, Meetings and Quorum

The number of governors shall not be less than three and will be appointed at the first full governing body meeting of the year. The Head Teacher and Staff Governors are unable to sit on this committee

The committee will nominate one of its members to Chair at the first committee meeting of the year

The number of meetings will be decided on an annual basis, but will be no less than one

Quorum shall be any two governors.

**COMPLAINTS/CONCERNS COMMITTEE****Quorum: 3**

Pool Membership for Complaints and Appeals Committees. Staff Governors cannot sit on either the Complaint or Appeals Committee. A Governor who serves on a Complaints Committee may not serve on an Appeals Committee.

**Chair of Complaints Committee:** Appointed at the meeting.

**Complaints/Concerns Committee Remit** (in full accordance with the academy's approved Behaviour/Complaints Policy):

- To consider matters relating to pupil behaviour.
- To determine matters relating to the reinstatement of a permanently excluded pupil.
- To receive and act on any complaint from parents according to academy policy.
- To meet when required

**APPEALS COMMITTEE****Quorum: 3**

**Chair of Appeals Committee:** Appointed at the meeting.

**Appeals Committee Remit:**

- To hear an appeal from a member of staff regarding the decision to dismiss that member of staff, and determine, in the light of the appeal, whether the decision to dismiss should be upheld.
- To consider any appeal against grading from a member of the non-teaching staff and decide whether the appeal can be upheld.
- To hear appeals in respect of capability, disciplinary or grievance.
- To consider any appeal against salary assessment/grading from members of staff (teaching and non-teaching) and determine whether the appeal can be upheld.
- To consider appeals following Appraisal reviews to meet within 10 working days of receipt of an employee's notification of appeal.
- Confirm decision following Appraisal within 10 days of the date in which it met and made the decision.
- To meet when required.

### Role

The Governing Body shall establish an Audit Committee. The audit committee's role is to direct the academy's programme of internal scrutiny and reporting to the Governing Body on the adequacy of the trust's financial and other controls and management of risks. Internal scrutiny must focus on:

- evaluating the suitability of, and level of compliance with, financial and other controls. This includes assessing whether procedures are designed effectively and efficiently, and checking transactions to confirm whether agreed procedures have been followed
- offering advice and insight to the board on how to address weaknesses in financial and other controls, acting as a catalyst for improvement, but without diluting management's responsibility for day to day running of the trust
- ensuring all categories of risk are being adequately identified, reported and managed.

### Responsibilities

- Decide on an annual programme of work to deliver internal scrutiny that provides coverage across the year and is informed by risk
- Review Risk register and provide a summary report to Governing Body
- Monitor information submitted to the submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust and (for MATs) by constituent academies, is accurate and in compliance with funding criteria.
- Ensure the programme is spread appropriately over the year so higher risk areas are reviewed in good time
- Ensure checks are modified as appropriate each year
- Agree who will perform the work, ensuring they are suitably qualified and/or experienced and able to draw on technical expertise as required.
- consider reports at each meeting from those carrying out the programme of work
- consider progress in addressing recommendations to enhance financial and other controls and risk management
- consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
- Ensure reports are received in a timely manner and that findings are available to all governors
- Have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality
- Consider the annual summary report for each year ended 31 August outlining the areas reviewed, key findings, recommendations and conclusions, to help the committee consider actions and assess year on year progress.

### Membership, Meetings and Quorum

The number of governors shall not be less than five and will be appointed at the first full governing body meeting of the year. Employees of the trust should not be audit committee members, but the accounting officer and chief financial officer should attend to provide information and participate in discussions. The chair of trustees should not be chair of the audit committee.

The committee will nominate one of its members to Chair at the first committee meeting of the year

The number of meetings will be decided on an annual basis, but will be no less than three. Quorum shall be any two governors.

**Appendix 1 – Policy Review**

<b>CATEGORY</b>	<b>Policy &amp; Documentation</b>	<b>Review Cycle Yrs</b>	<b>Reviewer</b>
<b>General</b>	Admissions Policy	1	GB
	Complaints & Conciliation Policy & Procedures	1	GB
	EYFS Policy	2	GB
	Freedom of Information	1	GB
	Positive Behaviour Plan	1	GB
	Register of Peciniary Interests	1	GB
	Attendance Policy	2	GB
	Business Continuity Plan	2	GB
	Educational Visits Approval & Risk Assessment	2	GB
	Educational Visits Policy	2	GB
	Induction Policy Governors	2	GB
	Uniform Policy	2	GB
	Data Protection Policy	2	GB
<b>Data Protection</b>	Privacy Notice (Pupils) (New Pupils Only)	1	GB
	Privacy Notice (Workforce) ( New Staff Only)	1	GB
	Data Protection Information Security Guidance	2	GB
	Access Plan	3	GB
	Equality Statements	1	GB
<b>Equality</b>	Single Equality Scheme	1	GB
	Charging & Remissions Policy	1	GB
	Audited Accounts	1	GB
	Disposal Policy	2	GB
<b>Financial</b>	Financial Procedures	1	GB
	Lettings Policy	2	GB
	Health & Safety Policy	1	GB
	Fire Evacuation Plan	2	GB
	Security A4	2	GB
	Security Policy	2	GB
	Allegations against Staff Policy	1	GB
	Child Protection and Safeguarding Policy	1	GB
	SEND & Inc Policy	1	GB
	Sex & Relationships Educ Policy	1	GB
	Whistleblowing Policy	2	GB
	Appraisal Policy	1	GB
	Disciplinary Policy	1	GB
	Grievance Policy	1	GB
	Pay Policy	1	GB
	Performance Capability Support Staff	1	GB
Performance Capability Teachers	1	GB	
<b>Staffing</b>	Recruitment and Selection Policy	1	GB
	Safer Recruitment Checklists	1	GB
<b>Technology</b>	Website Policy	1	GB

Statutory



