St Michael and All Angels

Full Governing Body

Terms of Reference

2023-24

As members of the Governing Body of SMAAA we pledge to:

Follow the 7 Principles of Public Life outlined by Lord Nash including:

1. selflessness;
2. integrity;
3. objectivity;
4. accountability;
5. openness;
6. honesty;
7. leadership.

We will also:

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| Area | Responsibilities |
| Organisation and teamwork | * participate in training;
* agree to use the Nolan principles of public office;
* review / make recommendations for policies with key staff.
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| Recruitment and retention/ communicate with parents/carers | * contribute to the School Development Plan;
* contribute to the schools Self-evaluation;
* actively engage with the School Council and other groups of pupils;
* engage with parents through questionnaires and surveys.
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| Strategic Leadership and Statutory Responsibilities | * be responsible for the leadership of specific activities;
* monitor the Performance Management process.
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| Strengths and Weaknesses/Self-Review and Change | * read and evaluate case studies from key staff;
* contribute and participate in key chosen areas of development;
* attend school events;
* follow up on proposed actions.
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| Support and Challenge | * work with staff and other Governors;
* promote the good reputation of the school;
* ask questions and ensure that challenges are followed through;
* engage with the school leadership team.
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| Impact/including school improvement/pupil safety and well being/partnerships and community engagement  | * we will identify a priority that will improve outcomes for pupils;
* we will decide what to do;
* we will review what action the school took;
* we will review the impact;
* we will review the lessons that we learned.
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Membership and Meetings

* there will be a minimum of five Governors plus the Headteacher;
* we will meet on three occasions plus the May FG – Budget,

Quorum

Five members of the committee including the Headteacher or in his/her representative.

Terms of reference

We will

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| Area | Responsibilities |
| Staff  | * the appointment of staff and terms and conditions of employment;
* all areas of finance for which the Governing Body is responsible. The main responsibility is, in consultation with the Headteacher, to ensure proper allocation and management of funds delegated to the school;
* updating the school’s recruitment and selection policy.
* prepare Performance Management Policy for approval by the Governing Body;
* ensure the implementation of the Performance Management Policy;
* carry out all procedures for the appointment of new teaching staff, site management staff and school administration staff (except for the appointment of the Headteacher or Deputy headteacher);
* delegate to Headteacher and one other committee member the appointment of all non-teaching staff;
* draw up for the approval of the Governing Body all personnel documents required: equal opportunities, conditions of service, leave of absence, professional development, INSET and induction;
* setting up of appeals committees;
* Delegate to Senior Leaders the all provision of supply cover of under two terms;
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| Finance  | * ensure that the financial regulations for the school approved by the Governing Body are implemented;
* ensure the SFVS is met and adhered to;
* when notification is received of the annual allocation of delegated funds, agree and approve the final budget for presenting to the Governing Body at the May full meeting;
* subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school, and
* to undertake any remedial action as identified as part of the SFVS and LA audit.
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| Financial policy and planning | • To review, adopt and monitor a Finance Policy which includes the  Local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff. • To review, adopt and monitor all additional financial policies, including a charging and remissions policy. • To establish and maintain a three year financial plan, taking into the account  priorities of the School Improvement Plan, roll projection and signals from  central government and (if applicable) the LA regarding future years’ budgets, within the constraints of available information. • To draft and propose to the governing body for adoption an annual school  budget taking into account the priorities of the School Improvement Plan.  To make decisions in respect of service level agreements. • To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher |
| Premises & Buildings | * Ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
* Inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body when necessary.
* Monitor keep under regular review the Accessibility Plan and Emergency Plan.
* 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.
* Review the performance of a variety of Service Level Agreements including Grounds Maintenance, Cleaning and Trade Waste.
* Make a regular audit of risk assessments.
* Oversee the school’s asset management plan.
* Monitor accident reports and fire drills.
* Review the school H&S policy, and to keep under review new H&S documentation from the LA, HSE etc
* Examine safety inspection reports and make recommendations when remedial action is required.
* Receive reports from the school H&S working party and to take appropriate action when necessary.

Monitor energy costs and the sustainability of the school site. |
| H&S – Well being | * Communicate key health, safety and wellbeing information to all employees.
* Make recommendations to the Management Team and employees on key H&S and wellbeing matters.
* Consider policies and strategies in relation to health, safety and general wellbeing.
* Monitor implementation in line with current corporate policies and procedures.
* Promote best practice and a joint employer/employee approach to risk assessment, inspection and audit.
* Ensure all staff members attend any relevant training as identified by the Headteacher and or School Development Plan.
* Monitor H&S management and performance including audit reports, accident and incident reports, occupational health and sickness absence reports.
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| FGB role | * 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;
* To establish the committees of the governing body and their terms of reference;
* To appoint the Chair of any committee ;
* To appoint or remove a Clerk to each committee;
* 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, and
* To review the delegation arrangements annually.
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