



## Bennerley Fields School

### Governing Board Terms of Reference

<b>Version</b>	<b>Date</b>	<b>Minute Number</b>
1 - Date Approved	11.2.2014	13.1
1.1	14.09.2015	18.9
2	18.07.2016	19.2
2	18.09.2017	8.8
Review Requirement : 1 Year		



## **Bennerley Fields School Governing Body**

### **Terms of Reference, July 2016**

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

#### **Composition**

The Governing Body shall consist of:

- Six co-opted members
- One member nominated by the Local Authority
- Two parent governors, elected by the parents
- One staff member, elected by school staff
- Headteacher

#### **General Responsibilities**

1. To agree constitutional matters, including procedures where the Governing Body has discretion.
2. To recruit new members as vacancies arise and to appoint new governors where appropriate.
3. To hold at least three Governing Body meetings a year.
4. To appoint or remove the Chair and Vice Chair.
5. To appoint or remove a Clerk to the Governing Body.
6. To establish the committees of the Governing Body and their terms of reference as appropriate.
7. To suspend a governor.
8. To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
9. 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.
10. To review the delegation arrangements annually.
11. Any items which individual governing bodies may wish to include.
12. The quorum shall be one half of all the Governors in post.

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

## **Teaching and Learning Responsibilities**

1. To review the school's teaching and learning and curriculum related policies in line with the agreed cycle, and make recommendations for change.
2. To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with aims of the school.
3. To monitor the provision of the National Curriculum and its assessment procedures in line with the legal framework.
4. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.
5. To agree priorities for curriculum development and teaching and learning through critical discussion of SE (Self Evaluation) in collaboration with Head and staff. To ensure Governors have an awareness of the barriers to learning specific to the school, eg: attendance, behaviour etc.
6. To receive reports on, and critically discuss, the effectiveness of all the school's teaching and learning and curriculum and assessment policies, taking account of statutory guidance where appropriate; this will include the impact of the Pupil Premium and Year 7 catch-up.
7. To review the need for changes as necessary, including:
  - the provision for collective worship and RE in line with the locally agreed syllabus
  - the school's policy on sex education (non-statutory)
  - the school's policy on charging and remissions
  - the school's policy on special educational needs
  - the school's policy for PSHE and Citizenship (non-statutory)
8. To ensure a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared with those in other similar schools and nationally.
9. To ensure pupils are making appropriate progress towards targets.
10. To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.
11. To ensure all pupils, particularly those in vulnerable groups, such as pupils entitled to the pupil premium, SEND etc, make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school. To ensure that expectations for learning for all groups of pupils are high and pupils participate fully in all aspects of school life.
13. To monitor attendance and exclusions.

## **Finance Responsibilities**

1. To set and approve a balanced budget at the beginning of the financial year.
2. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan.
3. To monitor the budget and make any in-year changes to the spending plans.
4. To review the School Finance Regulations and Procedures annually and to make any changes and additions. The Local Authority Finance Section will alert schools to any changes via the Schools

Extranet.

5. To approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
6. To consider any proposal involving on-going rental expenditure not provided for in the Governors' Scheme of Financial Delegation. (Any rental agreements and leases should be forwarded to DCC for consideration)
7. To be responsible for contractual arrangements in accordance with Council Standing Orders and Financial Regulations. This includes the placing and opening of tenders, obtaining quotes and concerning acceptance of quotes, in accordance with quotation and tendering limits.
8. To consider proposals involving additional expenditure.
9. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year.
10. To determine the arrangements and the scale of charges for the letting of school premises and other remissions.
11. To consider and give advice on any matter involving finance or financial management referred to by the LA.
12. To ensure that the principles of Best Value are followed when making decisions.

### **Personnel Responsibilities**

1. To review the staffing structure whenever a vacancy occurs, and at least annually, in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.
2. To ensure the procedure for Absence Management and Monitoring is in place.
3. To ensure the procedure for Harassment and Bullying is in place.
4. To ensure the procedure for Competence is in place.
5. To ensure the Recruitment and Retention Policy is appropriate.
6. To draft and keep under review a policy statement on staff consultation, and to undertake any formal consultation on personnel matters.
7. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
8. To draft and review, in consultation with staff, criteria for redundancy. To review the Redundancy Policy.

### **Premises Responsibilities**

1. To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school, and ensure that a school Health and Safety policy and appropriate risk assessments are in place. To ensure these are used in order to safeguard the health and safety of employees, pupils and visitors to the school.
2. To receive an annual report relating to Health and Safety. To carry out periodic Health and Safety inspections with the school management. To monitor Health and Safety performance on an on-going

basis.

3. To be responsible for monitoring the fabric of the school premises and, within the budget provision, authorising maintenance work.
4. To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development with reference to the Asset Management Plan.
5. To approve the annual maintenance programme.
6. To approve tenders and expenditures for all building or civil engineering contracts in excess of £10,000, which is to be funded from the school's delegated budget and inform the LA (as expenditure in excess of £10,000 has capital implications).
7. To consider recommendations from for improvements/alterations to the school premises not contained within the budget provision.
8. To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services.
9. To be responsible for overseeing the arrangements for caretaking.
10. To consider improvements/alterations to school premises, and forward proposals to the LA for consideration and approval.
11. To draft/agree specifications for any work to the building to be undertaken by outside contractors, which is funded from the delegated budget.
12. To be responsible for monitoring the arrangements for the security of the premises.
13. To consider requests to improve/replace furnishings within the school, within budget provision.
14. To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.
15. To makes recommendations for updating the School Improvement Plan as it relates to the management of school premises.
16. To ensure that accessibility planning is in place.

<b>Name of Governor</b>	<b>Category</b>	<b>End of term of office</b>
Linda Willis	Parent	09/11/2018
Deborah Ratcliffe	Parent	17/10/2020
Pauline Wensley	LA	27/02/2021
Sarah McGarva	Staff	14/11/2020
Ann Harrison	Headteacher	n/a
Janet Seymour	Co-opted	31/08/2019
Sarah Menzies	Co-opted	31/08/2019
Kay Blissett	Co-opted	31/08/2019
Sedella Hearson	Co-opted	06/12/2019
Alex Breene	Co-opted	07/11/2020
Ian Creswell	Co-opted	27/02/2021

**Signed by:**

	Print name	Signature
Chair of the Governing Body	Pauline Wensley	
Vice-Chair of the Governing Body	Sarah Menzies	
Clerk to the Governing Body	Ruth Fowler	

These Terms of reference agreed by the Governing Body on (date) \_\_\_\_\_