



Welcoming - Kind - Polite - Successful

## Full Governing Body (FGB) - Terms of Reference 2023 - 2024

### Core Functions

The Governance Handbook explains that these are;

[Governance Handbook 2019 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/governance-handbook-2019)

- Ensuing 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 of staff
- Overseeing financial performance of the organisation and making sure its money is well spent

Further guidance can be found in the Competency Framework

[A competency framework for governance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/competency-framework-for-governance)

- Set an agreed protocol for how FGB should function and a Code of Conduct for Governors
- To convene meetings of FGB each half term, with an additional
- To ensure that proceedings of FGB are compliant with Regulation 14
- 3.1 The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body.
- Elect a Chair and Vice Chair on an annual basis at Autumn FGB meeting, whose term of office shall be one year.
- To delegate the functions of FGB to the Chair or Vice Chair in cases of emergency
- To appoint and remove the Clerk to the FGB
- Decide/review your scheme of delegation and publish to the school's website
- To appoint and suspend governors subject to Regulation 17
- To receive and review reports from Governors who have received delegated functions from FGB
- At each meeting to review Pecuniary and Other Specified Conflicts of Interest (Schedule 1) and to ensure compliance with Regulation 16
- Maintain a published register of interests, including the relevant business and pecuniary interests of Governors and associate members. Keep it up to date
- Agree and review the School Development Plan/School Evaluation Plan
- Set an annual budget detailing planned spending
- Ensure all statutory policies and documents are in place and reviewed according to the school's review cycle
- Ensure all required information is published on the school website and GIAS (Get Information about Schools)
- Approve a staffing structure
- Approve staff pay

- Ensure that the School Curriculum is balanced and broadly based and meets all of the 2014 National Curriculum requirements and report on pupil's achievement in assessments and examination results
- Comply with the local authority's (LA's) admission arrangements
- Ensure the school has an admission register and an attendance register
- Draw up an action plan following Ofsted report
- Appoint staff including the Headteacher ensuring the implementation of personnel procedures including safer recruitment
- Ensure the health and safety of the pupils and staff
- Ensure the maintenance and development of school assets including premises
- Ensure high levels of attendance
- Make sure the school has a behaviour Policy in place
- Make and review a written statement of general principles to guide the Headteacher in determining measures to promote good behaviour and discipline
- 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 and consider parents' representations about an exclusion (in some circumstances)
- To monitor key indicators of the school such as IDSR
- To review the impact of Pupil Premium strategy and PE Premium expenditure
- Make sure Pupil Premium funding is spent on improving attainment for eligible pupils
- Consider complaints about the school and have a complaints procedure
- Make sure the school complies with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it's doing this
- Ensure arrangements are in place for supporting pupils with medical conditions, and ensure that the school has a policy on this
- Make sure the school complies with the School Food Standards
- To continually improve governance by setting development objectives for the governing body and providing opportunities for individual governors to develop their skills

### **Safeguarding**

- Ensure the school complies with statutory guidance on safeguarding
- Appoint a senior board level (or equivalent) lead who takes leadership responsibility for safeguarding. This must be a member of the governing board, and must not be the designated safeguarding lead
- Make sure that safeguarding arrangements take into account the procedures and practice of Wirral LA, as part of inter-agency safeguarding procedures set up by your safeguarding partners:
  - Local authority (LA)
  - Clinical commissioning group within the LA
  - Chief officer of police within the LA
- Make sure there is an effective child protection policy in place
- Appoint a member of staff to be the designated safeguarding lead
- Make sure there are procedures in place to handle allegations against staff, volunteers and other children
- Make sure effective support is provided for any employee facing an allegation
- Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and previously (LAC). Make sure he/she undertakes appropriate training

## SEND

- Co-operate with the LA in developing the local offer
- Make sure that a child with SEND gets the support they need – this means doing everything possible to meet children and young people’s SEND
- Make sure children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND
- Make sure parents are notified by the school when special educational provision is being made for their child
- Ensure arrangements are in place in school to support pupils at school with medical conditions
- Have a clear approach to identifying and responding to SEND
- Record accurately and keep up to date the provision made for pupils with SEND
- Make sure the school produces and publishes online its school SEN Information report
- Publish information about the arrangements for the admission of pupils with disabilities, the steps taken to prevent them being treated less favourably than others, the facilities provided to assist access, and their accessibility plans
- Make sure there’s a qualified teacher designated as the SENDCO for the school
- Determine their approach to using their resources to support the progress of pupils with SEND
- Designate a member of the governing board or a committee to have oversight of the school’s arrangements for SEND
- Make sure the school follows the statutory SEND Code of Practice

## Finance

- To agree the annual budget, taking into account the priorities of the School Development Plan/School Evaluation.
- To establish a three year budget plan taking into account the key priorities and the School Development
- To consider a budget position statement each term and to report significant anomalies from the anticipated position to the Governing Body and ratify the budget closedown.
- To annually review and approve the Charging and Remissions policy and the Governor’s Allowance policy
- To Approve Financial Procedures
- To make decisions in respect of service level agreements and insurance
- To ensure that the school operates within its Financial Procedures and any regulations of the local authority
- To agree the school’s response to the SFVS questionnaire .Submit the schools financial value standard (SFVS) to the local authority each year and ensure that any proposed actions are completed
- Make sure the school’s consistent financial reporting ( CFR) return is completed and submitted by the deadline set by your LA
- Comply with Wirral Local Authority’s scheme for financing schools
- Reviewing reports by Internal Auditors as to the effectiveness of the financial procedures and controls and ensure that any corrective actions are completed
- To evaluate spending to ensure the budget provides value for money in terms of raising standards of education including benchmarking against other schools
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure that these funds are audited
- To receive any proposed changes to the Scheme for Financing Schools; comment on these if desired; and to note any finalised changes
- To determine whether sufficient funds are available for pay increments recommended by the Pay Committee and the Headteacher Performance Management Committee
- The awarding of contracts by tender to a specified limit.
- To produce and submit an analysis to the LA if the budget surplus exceeds 8%
- Ensure allocation of Pupil Premium and PE Grant is appropriate

- Apply for a licensed deficit if necessary

### Limits of Authority for expenditure and virements

- **Headteacher – up to £5000**
- **Full Governing Body – over £5,000**

### Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- Make sure the school has a health and safety policy and that the school is meeting its legal responsibilities
- To monitor and advise on Health and Safety issues and policies
- Make sure the school complies with the Regulatory Reform (Fire Safety) Order 2005
- Comply with health and safety requirements set by Wirral LA
- To oversee arrangements for repairs and maintenance, including an annual walk around the buildings and grounds with the caretaker
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan, Accessibility plan and any other relevant policies
- To consider and develop Community use of the School and partnerships with Community Groups.

### Staffing

- To review the staffing structure at least once a year and when vacancies occur.
- Comply with the School Teachers' Pay and conditions Document (STPCD), which is updated annually
- Take account of employment law and guidance
- Review and approve a pay policy
- Determine the appraisal period that applies to teachers including headteachers)
- Appoint an external adviser for advice and support on the headteacher's appraisal
- Inform the headteacher of the standards against which their performance will be assessed
- Adopt a document that sets out the appraisal process for teachers (including headteachers), and make that document available to teachers
- Make sure the headteacher carries out their duties in respect of appraising other teachers (including recommendations on pay)
- Establish a panel to appoint a HT or DHT, where necessary
- Make sure safer recruitment procedures are applied (for example, Disclosure and Barring Service checks)
- Make sure at least 1 person on any appointment panel has undertaken safer recruitment training
- Make sure the single central record is being monitored
- To agree procedures for the appointment of school staff, in line with the current School Staffing Regulations and budget.
- To ensure that members of staff have an appropriate job description when recruitment takes place.
- To monitor and review all staffing policies and procedures.
- To ensure, via reports from the headteacher, that staff are receiving the appropriate Training and Development.
- To discuss issues raised by Local Authority that relate to staffing matters

## Curriculum

- Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements
- To consider statutory school policies on matters relating to the school Curriculum, Behaviour Management and wellbeing.
- To ensure that statutory policies meet the needs of all pupils.
- To carry out the responsibilities of the governing body with regard to the implementation of the National Curriculum, RE and RHE. Monitor and evaluate the quality of provision and implementation of the National Curriculum and RE and report back to the governing body termly.
- Make sure the school has an up to date policy for relationships education and consults parents if the policy is reviewed or changed
- To ensure that the school fulfils its requirements in relation to statutory assessment and to publish information about school performance as required.
- To review and evaluate the attainment and progress of pupils across the school, including vulnerable groups.
- To keep under review and receive regular reports on the quality of teaching
- To receive reports from the Headteacher or other staff member on matters relating to the school Curriculum and/or pupil wellbeing.
- To monitor and evaluate the effectiveness of the school's engagement with parents and carers including monitoring the views of parents and carers on the curriculum offered by the school and on pupil progress and achievement.
- To keep under review the extended school offer, including after school clubs.
- To consider ways in which home-school links can be further developed and improved and to make appropriate recommendations including the home-school agreement, home learning, the school prospectus and the school website.