



TERMS OF REFERENCE

OVERVIEW OF GOVERNING BODY RESPONSIBILITIES

UPDATED SEPTEMBER 2025

- To consider and monitor the school improvement plan and ensure that priorities are reflected in the annual budget.
- To consider the budget allocation from the LA and approve the budget for the financial year on behalf of the Governing Body.
- To complete the school balance survey as part of the budget process
- To consider the School Financial Standard as part of the budget process
- To monitor spending against the agreed budget by examining financial statements during the year.
- To consider the outturn position for the school.
- To consider medium term forward planning.
- To vire between budget headings as follows:
 - a) for individual virements to a maximum of £5,000 during the course of the year this is delegated to the Headteacher in consultation with the Chair of Governors.
 - b) for items of expenditure larger than £10,000 be referred to the Chair and/or Vice-Chair of Governors.
- To determine the charges for lettings and review annually.
- To advise the governing body on the school's charging and remissions policy.
- To monitor the allocation of the Pupil Premium.
- To determine a financial procedures policy and to monitor its implementation.
- To review the audited accounts of any private school funds.
- To manage and enter into contracts for work in line with the Local Authority's related standing orders.
- Day to day management of the budget to be delegated to the Headteacher.
- To determine the staffing levels and annual teaching staff establishment.
- To liaise with the LA in order to maintain/improve the building.
- To liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation.
- To liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation.
- To consider cost, prioritise and make recommendations on the long-term care and improvement of the buildings, grounds, furniture and fittings.
- To consider and oversee responsibility for health and safety matters.
- To ensure implementation of the Health and Safety Policy Statement.
- To ensure implementation and consider risk assessments in school.
- To determine a financial procedures policy and to monitor its implementation.
- To review and agree the Whistleblowing Policy every 3 years.
- To ensure that the Local Finance procedures are in place and reviewed every 2 years.
- To receive changes to the scheme for Financing Schools to be reviewed every 2 years.
- To receive benchmarking information.

- To determine staffing levels and annual teaching staff establishment.
 - To determine staffing structure which will identify the number and deployment of posts.
 - Responsibility for considering, amending and adopting policies and procedures to comply with the new employment legislation.
 - To ensure that procedures are in place with regard to employment policies and to ensure that they fit into the overall school improvement plan and whole school pay policy.
 - To ensure that proper recognition of equal opportunities policies are maintained thus preventing discrimination.
 - To ensure that a Report for Safeguarding and Child Protection is completed and submitted to the Governing Body on an annual basis.
 - Ensuring that all policies, procedures and training requirements are in place (including for governors) and are regularly reviewed to ensure the safeguarding of children in line with current KCSIE statutory guidance and other policies and guidance to ensure the safeguarding and protection of children.
 - To receive reports in respect of workforce remodelling.
 - To receive reports on roles and responsibilities of staff.
 - Ensure policies and procedures are in place to support staff wellbeing and receive regular monitoring reports.
 - Consider amending and adopting policies and procedures to comply with new employment legislation.
 - To implement the school's pay policy for all staff and production of salary statements for teachers and leadership group posts as required by law.
 - To receive reports on performance management.
 - To monitor the school improvement plan.
 - Review and consult accordingly on the annually written statement of general principles of pupil discipline ~~and report their recommendations to the full Governing Body.~~
 - To review attendance of pupils on a termly basis with attendance governor attending any attendance related case conference.
-
- Review and approve curriculum policies on a rolling programme.
 - To consider as part of the budget planning process allocation of resources to the various curriculum areas.
 - To consider and monitor policy statements for sex education, religious education and collective worship.
 - To consider and monitor the impact of staff policies/decisions on the curriculum.
 - To receive regular reports on pupil progress.
 - To receive and consider Analyse School Performance (ASP) reports
 - To liaise with the Headteacher over the preparation of the school development plan and monitor its implementation.
 - To monitor and review the curriculum provision in school.
 - To receive internal and external monitoring reports on curricular areas.
 - To review and approve annual school achievement targets and monitor the targets throughout the year.
 - To review and monitor the ethos and school mission statement.
 - To monitor the effectiveness of the Spiritual, Moral, Social and Cultural (SMSC) development, including Prevent within the curriculum and across the school.
 - To consider requests for school visits.
 - To receive reports on communications with parents including consideration of any analysis of questionnaires to parents.
 - To review school prospectus and consider school profile.

- To monitor the impact of the Pupil Premium on pupils' learning and attainment (including its use in supporting more able pupils from disadvantaged backgrounds (including Recovery Premium)).
- To receive reports on PE and opportunities for sports enrichment including impact on raising pupils' achievement and physical wellbeing.
- Understanding and supporting the needs of SEND pupils and ensuring appropriate curriculum, resources and support is in place to help them aspire and achieve.

APPOINTMENT OF HEAD AND DEPUTY HEADTEACHER

A Governors Selection Panel be established by the Governing Body. The Selection Panel's recommendations must be considered by the full Governing Body.

APPOINTMENT OF STAFF

The Headteacher be delegated the responsibility for staff appointments below the level of Deputy/Assistant Headteachers, leadership group posts and support staff with senior management responsibilities, together with all initial staff dismissal decisions subject to conditions set out in the staffing regulations guidance.

PUPIL EXCLUSION COMMITTEE

- Review and monitor exclusions.
- To consider decision of the Headteacher to exclude a pupil for more than fifteen days in one term or to permanently exclude a pupil.

PAY REVIEW COMMITTEE (INCLUDING HEAD TEACHER'S PERFORMANCE OBJECTIVES)

- To implement the Governing Body's pay policy for all staff and production of salary statements for teachers and leadership group posts as required.
- To review the pay of leadership group posts and other posts within the school in accordance with statutory criteria for the time being in force
- To review and recommend the Performance Management Policy and carry out any necessary consultation with staff.
- To review and recommend annual pay increments (where applicable) in accordance with the pay policy
- To receive reports on performance management
- To meet with the School Improvement Partner and set Headteacher's performance objectives.
- Monitor Headteacher's performance objectives.
- Review the salary of the Headteacher.

STAFF DISMISSALS

INITIAL/NOMINATING COMMITTEE

- Consider the overall staffing needs in the light of the school's budget, desired staffing structure, management structure, curriculum requirements, etc.
- Establish whether a potential redundancy situation exists.

- Liaise and consult with unions and staff (via the headteacher if the Committee so determines) and consider any representations from staff and unions.
- Consider any alternatives to redundancy.
- Consider any applications for voluntary redundancy.
- Determine the criteria which are to be used to select staff to be made redundant.
- Set the overall timetable for redundancy.
- To determine which employees it is proposed are to be made redundant on the basis of selection criteria set by the Initial Committee.
- Arrange for employees selected to be notified (via the headteacher) of this.

HEARING COMMITTEE

- Consider any representations made by a member of staff on the proposal that he./she be made redundant.
- Determine whether the dismissal proposal should stand or not.
- Arrange for the employee and LA to be informed in writing of the decision and the reason for it (via the Headteacher)
- Where required hear cases under capability, grievance, disciplinary and other employment policies, procedures.
- To deal with in, accordance with agreed procedures, any complaints received in school.

APPEALS COMMITTEE

- Consider any appeal made by a member of staff on the proposal that he/she be made redundant.
- Determine whether the appeal should be upheld or not
- Arrange for the employee and the LA to be informed of the decision (via the Headteacher)
- To hear appeals under disciplinary, grievance, capability and other employment policies/procedures.

PAY APPEALS COMMITTEE

- To consider any appeals against pay and gradings from members of staff and determine whether the appeal can be upheld.

GOVERNING BODY COMPLAINTS COMMITTEE

- To consider any complaints that are referred to the Governing Body for investigation.