



Terms of Reference

for The Shillington and Stondon Federation Governing Board and its Committees

Terms of Reference The Governing Board

The Governing Board needs to take a strategic role and has a vital role to play in making sure every child gets the best possible education. The Headteacher is responsible for the educational performance of the schools and for the internal organisation, management and control of the schools, which includes the performance management of staff.

The Governing Board has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the schools and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the schools and making sure its money is well spent.

Having advised the Governing Board, the Headteacher must comply with any reasonable direction given by it.

Terms of Reference:

- **To agree constitutional matters**, including procedures where the Governing Board has discretion.
- To recruit new members as vacancies arise and to **appoint new governors where appropriate.**
- **To hold at least three Governing Board meetings a year**
- **To elect and/or remove the Chair and Vice Chair**
- **To appoint and/or remove a Clerk to the Governing Board**
- **To establish the committees of the Governing Board and their terms of reference**
- **To suspend or disqualify a governor**
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals**
- To appoint the Chair of a Committee or Working Group
- **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 Board is necessary**
- To approve the first formal budgets of the financial year and revised October budgets
- **To review the delegation arrangements annually**

Items in bold type cannot be delegated to either a committee or an individual.

Membership: as per the Instrument of Government.

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

Quorum: one half of the governors in post

References:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
<https://www.legislation.gov.uk/uksi/2013/1624/contents>
and amendments made thereafter

Maintained Schools Governance Guide (published 7th March 2024)
<https://www.gov.uk/guidance/governance-in-maintained-schools>
and amendments made thereafter

Resources and Planning Committee

Terms of Reference

Policy and Planning

- To review, adopt and monitor the schools' Finance Manual and associated procedures, which includes the local scheme of delegation for spending and budgetary adjustments (virement) for the Committee, head teacher and other nominated staff
- To review, adopt and monitor policies where the Governing Board has delegated approval to the Committee
- To establish and maintain a 3 year financial plan, taking in to account priorities of the School Development Plan, roll projection, LA advice and signals from central government, within the constraints of available information
- In consultation with the Headteacher, to draft and propose to the Governing Board for adoption an annual school budget taking into account the priorities of the School Development Plan
- To make decisions in respect of service level agreements/contracts (including insurance)
- To determine that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher/Head Teachers Performance Review Group
- To review and recommend to the Governing Board the strategic direction of the schools
- To monitor progress against those priorities of the School Development Plan related to finance, personnel and premises
- To monitor the school's publicity, public presentation, and relationships with the wider community
- To ensure the school website is fully compliant with statutory requirements and presented in an accessible way

Financial Monitoring

- To receive at least termly budget monitoring reports from the head teacher
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan and revised forecasts for the year
- 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 schools.
- To report back to each meeting of the full Governing Board and to alert them to potential problems or significant anomalies
- Subject to the scheme of local delegation, to approve any budgetary adjustment necessary in response to evolving requirements, including making decisions on expenditure following recommendations from other committees
- To ensure that the schools operate within the Financial Regulations of Central Bedfordshire, including to review, complete and submit the School Financial Value Standard (SFVS) and undertake any remedial action identified
- To receive LA audit reports and other finance or premises-related reviews and recommend to the Governing Board appropriate action in response to the findings
- To undertake an annual financial monitoring visit to the schools and report on the effectiveness of the financial procedures and controls

Premises

- To review annually, and monitor, a Health and Safety Policy and propose it to the Governing Board for adoption
- To provide support and guidance to the Governing Board and head teacher on matters relating to maintenance and development of premises and grounds (including Health and Safety), including overseeing arrangements for repairs and maintenance, and determining premises-related expenditure
- To ensure that an annual inspection of the premises and grounds takes place, and a report is received identifying any issues, to inform the Governing Board of the report and set out a list of priorities for action for their approval

- To approve professional surveys and emergency work as necessary – the head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff; in this event the head teacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments
- To establish and keep under review the Accessibility Plans and Premises Development Plans
- To ensure the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the *Environmental protection Act 1990*, so far as is practical
- To oversee arrangements, including Health and Safety, for the use of premises by outside users, subject to Governing Board Policy

Staffing

- To establish and annually review the Pay Policy for all categories of staff (ensuring it complies with the most recent School Teachers' Pay & Conditions Document), propose it to the Governing Board for adoption and be responsible for its administration
- To keep under review and agree the staffing structures in consultation with the Headteacher to ensure the schools are staffed sufficiently for the fulfilment of the School's Development Plan and the effective operation of the school
- To keep under review the Performance Management policy for all staff (including the head teacher) and monitor its implementation
- To ensure that staffing procedures (including recruitment/appointment procedures) follow safeguarding and equalities legislation.
- To ensure that there are clear job descriptions for each post at the schools, so that additional allowances can be awarded in a fair, equitable and consistent manner
- To oversee any process leading to staff reductions as necessary
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

Meetings:

The Committee shall meet at least once each term, and otherwise as required – reporting to the main Governing Board at termly meetings.

Disqualification:

Any relevant person employed to work at the schools, other than the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the schools. When the pay or performance review of the Headteacher is being discussed s/he will be disqualified.

Quorum: Minimum 4

Standards, Teaching and Learning Committee

Terms of Reference:

- To consider and advise the Governing Board on standards and other matters relating to the schools' curriculum, including statutory requirements and the Curriculum Policy and other policies
- To make regular reports to the Governing Board
- Evaluate the schools' abilities to meet Safeguarding requirements
- Monitor the updating of all policies and statutory documents
- To review, monitor and update the policies assigned to the Committee, and approve those where the Governing Board has delegated approval
- To monitor progress against the priorities of the School Development Plan particularly those related to the curriculum and attainment
- To understand the performance data for the schools and monitor pupil numbers and pupil achievement against published targets
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the Resources and Planning Committee or the Governing Board, as appropriate.
- To ensure the Governing Board is represented at School Improvement discussions with the School Improvement Partner (SIP) and for reports to be received by the Governing Board
- To oversee the arrangements for individual governors to take a leading role in specific areas of provision, such as SEND, Safeguarding and Looked After Children. To receive regular reports from them and advise the Governing Board
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To fulfil statutory duties in relation to all permanent exclusions and fixed term exclusions
- To undertake monitoring visits to the schools

Meetings:

The Committee shall meet at least once each term, and otherwise as required – reporting to the main Governing Board at termly meetings.

Disqualification: None

Quorum: Minimum 4

Pay Committee

The Pay committee of the Governing Board is authorised to decide all pay matters, but decisions will not be notified to staff until the full Governing Board has been notified.

Membership

- The committee will be elected by the Governing Board
- Where the Headteacher is not a member of the committee, they will be entitled to attend all meetings in an advisory capacity
- The Headteacher will leave the meeting when their own pay is being discussed

The committee will have full powers to make recommendations/decisions within the Pay Policy adopted by the Governing Board.

Terms of Reference:

- To achieve the aims and objectives of the Pay Policy
- To apply the criteria set by the Pay Policy, including linkages with the appraisal policy, in determining the pay of each member of staff
- To observe all statutory and contractual obligations
- To ensure that all pay decisions have regard to the legislation outlined in Basic Principles
- To recommend the annual pay budgets, including pay progression at all levels. The Governing Board recognises that funding cannot be used as a criterion to decide performance pay progression
- To minute clearly the reasons for all recommendations / decisions and to report these to the full Governing Board
- To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1st September
- To ensure that staff know the procedure for making an appeal against pay decisions

Procedure

The full Governing Board will receive the report of the Pay committee in the confidential section of the agenda. Once decisions have been made/communicated, they will be advised in writing to members of staff.

Every teacher's salary must be reviewed annually, with effect from 1st September. A written statement of pay must be sent to each teacher by 31st October each year.

Disqualification: Any relevant person employed to work at the schools, other than the Headteacher. When the pay or performance review of the Headteacher is being discussed s/he will be disqualified. No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

Quorum: Minimum 3 (not including the Headteacher)

Appeals Panel

The Appeals Panel will deal with appeals that are the outcome of administration policy for example pay, exclusions.

Membership – 3 or 5

The Appeals Panel will be convened as and when is necessary, with membership changing. It will be formed of three or five governors dependent on the nature of the appeal.

If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification: any governor who has a connection with the pupil or the incident that could affect their ability to act impartially.

Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set

Membership – 3

Disqualification –The Headteacher and Staff Governors

Quorum: Minimum 2

Working Groups

The Governing Board, or its Committees, may set up a working group (also known as a Task and Finish Group) with a specific remit for a finite period. Terms of Reference and a finish date will be agreed and the Working Group will report to its commissioning body. The Working Group does not have the power to make decisions unless this power is specifically delegated by the Governing Board.

Membership will be drawn from governors, who may also invite specialist advisors to be part of the discussions.

Disqualification: No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the schools with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the schools
- To regularly report to the Governing Board, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- Schools discipline policies
- Exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions)
- Admissions

Areas of Link Governor Responsibility agreed by the Governing Board

- Child Protection/ Safeguarding
- Looked After Children
- Health & Safety
- SEND
- Pupil Premium
- Finance
- Emotional Well-Being (staff and pupils)
- Change of Premises Use: Lower to Primary
- Equality
- Early Years

Delegation of Responsibility for agreeing Policies/Document

The Governing Board has agreed to delegate the responsibility as follows:

The Headteacher

School's Central Record (SCR) of Recruitment & Vetting checks (monitored by the Safeguarding Governor)

Register of Pupil Admissions

Register of Pupil Attendance

Schools' Information published on the websites (in consultation with R&P Committee)

Curriculum statement on websites (in consultation with STL Committee)

Attendance Targets

Target Setting for Schools

Induction of Staff and ECT Procedures (in Staff Handbook)

Home-School-Child Agreements

Behaviour Policy (in consultation with STL Committee)

The Clerk to the Governors

Register of business interest of Headteacher and Governors (incl. for website)
Meeting attendance record (incl. for website)
Governor Training monitoring and promotion
Filing of minutes of meetings
Policy Listing with review dates

Statutory Policies

Statutory policies and documents, as per the DfE and local authority/HR provider, are to be ratified by FGB annually. Policies can be 'pre-approved' at Committee level.

Other policies or documents that are not statutory (according to the DfE or local authority) are to be agreed by Senior Leadership Team. Any approved by the SLT are to be listed on the Agendas for each meeting to be noted in the minutes. Governors do not need to view each policy that SLT agree however may request a copy.

| Pre-approval by | Policy Name |
|------------------------|---|
| FGB | Admissions Pixie class policy (Shillington only) |
| FGB | Admissions (CBC standard) (same for both schools) |
| STL | Attendance |
| STL | Behaviour and written statement of principles |
| R&P | Charging and Remissions |
| R&P | Complaints |
| R&P | Data Protection (GDPR standard) 'Privacy notice' |
| R&P | Equality Objectives |
| R&P | Governors Allowances |
| R&P | Health and Safety |
| R&P | Pay (Luton Standard) |
| R&P | Personnel – adoption notice |
| R&P | Premises Management |
| R&P | Suspensions and Permanent Exclusions |
| R&P | Staff Behaviour and Grievance |
| STL | PSHE and Relationships |
| STL | Safeguarding |
| STL | SEND and SEND Information Report |
| STL | Supporting Pupils with Medical Conditions |
| R&P | Uniform |