

FGB Terms of Reference 2023

Learning to Change the World
'Do justly, love mercy and walk humbly with your God'
Micah 6:8



Purpose of The Governing Body

'The School Governance (roles, Procedures and Allowances) (England) Regulations 2013' and the Department for Education (DfE) prescribe the three core responsibilities of a Governing Body.

These are to:

- Set the vision and strategic direction of the school;
- Hold the head teacher to account for its educational performance; and
- Ensure financial resources are well spent.

The Governing Body should provide a non-executive strategic leadership level, leaving the Head Teacher accountable to it for the operational day-to-day running of the school.

In addition, its purpose is to:

- set aims and objectives and agree, monitor and review policies, targets and priorities
- oversee and drive up the overall educational and financial performance of the school.
- act as a critical friend to the school and be accountable for its decisions.

Composition

The members of the Governing Body of the school are as defined in the Instrument of Government.

Quorum

The number required for a quorum for a meeting of the Governing Body, and for any vote on any matter at such a meeting, is half of the total voting membership (less any vacancies), rounded up to the nearest whole number.

Meetings

A schedule of meeting dates must be agreed annually (The Governing Body must meet at least 3 times a year to be compliant with statutory regulations).

Clerking

Each meeting of the Governing Body must be clerked.

Responsibilities

Subject to prescribed restrictions, the Governing Body can delegate any of its statutory responsibilities to a committee, an individual governor or the Head Teacher. However, the Governing Body remains accountable for any actions or decisions taken by the committee or individual to which a responsibility has been delegated.

The following lists the responsibilities retained by the Governing Body.

Set the school's strategic direction

- To review the school's vision, mission and values annually to ensure continued relevance
- To receive, and agree where applicable, any educational or other relevant targets
- To agree the priorities in the School Improvement Plan (SIP)
- To consider and agree the reconstitution of the governing body in compliance with the relevant School Governance Regulations as and when required

- To draw up the Instrument of Government and any amendments thereafter
- To regulate the Governing Body procedures (where not set out in law)
- To consider ways of accounting to parents for the work of the Governing Body
- To consider requests from other schools to join or leave a Federation
- To publish proposals to change the category of the school
- To decide whether to convert to academy status.

Understand the school

- To have an understanding of the strengths and improvement needs of the school
- To monitor and evaluate the effectiveness of any partnership arrangements
- To monitor and keep under review the actions and implementation of any action plan resulting from an Ofsted, Diocese or Local Authority (LA) inspection in order to maintain progress
- To receive and ensure that the annual report on child protection / safeguarding is acted upon by the school and a copy returned to the LA
- To establish and agree the procedures for addressing staff discipline, conduct and grievance after receiving recommendations from the relevant committee
- To identify and celebrate school successes by both pupils and staff
- To hold the head teacher to account for the judgements in the school's self-evaluation form ensuring that they are robust and moderated externally.

Commission action

- To approve the budget by the 31st May each year and submit to the LA
- To agree an allocation for Governors training, development and expenses
- To designate a 'responsible person' for looked-after Children
- To ensure that parents can access an annual report on the effectiveness of the school's provision for pupils with SEN and those with disabilities and medical needs
- To establish and publish a Freedom of Information Scheme and ensure the school is compliant.

Performance manage the school leaders

- To ensure that the annual assessment and testing arrangements comply with national requirements
- To ensure all statutory assessments are conducted and results are forwarded to parents/guardians and appropriate bodies
- To agree the Schools Financial Value Standard and return the completed checklist to the LA by the 31st March annually
- To set up and approve a governor's expenses scheme
- To agree the membership (number of governors) to form the Headteacher's Performance Management Panel
- To appoint governors to conduct the performance management review of the Headteacher
- To agree the membership of the selection panel for any Headteacher or deputy head teacher appointments
- To agree in discussion with the Headteacher any governor representation for other staff appointment panels
- To suspend a governor.

Check we are fit for purpose

- To approve the limits of delegated financial authority for the Headteacher, Governors and finance committee
- To set up a register of Governors' business interests, review annually and ensure declarations are made at each meeting of Governors
- To appoint (and remove) the Chair and Vice-Chair
- To appoint or remove the Clerk to Governors

- To ensure that each committee has a Clerk
- To appoint and remove co-opted Governors
- To consider annually whether or not to exercise delegation of functions to individuals or committees and to agree and document the terms of reference or delegated authority accordingly
- To periodically review the membership of committees and the governing body to ensure that it comprises the necessary skills to carry out its functions
- To use the review of skills to inform future recruitment and succession planning within the governing body
- To endorse the election of Chairs of Committees
- To review and endorse the decisions and actions taken by Committees
- To evaluate the effectiveness of the Governing Body.

Policies

The policies for which the FGB has ownership or approval authority are listed in the Policy Register.