



AMBLE LINKS PRIMARY SCHOOL GOVERNORS TERMS OF REFERENCE

Agreed and Revised 2024

The Amble Links Primary School governing board has dissolved its former committee structure and has established half-termly full governing board (FGB) meetings that cover all respective duties that may typically be delegated to committees.

The Governing Board will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation. In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board.

The Governing Board works as a 'whole team', without any separate committees. It meets for a "Planning and Election" meeting in early September, then meets 6 times per year, once in each half term. The annual planner and agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing board will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes.

The following document also details duties of any committees that are established on a needs basis.

Terms of Reference for the Governing Board

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Governing Board has resolved to conduct all its business as a full Governing Board, and to work collectively without committees.

The Board has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding Executive and Associate Head Teachers to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school / organisation and making sure its money is well spent.

The main responsibilities to be managed by the Governing board are outlined below. (Items in bold cannot be delegated).

Operational

- **To draw up the Instrument of Government and any amendments thereafter**
- **To review the standing order for election of the Chair and Vice Chair including the length of the term of office.**
- **Elect (or remove) the Chair and Vice Chair.**
- **To appoint (or dismiss) the Clerk to the Governing Board.**
- **To hold at least 6 Governing Board meetings each year.**
- **To appoint and remove Co-opted and any Associate members.**
- **To appoint the LA nominated governor (in maintained schools)**
- **To suspend or remove a governor.**
- **To decide which functions of the Governing Board will be delegated in replacement of a committee and to whom.**
- **To appoint the statutory individual required roles of Safeguarding, SEND, Health & Safety and Finance based on skill set and expertise.**

- To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary.
- To review the delegation arrangements annually.
- Appoint selection panel for Head teacher/ Executive Leader
- To ratify or reject decisions of appointed selection panel
- To recruit new governors as vacancies arise ensuring the board has all the necessary skills to be effective.
- To set up and publish a register of Governors' Business Interests.
- To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary.
- To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary (for academies within 14 days of any change) and accurate with the details published on the school website.
- To approve and set up a Governors' Allowances Scheme.
- To regulate the Governing Board procedures where not set out in law, and record these as Standing Orders.
- To delegate to the Head teacher the functions as described in the Delegation of Functions to Head teacher Standing Order (attached).
- To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference.
- To arrange a suitable induction process and mentoring for newly appointed or elected governors
- To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training.
- To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board
- To ensure the Head teacher provides such reports as requested by the Governing Board to enable it to undertake its role.

General

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- To take an active role in School Self-Evaluation identifying success and areas requiring improvement.
- To approve, update and review regularly the School Improvement Plan agreeing a monitoring schedule for the Governing Board.
- To determine whether to publish a home-school agreement (no longer a statutory requirement)
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To approve statutory policies, ensuring compliance, on review.
- To approve all school trips involving an overnight stay away from home.
- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To have regard to the Professional advice given by the Clerk
- To ensure that the Governing Board complies with all other legal duties placed upon them as shown and updated within the Maintained Schools Governance Guide.

Inclusion and Equality

- To establish and approve a special educational needs (SEN) policy
- To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)
- To comply with statutory duties from the SEND code of practice and KCSIE in respect of pupils with special needs by appointing a SEND governor

- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To receive reports on bullying, homophobic and racial incidents.

Safeguarding

- To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the NCC child protection/safeguarding policy and relevant procedures
- To comply with statutory duties from KCSIE by appointing Safeguarding and Health & Safety governors
- To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy
- To complete an annual Safeguarding Review and return to the LA

Curriculum

- Ensure the NC is taught to all pupils
- To ensure the curriculum is broad and balanced
- To monitor the curriculum policy if there is one in place
- To establish a charging and remissions policy for activities
- To ensure that the school's values and British values are embedded within the curriculum, preparing pupils for life in modern Britain

Budget

- To approve the first formal budget plan each year
- To engage in strategic decision making
- To agree a 3 year budget
- To analyse and recommend the annual budget
- To annually review and approve the Finance Policy and recommend levels of delegation
- To annually review and approve the Charging and Remissions policy
- To enter into contracts following agreed financial limits
- To make decisions in respect of service agreements following agreed delegation of financial limits and insurance
- To ensure the school complies to the SFVS guidelines
- To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium and the pupil premium)
- To appoint a finance governor or monitoring pair
- To ensure financial succession planning within the board
- To review and take account of any consultations to change the LA Finance Scheme

Staffing

- To make Head Teacher appointments (ratify or reject) following recommendations from the board approved selection panel
- To annually determine the staff complement
- To annually agree a pay policy and pay discretions following the STPCD
- To annually review the impact of and implementation of the Pay and Reward policy
- To establish and review procedures for addressing staff discipline, conduct and grievance
- To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances
- To dismiss the Head teacher
- To end the suspension of staff or Head teacher
- To determine dismissal payments/early retirement

Appraisal and Performance Management

- To establish and review and approve annually the Appraisal Policy
- To determine the timing of the Head teacher appraisal review cycle
- To appoint the Head teacher Performance Management group consisting of 2 or 3 skilled or trained governors
- To appoint the external advisor
- To take into account the Head teacher Standards for Excellence
- To agree total pay award following recommendation from Pay committee
- To agree any pay award for the Head teacher/ Executive Leader following recommendation from the Head teacher Performance Management panel

Discipline/Exclusions

- To establish a statement of behaviour principles on which the school can produce a behaviour policy
- To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam
- To direct the reinstatement of excluded pupils

Premises and Insurance

- To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements
- To procure and maintain buildings, including a properly funded maintenance plan
- To seek advice from the LA, to ensure adequate levels of buildings insurance and personal liability
- To receive an annual site report

Health and Safety

- To establish a Health & Safety policy
- To ensure that Health & Safety regulations are followed and appropriately prioritized.
- To receive (3 x per year) an annual Health & Safety Inspection Report and agree any actions.
- To appoint a Health and Safety governor

Admissions

- To follow the LA Admissions Code statutory guidance when carrying out duties relating to school admissions
- To consult annually before setting an Admissions policy, notify the LA and publish the arrangements on the School website in accordance with the relevant paragraph of the School Admissions Code.
- Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received
- To establish an Admissions policy acting with LA *
- Admissions appeals: To set up independent panels in line with the School Admission Appeals Code

Collective Worship

- To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child
- To ensure the school provides an act of broadly Christian daily collective worship

School Organisation

- To publish proposals to change category of school

Information for Parents

- To ensure that the school keeps parents and prospective parents informed by publishing relevant information on their website

Collaborations, Federations and Academies

- To consider forming or joining a group of schools (as these may arise)
- To consider forming a federation or joining an existing federation
- To consider requests from other schools to join a federation
- To leave a federation
- To consider approach and time scale to academy conversion
- To consider forming or joining an existing Multi-academy-trust (MAT)

Extended Services

- To decide to offer additional activities and agree what form these should take.
- To cease providing extended services provision.

Head Teacher Appraisal Panel

Membership: At least 2 governors plus LA School Improvement Partner. This committee has the delegated power to consider the Head's performance & set new targets.

Terms of Reference:

- To meet annually before the 31st December with an independent advisor to discuss and determine the Head teacher appraisal objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the head teacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To prepare and agree the Head teacher appraisal review statement, and report to the Governing Board.
- To monitor through the year, including a mid-year review meeting, the performance of the Head teacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Governing Board in respect of pay progression.

Pupil discipline (exclusions), complaints, grievance, capability panels.

Membership:

The Committee shall consist of three Governors. The Head Teacher is disqualified from serving in this role. Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel. The Chair of Governors should not stand on this committee in case an appeal is launched.

Quorum:

The quorum must be three Governors.

Chair:

To be appointed by the Committee

Clerk:

To be appointed by the Committee.

Frequency of meetings:

As required.

Terms of reference:

- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability, where the Head teacher is the subject of the action.
- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Head teacher.
- To make any determination or decision under the Governing Board's Complaints Procedure for Parents.

- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).

Appeals Panel

Membership:

The number of Governors hearing any appeal must be equal to or greater than that of the committee taking the original decision. **None should have taken part in the original decision.** The Head Teacher is disqualified from serving in this role. Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

Chair:

To be appointed by the Committee.

Clerk:

To be appointed by the Committee.

Frequency of meetings:

As required.

Terms of reference:

- Hearing appeals against a decision made by another committee of the Governing Body. These will include appeals over capability or disciplinary action, dismissal, and staff salaries.

DELEGATION TO THE HEADTEACHER

Amble Link First School – Agreed and Revised: 2024

The Headteacher will be responsible for the day to day management of the school in accordance with the professional responsibilities outlined within the School Teachers' Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Head Teacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean: (GB to determine)

Staffing:

- Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the schools supply scheme insurance and other specific income.
- Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
- Undertake permanent support staff appointments for certain categories of staff (specifically PTSAs and Cleaners).
- Make arrangements for the sanction, suspension or dismissal of staff (act as Hearing Body as required) with sanctions further delegated to Nominated Officers appointed by the Head or Chair.
- Ensure compliance with appraisal and performance pay progression arrangements in accordance with the school's pay policy.

Operational Management:

- Consistent and fair application & administration of all policies and procedures agreed by the governing body.
- Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
- Compliance with all statutory requirements and the scheme for financing schools in Northumberland.

Finance:

- Day to day financial management of the school within the parameters of the agreed operational budget
- Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
- Monitoring of the operational budget, income, expenditure and commitment, on a day to day basis
- Not less than termly, written reports to be presented to the GB – to include commentary on under/over spends and commitments
- Requests for significant changes to be presented to the GB in report form including cost/benefit analysis of priorities in current and future years
- Meeting the requirements of the Schools Financial Value Standards
- Virement between expenditure codes (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
- Virement between income codes (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
- Disposition of additional SEN funding (in year increases) to ensure continuity of provision
- Virement from contingency up to (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater) in any instance
- Negotiation of goods and service contracts within the limits of the agreed operational budget (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
- Sales of goods (e.g. uniform)
- Disposal of assets – as agreed/identified by the Governing Body

Additional:

- Such other tasks and duties that from time to time may be required and specifically delegated.

Appendix 1 – Policies & Tasks**The below policies cannot be delegated to a committee**

- Admission arrangements [not maintained schools]
- Protection of biometric information of children in schools and colleges
- Early career teachers (ECTs)
- Staff discipline, conduct and grievance (procedures for addressing)
- Teachers' pay
- Accessibility plan
- Child protection policy and procedures
- Children with health needs who cannot attend school
- Special educational needs and disability
- To draft the content of the school behaviour policy and publicise it to staff, students and parents.

These tasks cannot be delegated to a committee

- Appoint selection panel for headteacher/deputy head
- Ratify or reject decisions of appointed selection panels
- To consider whether or not to exercise delegation of functions to individuals or committees