

## Terms of Reference for the Full Governing Board of Hayward's Primary School

Membership:	Lee Avery Marie Ashton Roselle Brenchley Di Evely Nicola Frost Staff- Emma Heard Pamela Morris Andy Smith (Head Teacher) Antonia Tregenza Katy Vallance Joy Wilshire Sally Yeo
Quorum:	6
Chair:	Nicola Frost
Vice-Chair:	Sally Yeo
Clerk of Committee:	Sandra Thresher
Date of review*:	September 2023

Agreed at meeting of Full Governing Board 21st September 2022

\*These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership

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<b>Terms of Reference for the Governing Board</b>	
<p>The Governing Board has resolved to conduct all its business as a full governing Board, and to work without committees.</p> <p>The main responsibilities to be managed by the governing Board are outlined below:  <b>Items in bold cannot be delegated.</b></p>	
<b>Operational</b>	<ul style="list-style-type: none"> <li>• <b>To draw up the Instrument of Government and any amendments thereafter</b></li> <li>• <b>To 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</b></li> <li>• <b>To follow the agreed Governor's Code of Practice for our school</b></li> <li>• <b>Elect (or remove) the Chair and Vice Chair.</b></li> <li>• <b>To appoint (or dismiss) the Clerk to the Governing Board.</b></li> <li>• <b>To hold at least 6 Governing Board meetings each year.</b></li> <li>• <b>To appoint and remove Co-opted and any associate members.</b></li> <li>• <b>To suspend or remove a governor.</b></li> <li>• <b>To decide which functions of the Governing Board will be delegated and to whom.</b></li> <li>• <b>To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Board is necessary.</b></li> <li>• <b>To review the delegation arrangements annually.</b></li> <li>• To recruit new governors as vacancies arise.</li> <li>• To set up and publish a register of Governors' Business Interests.</li> <li>• To review and approve a Governors' Expenses Policy.</li> <li>• To arrange a suitable induction process and mentoring for newly appointed or elected governors</li> <li>• To agree an annual cycle of business and set meeting dates for the school year.</li> <li>• To audit individual and collective development needs and promote appropriate training.</li> <li>• To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.</li> <li>• To receive reports on bullying, homophobic and racial incidents.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.</li> <li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement.</li> <li>• To update and review regularly the School Plan for Success, identifying monitoring opportunities for the governing Board.</li> <li>• To review regularly how the school is regarded by pupils and parents.</li> <li>• To understand the performance of the school in learning and teaching, being aware of areas for action, and providing constructive challenge to the Head Teacher and SLT to drive improvement</li> <li>• To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.</li> <li>• To approve policies on review.</li> <li>• To approve all school trips involving an overnight stay away from home.</li> <li>• 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.</li> <li>• To discharge duties in respect of pupils with special needs by appointing a 'SEND governor'.</li> <li>• To keep school safeguarding practice under review, and support the Head Teacher and all staff in fulfilling their safeguarding duties effectively</li> <li>• To ensure that the school treats all children, staff, parents and visitors equally and without prejudice, as set out in our Equalities policy.</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li> <li>• To ensure that the governing Board complies with all other legal duties placed upon them.</li> <li>• To be available and respond to matters of particular difficulty, sensitivity or concern, and offer advice to the Head Teacher</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• <b>To approve the first formal budget plan each year.</b></li> <li>• <b>To agree a 3 year budget.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>To analyse and recommend the annual budget.</b></li> <li>• <b>To annually review and approve the Finance Policy and recommend levels of delegation.</b></li> <li>• To annually review and approve the Charging and Remissions policy.</li> <li>• To make decisions in respect of service agreements and insurance</li> <li>• To ensure the school complies to the SFVS guidelines</li> <li>• To review and take account of any consultations to change the LA Finance Scheme.</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• <b>To make Headteacher and Deputy Headteacher appointments.</b></li> <li>• <b>To suspend or dismiss the Headteacher.</b></li> <li>• <b>To end the suspension of staff or Headteacher.</b></li> <li>• <b>To establish a Pay Committee to oversee the Pay and Appraisal process on behalf of FGB</b></li> <li>• <b>To establish a governor panel (First Committee) to hear staff appeals against dismissal, redundancy or grievances.</b></li> <li>• <b>To establish a governor panel (Second Committee) to determine complaints, appeals and pupil exclusions.</b></li> <li>• To agree a pay policy and pay discretions.</li> <li>• To adopt and keep under review staff appraisal policies including the criteria for pay progression</li> <li>• To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified</li> </ul>
<b>Pay (Pay Committee)</b>	<ul style="list-style-type: none"> <li>• To annually review the impact of and implementation of the Pay Policy.</li> <li>• To annually review the salaries of all staff</li> <li>• To approve teachers' salaries following recommendations from the Headteacher/senior leadership team on whether to award performance pay in line with the school's policy</li> <li>• To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly</li> <li>• To review the Headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the Headteacher's appraisal.</li> <li>• To undertake salary reviews at any other time the governing Board directs that there is a need to do so.</li> <li>• To consider the salary appropriate for new posts within the school, in line with similar posts already in place.</li> </ul>
<b>Grievances, complaints and Dismissals (First Committee)</b>	<ul style="list-style-type: none"> <li>• To make any initial decision relating to staff conduct, capability or a grievance/complaint (where this is not delegated to the Headteacher)</li> <li>• To make a decision to suspend a member of staff (where this is not delegated to the Headteacher)</li> <li>• To make a decision to dismiss a member of staff</li> </ul>
<b>Complaints, Appeals and Exclusions (Second Committee)</b>	<ul style="list-style-type: none"> <li>• To hear an appeal against any decision made by the Headteacher or any other committee of the governing Board</li> <li>• To hear a complaint in accordance with the school's complaints policy where this has not been resolved at a previous stage</li> <li>• To consider the decision of the head teacher to exclude a child/pupil from the school in accordance with the regulations governing exclusion</li> </ul>
<b>Curriculum: Communication Investigation Expression</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils</li> <li>• To monitor the effectiveness of curriculum implementation.</li> <li>• To agree or reject and monitor curriculum policy</li> <li>• To monitor for standards of teaching and support continuous improvement</li> <li>• To prohibit political indoctrination and ensuring the balanced treatment of political issues</li> <li>• To establish a charging and remissions policy for activities.</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• To establish and review and approve annually the Appraisal Policy.</li> <li>• To determine the timing of the Headteacher appraisal review cycle and appoint a Pay Committee to act as reviewers alongside an external advisor.</li> </ul>
<b>Premises &amp; Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• <b>To institute and maintain a Health &amp; Safety policy</b></li> <li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li> </ul>

	<ul style="list-style-type: none"> <li>• To receive an annual Health &amp; Safety Inspection Report and agree any actions.</li> <li>• To develop a school buildings strategy or master plan Asset Management Plan, and contribute to LA Asset Management Planning arrangements.</li> <li>• To procure and maintain buildings, including a properly funded maintenance plan.</li> <li>• To seek advice from the LA, where appropriate to ensure adequate levels of buildings insurance and personal liability.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• <b>To set the time of the school sessions and the dates of school terms and holidays.</b></li> <li>• <b>To publish proposals to change category of school.</b></li> <li>• <b>To propose to alter or discontinue voluntary, foundation or special school status.</b></li> </ul>
<b>Parental Engagement</b>	<ul style="list-style-type: none"> <li>• To ensure that the school keeps parents and prospective parents informed and engaged in school life.</li> <li>• To adopt and review home school agreements.</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>• To decide to offer additional activities and agree what form these should take.</li> <li>• To cease providing extended services provision.</li> </ul>
<b>Equality</b>	To monitor adherence to relevant aspects of equality and diversity legislation and to consider how activity within the scope of this portfolio contributes to a proactively inclusive school environment.