



Broadbent Fold

Primary School and Nursery

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Headteacher: Mrs Catherine Parker

BROADBENT FOLD GOVERNING BODY Terms of Reference – Autumn 2022

The Governing Body needs to take a strategic role, act as a critical friend to the school, and be accountable for its decisions. It should set aims and objectives for its responsibilities to the school. It should agree, monitor and review policies, targets and priorities. The Governing Body must work closely with the management team of the school.

Key Functions

1. In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
2. Set strong and clear values and ensure these are embedded across the organisation and adhered to.
3. Determine the strategic direction for the school.
4. Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher and other school leaders; compare against national and local benchmarks over time.
5. Receive reports from committees, working parties or individuals and agree actions.
6. Approve the school evaluation and monitor throughout the year.
7. Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
8. Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities.
9. Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
10. Agree recruitment process to be followed in relation to Headteacher and Deputy Headteacher posts; where delegated ratify appointments.
11. Final approval of the annual budget plan.
12. Monitor the school's budget throughout the year.
13. Agree virement and expenditure limits for the Headteacher.
14. Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference. To provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
15. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget.
16. To have review and approve the preparation and implementation of contracts.

People and Structures:

1. Elect and/or remove Chair of Governors and Vice Chair of Governors.
2. Appoint Committee Chairs or delegate to each committee.
3. Consider and agree delegation of functions to individuals or committees.
4. Agree committee terms of reference and membership.
5. Establish a register of Governors outside interests.
6. Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
7. Confirm the Instrument of Government and subsequent amendments.
8. Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
9. Review and monitor the Governor Induction Process.
10. Have regard for Governors professional development.
11. Where necessary, suspend or remove Governors from the Board.
12. Appoint/dismiss the Clerk to the Governing Body.

Compliance and Evaluation:

1. Consider business provided by Local Authority and other sources
2. Suspend or end suspension of staff members.
3. Ensure all statutory policies are in place and there is an effective policy review cycle.
4. Review and agree the Governor Code of Conduct.
5. Confirm arrangements for completion of a Governor Skills Audit.
6. Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
7. As necessary, consider an external review of the Board's effectiveness.
8. Ensure school website is up to date and compliant with current DfE requirements.