

# **EMERSONS GREEN PRIMARY SCHOOL**

## **Full Governing Body – Terms of Reference**

### **Role**

There are three principle roles of the Full Governing Body which are:

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

### **Membership**

Membership of the Full Governing Body is described in the **Instrument of Government**. A chair and vice chair will be elected and a clerk appointed.

Governors will ensure the Governing Body has all the necessary skills, as outlined in the *Competency frameworks: for governance and professional clerking* and provide sufficient diversity of perspectives to enable robust decision making. This will include regular skills audits, aligned to the school's strategic direction to identify skills and knowledge gaps and to recruit to address them.

### **Quorum**

The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies.

### **Meetings**

All Governors attend the Full Governing Body which meets 6 times a year. The agenda will be prepared by the clerk in consultation with the chair and headteacher and issued not less than 5 working days before the meeting.

### **Key Responsibilities**

The governing body is responsible for:

- Setting the strategic direction of the school and for approving the School Improvement Plan
- Approving the first annual budget in each financial year, and
- Approving all statutory or key policies.

Governors will agree and maintain specific **roles and responsibilities for the Board and lead governors**.

### **Policies and Compliance**

The Governing Body will provide strategic leadership that sets and champions vision, ethos and strategy. Governors will seek a shared understanding of the key strengths and weaknesses of the school and will be actively involved in the planning and agenda for school improvement to drive up educational standards. The Governing Body will agree and maintain a **Long Term Strategic Plan**.

The Governing Body will agree a **policy review plan** each academic year and ensure policies are reviewed and ratified in line with the plan and in support of the school vision. The plan will also detail the delegated approval body should that not be the Full Governing Body.

The Governing Body will ensure compliance with statutory requirements through maintaining an awareness of, and adherence to, responsibilities under education and employment legislation including *Keeping Children Safe in Education* (statutory guidance) to ensure that key safeguarding and safer recruitment duties are undertaken effectively.

## Monitoring

Governors will oversee and monitor school improvement and financial health, providing constructive challenge to the school's senior leadership team. Each year the board will agree a **Governing Body Monitoring Plan** for the academic year.

Governors will ensure that other key duties such as inclusion, special education needs and disability (SEND) are undertaken effectively across the school and will provide monitoring and oversight of the impact of pupil premium and other targeted funding streams.

The governors will receive reports from any individual or committee as appropriate<sup>1</sup> and to consider whether any further action by the Governing Body is necessary.

The Governing Body's aim when planning its monitoring is to:

- Assess how the school is performing against the agreed vision and ethos, and against the agreed strategic development priorities.
- Evaluate what is working well and what isn't, so improvements can be made where required.
- Identify and evaluate evidence of good practice, progress and improvement.

Governors will also participate in the completion and updating of the Self-Evaluation Form and consider its contents. This will be used to help identify priorities for school improvement for the coming year. A **Raising Attainment Plan** will be produced, and this will be used to plan Full Governing Body Agendas.

## Headteacher's Report

The Governing Body will receive a written report from the Head of School 2 weeks before each Full Governing Body meeting – **the structure and content of the report is included at Appendix 1**. Governors are encouraged to submit any questions in writing within a week of receiving the report. This will allow the Headteacher to respond in writing before the meeting and for issues/discussion points to be included in the agenda issued by the clerk.

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<sup>1</sup> In line with the Governing Body Monitoring and Raising Attainment Plans

## **Appendices**

- 1      Structure and Content of the Headteacher's Report**
- 2      Schedule of Delegated Authority**

## **Supporting Documents**

- **Instrument of Government**
- **Long Term Strategic Plan**
- **Policy Review Plan**
- **Governing Body Monitoring Plan**
- **Raising Attainment Plan**
- **Roles and Responsibilities for the Board and Lead Governors.**

**Structure and Content of Headteacher Report to Full Governing Body**

1. School Development Plan/Improvements
  - a. Update on overall progress in delivery of School Improvement Plan (SIP) highlighting for each priority whether it is on track, behind plan or ahead of target. Any blockers that governors can help with to be highlighted.
  - b. Lead governors will be reporting on their lead areas including each aspect of the SIP therefore the headteacher report should cover high level progress only.
  - c. The report will be written on the basis that all governors are familiar with the school improvement plan and can raise questions if further detail is needed.
2. School Performance/Standards – pupil achievement
  - a. Update provided as a minimum:
    1. Autumn term [September] – End of Year results from last academic year
    2. Spring term [March] – School assessments of progress – high level view against target and end of year expectations.
    3. Summer term – as above in July.
  - b. Note – no need to feedback on this at every governing body
3. Curriculum Issues
  - a. Quality of teaching – feedback on lesson observations, CSP visits, regular reporting in again at high level
  - b. Anything not covered by SIP and worth raising such as Resource Base progress/feedback
  - c. Attendance data reported twice a year – Nov and Jul.
4. Staffing and Finance
  - a. Any issues, points to note, changes
  - b. Health and Safety – any issues
  - c. Staff Absence if easy to collate but is useful data at this time
  - d. CPD update – once per year, how is school meeting CPD for staff
5. Specific issues – nil returns required
  - a. Safeguarding/Child protection/LAC
  - b. Incidents
  - c. Behaviour
  - d. Complaints/Concerns such as RICK forms or anything governors should be aware of (unless this will prejudice formal consideration)
  - e. Positive feedback – any positive feedback from external stakeholders such as parents or the Local Authority should be brought to the attention of Governors



## EMERSONS GREEN PRIMARY SCHOOL – Scheme of Delegation - 2022-23

	APPROVAL OF EXPENDITURE				VIREMENT	REQUISITIONS	DEPRECIATION		INCOME
	Major/Minor Works. Planned Maintenance	Purchases & requisitions (individual transactions)	Capital Equipment	Leases (cost over whole lease life)	Virements between cost codes (income or expenditure)	Authorisation Limit on Civica for orders	Disposal of Assets	Write-Off of debts	Receipt of income in a one transaction
<b>Full Governing Body</b>	> £10,000	> £10,000	> £10,000	> £10,000	Authorisation of virements over £25,000	NIL	To be advised over £5,000	To be advised over £1,000 in any one financial year	To be advised over £20,000
<b>Finance Governor &amp; Chair</b>	£6,000 - £10,000	£6,000 - £10,000	£6,000 - £10,000	£6,000 - £10,000	Authorisation of virements over £6,000	NIL	All disposals reported to FPS. Above £500	To be advised over £100 or £1,000 in one financial year	To be advised over £10,000
<b>Executive Headteacher</b>	£3,000 - £6,000	£3,000 - £6,000	£3,000 - £6,000	£3,000 - £6,000	Authorisation of virements between £3,000-£6,000	NIL	<£500	Individual up to £500 not in excess of £5,000 in one financial year	To be advised over £10,000
<b>Head of School &amp; DHoS (in HoS Absence)</b>	Up to £3,000 on any one item if in SDP or annual budget	Up to £3,000 on any one item if in SDP or annual budget	Up to £3,000 on any one item if in SDP or annual budget	Up to £3,000 on any one item if in SDP or annual budget	Authorisation of virements between £1,000-£6,000	Up to £50,000	<£500	Individual up to £500 not in excess of £5,000 in one financial year	To be advised over £10,000
<b>School Business Manager</b>	Up to £1,000 on any one item if in SDP or annual budget  Ensure budget is available for all purchases.  Ensure at least 3 competitive written quotes for purchases over £1,000	Up to £1,000 on any one item if in SDP or annual budget  Ensure budget is available for all purchases.  Ensure at least 3 competitive written quotes	Up to £1,000 on any one item if in SDP or annual budget  Ensure budget is available for all purchases.  Ensure at least 3 competitive written quotes	Obtain at least 3 competitive written quotes for approval by FGB	Up to £1,000 Process any value on agreement by relevant body as above.	Up to £1,000 self-authorisation, £5,000 authorisation limit	Disposals above £500 – seek valuation for FSP	NIL	Receive any value, but advise relevant body of values above

		for purchases over £1,000	for purchases over £1,000						
<b>School Admin</b>	NIL	NIL	NIL	NIL	NIL	£400	NIL	NIL	NIL
<b>All Other Staff</b>	NIL	With permission from any of the above	NIL	N/A	NIL	N/A	NIL	NIL	NIL

Approved by the Full Governing Body on 22<sup>nd</sup> November 2022 Due for review: March 2023