

TERMS OF REFERENCE

OF

**ROBERT LE KYNG PRIMARY
SCHOOL**

GOVERNING BODY

2016/2017

TERMS OF REFERENCE

A copy of the Terms of Reference for Robert Le Kyng Primary School Governing body will be made available to all governors and reviewed annually.

All decisions made by the Governing Body shall be made with due consideration for the impact the decisions may have in terms of indirect, or unforeseen discrimination or exclusions as recognised in the Equalities Act 2012. Such rationale and consideration will be recorded in the minutes of Governing Body meetings.

MEETINGS OF THE GOVERNING BODY

The Governing Body of Robert Le Kyng Primary School will meet at least 6 times a school year.

TERMS OF OFFICE

The Governing Body resolves that:

The Chair of Governors will have a term of office of one year and the term of office will end on the date of the first meeting of the governing body after the anniversary of his/her election.

The Governing Body resolves that:

The Vice-Chair of Governors will have a term of office of one year and the term of office will end on the date of the first meeting of the governing body after the anniversary of his/her election.

ELECTION OF CHAIR AND VICE-CHAIR

The Governing Body can decide the election process for the Chair and the Vice-Chair. The process must be agreed at a full governing body meeting. The clerk chairs the meeting for the item to elect the Chair. The Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.

Please note that a governor who is paid to work at the school or who is a pupil at the school is not eligible for the office of Chair or Vice-Chair.

The process must be fair, clear and transparent.

The Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair:

Governors will be able to submit written nominations prior to the full governing body meeting at which election of chair is an agenda item. No verbal nominations will be accepted at the meeting unless there has been no written nomination. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

Nominee(s) will be asked to leave the room whilst the election process takes place

A governor cannot vote if not present at the meeting

The remaining governors will take a vote by a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.

The nominee (s) will return to the meeting.

The clerk will announce the result, with the nominee polling the majority of votes being duly elected. If only one nominee and the governors vote against that nominee it will be necessary for another eligible governor to nominate themselves, possibly on a meeting by meeting basis.

If there is still a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.

If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

There is no limit imposed as how many times a governor can be re-elected as Chair

TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR

The governing body must determine the length of term for each category of governor. The length of term must be the same for all governors in a category. The length of term can be between one and four years.

The Governing Body resolves to have the same terms for all categories of governor. The agreed term is four years. Therefore the term for governors in the following categories is:

Staff governor	4 years
Parent governor	4 years
Local Authority governor	4 years
Co-opted governor	4 years
Sponsor governor (if applicable)	4 years
Associate member (if applicable)	4 years

All governors are expected to sign up to the Governor Code of Conduct.

ASSOCIATE MEMBERS

- Are co-opted onto Governing Body at a full Governing Body meeting.
- Can attend Governing Body meetings but do not have voting rights.
- Can attend committee meetings with full voting rights.
- Can be excluded from any discussion concerning an individual member of staff or pupil.
- Can be a Chair or Vice Chair of a committee.
- The quorum for a committee is three 'governors' therefore Associate members do not count towards the quorum.

APPOINTMENT OF THE CLERK

The governing body is required to appoint a clerk to the governing body. The clerk may not be a governor, an associate member of the governing body or the Headteacher of the school.

There are some procedural matters not detailed in these Terms of Reference that are laid down in the Regulations, such as:

- Convening meetings
- The proceedings of meetings
- Removal of the chair or vice-chair from office
- Suspension of a governor

The clerk to the governing body should ensure that the work of the governing body complies with the Regulations. Further guidance can be found within the Guide to the Law for Governing Bodies and the Clerks' Handbook.

COMMITTEES AND WORKING PARTIES

DEFINITIONS

A COMMITTEE of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. This information must be minuted at a full governing body meeting. The governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chair of each committee must also be appointed annually.

A WORKING PARTY of the governing body is set up with the governing body deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the full governing body (or a relevant committee if responsibility has been delegated to a committee) for approval.

MEMBERSHIP OF COMMITTEES

The membership of committees is listed below. A Chair must be appointed each year to each committee, elected by the committee members. Committees may be clerked by the clerk to the governing body or any member of the committee.

STRONGLY RECOMMENDED COMMITTEES	MEMBERSHIP (Enter the membership)	QUORUM* (see below)
Staff Dismissal, Grievance	3 governors & 1 reserve (where possible) To be decided as and when	3 governors
Staff Appeals	3 governors & 1 reserve (where possible) To be decided as and when	3 governors
Pupil discipline committee	3 or 5 governors to be decided as and when	3 governors
Complaints committee	3 governors & 1 reserve (where possible) To be decided as and when	3 governors
COMMITTEES		
Resources (Finance, Health & Safety and Premises)	All governors to be on at least one committee. See separate page for membership details.	3 governors
Staffing	All governors to be on at least one committee. See separate page for membership details.	3 governors
WORKING PARTIES		
	Those interested in the subject or with the relevant skills	3 governors or associate members but governors must be in the majority

BEST PRACTICE FOR COMMITTEE MANAGEMENT

- Agendas should be circulated to all committee members at least seven days in advance of the meeting.
- Committee papers should be available to all governors (not just those on the committee).
- Minutes should be circulated to all governors (not just those on the committee) within two weeks of the date of the meeting.
- Minutes should be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record.
- Committee members should feedback at the full governing body on the work of the committee and any decisions taken.

DELEGATION OF FUNCTIONS

A governing body can delegate any of its statutory functions to a committee, a governor or the Headteacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions **cannot** be delegated:

- The constitution of the governing body
- The appointment or removal of the Chair or Vice-Chair
- The appointment of the Clerk
- The suspension of governors
- The establishment of committees and delegation of functions

The following functions **can** be delegated to a committee, but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained schools,
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils
- Admission matters

The governing body can still perform functions it has delegated. This enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note that any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action or decision made.

The Governing Body agrees the delegation of the functions as described in the terms of reference for the Resources committee and the Staffing committee.

The Chair can act in cases which may be deemed urgent i.e. where a delay* in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school. The Vice-Chair can act in the same circumstances, if the Chair was unable to exercise the function for some reason.

*delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of governing body or of a committee to which the function in question has been delegated, to be held

DECLARATION

The Governing Body, at its meeting on 24th November 2014 resolved to adopt the Terms of Reference. A copy has been forwarded to the clerk to the governing body for the formal governing body records and a copy has been retained at the school for reference.

Signature
(Chair)

Date of signature

Robert Le Kyng Primary School

Terms of Reference – Resources Committee

Introduction

Safeguarding is the term used to denote the duties and responsibilities that schools have to carry out to protect individuals from harm. The DfES (2006) has stated that the objective of safeguarding is to provide a safe environment to learn in and to identify those suffering or likely to suffer significant harm; it is then to take appropriate action to ensure that these children are kept safe both at home and at school. To do this it must include safer recruitment and should include safeguarding policies and an overarching strategic purpose to create and maintain a safe and secure environment.

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to the guidance 'Safeguarding Children and Safer Recruitment in Education DfES 2007'

Child protection and safeguarding is the responsibility
of all staff & Governors at Robert Le Kyng.

Therefore, safeguarding is built into all areas of School life, and affects everyone connected to the school. Robert Le Kyng Primary School recognises that safeguarding applies to a wide range of policies and Governance Activity.

Robert Le Kyng Primary School Governing Body recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children, and we will carry out this duty through our effective governance of the school. It is expected that our children will at all times, flourish in a safe and stimulating environment; they should feel safe and secure, and encouraged to relate to trusted adults.

Within the terms of reference of the Resources and Staffing committees the Governing Body will ensure that all its actions and decision support the Safeguarding of Children, through use of, for example, Safer Recruitment procedures to ensuring effective maintenance of the school, to ensure that every child can make the most of the learning opportunities provided at Robert Le Kyng.

Membership of the Committee

The committee shall consist of no less than three members of the full Governing Body. These terms of reference shall be reviewed annually by the committee & ratified by the full Governing Body.

Meetings of the Committee

The committee shall meet termly with additional meeting as required.
A quorum of three committee members will apply for all meetings.
Meetings shall be minuted by the clerk of the committee & forwarded to all members & the Headteacher.
A report of all meetings shall be made at the next meeting of the full Governing Body.

Key Tasks – Finance

Planning the Budget

- | | |
|---|----------------|
| 1. Identify priorities with reference to the School Development Plan. | Governing Body |
| 2. Make recommendations & proposals. | Headteacher |
| 3. Draft initial financial plan & submit to Finance Committee. | Headteacher |
| 4. Brief committee on additional mid-year projects. | Headteacher |
| 5. Examine projections of spending. | Committee |
| 6. Examine recommendations & proposals. | Committee |

Approving the Budget

- | | |
|---|----------------|
| 1. Decide annual allocations. | Governing Body |
| 2. Establish process for checking the accuracy of the budget. | Governing Body |

Monitoring the Budget

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| 1. Termly review. | Committee |
| 2. Collate information & present reports to Governing Body & Committee. | Chair of Committee |
| 3. Daily budget management. | Headteacher |

Virement

- | | |
|--|-------------|
| 1. Decide upon major virements for items greater than £3,000 in response to in year budget variations. | Committee |
| 2. Decide upon minor virements for items of £3,000 or less in response to need during course of year. | Headteacher |

Local Payments System

- | | |
|--|-------------|
| 1. Research & negotiate terms of available accounts. | Committee |
| 2. Decide upon a particular account. | Committee |
| 3. Set up & operate account. | Headteacher |
| 4. Designate signatories for cheques. | Headteacher |
| 5. Define limit of amount drawn on LMS single cheque/BACS at £10,000.
Use of fuel card to purchase fuel up to £70
Use of charge card to purchase items from the internet up to £2000 | Committee |
| 6. Planned Commitments - Fixed Term or Period Total Value up to £10,000 | Headteacher |
| 7. Planned Commitments - Fixed Term or Period Total Value above £10,000 (Tender) | Committee |
| 8. Un-planned Commitments but within budget - Fixed Term or Period Total Value up to £3,000 | Headteacher |
| 9. Un-planned Commitments but within budget - Fixed Term or Period Total Value above £3,000 | Committee |

Cheques/BACS up to £10,000 Headteacher plus one staff signatory

Cheques/BACS over £10,000 Headteacher plus Chairperson of Finance committee or FGB Chairperson / Vice Chairperson

Cheques up to £300.00 Petty Cash – Headteacher plus one staff signatory

Cheques/BACS up to £50.00 per academic year for Governor Expenses –Headteacher plus one staff signatory

Reconciliation of Information

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|--|----------------|
| 1. Check elements of budget information received from Local Authority. | Committee |
| 2. Seek clarification & initiate enquiries. | Committee |
| 3. Ensure all school finances are audited. | Governing Body |

Use of & policy on Rollover

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| 1. Monitor & identify areas of overspend/under spend in course of, or at end of, financial year. | Committee |
| 2. Consider implications for budget planning. | Committee |

Income Generation

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|--|----------------|
| 1. Plan & initiate activities. | Governing Body |
| 2. Incorporate projected income & budget planning. | Committee |

Site & Premises

1. Regular monitoring of conditions of site and premises including Health and Safety
2. Receiving equipment, utilities, decoration, repairs and finance reports.
3. To receive reports that are of concern or non-compliance and to initiate remedial actions

To be reviewed Autumn 2017

Robert Le Kyng Primary School

Terms of Reference – Staffing Committee

Introduction

Safeguarding is the term used to denote the duties and responsibilities that schools have to carry out to protect individuals from harm. The DfES (2006) has stated that the objective of safeguarding is to provide a safe environment to learn in and to identify those suffering or likely to suffer significant harm; it is then to take appropriate action to ensure that these children are kept safe both at home and at school. To do this it must include safer recruitment and should include safeguarding policies and an overarching strategic purpose to create and maintain a safe and secure environment.

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to the guidance 'Safeguarding Children and Safer Recruitment in Education DfES 2007'

Child protection and safeguarding is the responsibility of all staff & Governors at Robert Le Kyng.

Therefore, safeguarding is built into all areas of School life, and affects everyone connected to the school. Robert Le Kyng Primary School recognises that safeguarding applies to a wide range of policies and Governance Activity.

Robert Le Kyng Primary School Governing Body recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children, and we will carry out this duty through our effective governance of the school. It is expected that our children will at all times, flourish in a safe and stimulating environment; they should feel safe and secure, and encouraged to relate to trusted adults.

Within the terms of reference of the Standards & Community committee the Governing Body will ensure that all its actions and decision support the Safeguarding of Children, through use of, for example, School Improvement Notes of Visit, to ensure that every child can make the most of the learning opportunities provided at Robert Le Kyng.

Members of Committee

1. The committee shall consist of no less than 3 members of the full governing body.
2. These terms of reference shall be reviewed annually by the committee and ratified by the full Governing Body.

Meetings of the Committee

1. The committee shall meet at least three times a year with additional meetings as required.
2. A quorum of three committee members will apply for all meetings.
3. Meetings shall be minuted by any member of the committee and forwarded to all governors and the Headteacher.
4. A report of all meetings shall be made at the next meeting of the full Governing Body.

Key Tasks

Staffing

Staff Development

- | | |
|---|----------------|
| 1. Recommend strategy for staff development – teaching, on-teaching, full and part time posts in line with school’s long term objectives. | Committee |
| 2. Recommend staffing levels. | Committee |
| 3. Decide staffing levels and number of posts to be filled. Agree School Staffing Structure. | Governing Body |
| 4. Consider further options as opportunities arise for the creation/deletion of posts | Committee |

Recruitment & Appointment

- | | |
|---|-----------------------|
| 1. Strategies for presenting school to all potential members of staff. | Headteacher |
| 2. Drawing up job/person specifications: from Clerk to Governing Body to Deputy Head. | Headteacher |
| 3. Drawing up and placing advertisements: from Clerk to Governing Body to Deputy Head | Headteacher |
| 4. Short listing of candidates: for MDSA’s and Teaching Assistants | Headteacher |
| 5. Interviewing of candidates: for MDSA’s and Teaching Assistants | Headteacher |
| 6. Short listing of candidates: for teaching post | Headteacher/Committee |
| 7. Interviewing of candidates: for teaching posts | Headteacher/Committee |
| 8. Arrange administrative aspects of appointments | Headteacher |
| 9. Arrange confirmation of selection decisions | Headteacher |
| 10. Appointment of Headteacher | Governing Body |

Induction

- | | |
|---|-------------|
| 1. Decide on form of induction programme for new members of staff | Headteacher |
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Performance Management

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|---|----------------------------|
| 1. Monitor & review the Performance Management System. | Committee |
| 2. Carry out Performance Management of the Headteacher. | Selected Committee members |
| 3. Carry out Performance Management of staff. | Headteacher & SMT |

Initial Teacher Training (ITT)

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| 1. Review the arrangements between the school and institutes of Higher Education in the procedures for Initial Teacher Training | Headteacher |
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Liaison & Reporting

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| 1. Provide written/verbal reports to and take instructions from the Governing Body | Chair of Committee |
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Remuneration

- | | |
|--|----------------|
| 1. Recommend a Pay Policy applying to all members of staff involving the criteria to be used and the procedure to be followed. | Committee |
| 2. Agree the above. | Governing Body |
| 3. Annual performance review of Headteacher. | Committee |
| 4. Agree & carry out the annual pay review for the Headteacher. | Committee |
| 5. Confirm changes to remuneration or setting salaries on appointment are reflected in school budget. | Committee |

Staffing Procedures

The Procedures include Appointment, Disciplinary, Capability, Grievance, Probationary, Appeals & Termination of Employment.

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|---|--------------------|
| 1. Recommend LA Staffing Procedures, amend or replace them. (Make these procedures available to all employees.) | Committee |
| 2. Agree the above. | Governing Body |
| 3. Implement Staffing procedures | Committee |
| 4. Arrange setting up of Appeals Panel | Clerk to Governors |
| 5. Review Staffing Policies & Procedures annually & ensure they reflect current legislation. | Committee |

In accordance with the Discipline Procedure the following delegations apply:-

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|--|-------------------------|
| 1. Power to suspend Headteacher. | Chair of Governing Body |
| 2. Power to suspend other members of staff, in consultation with Staffing Committee if time allows | Headteacher |
| 3. Power to lift suspension of a member of staff | Committee |
| 4. Liaise with Headteacher & Child Protection Co-ordinator over Child Protection Issues. | Chair of Governing Body |
| 5. Investigate cases where Headteacher is the subject of a disciplinary investigation, with assistance of representative of the Director of Children's Services. | Chair of Governing Body |

Supply Cover

- | | |
|---|-------------|
| 1. Decide on policy of use of supply cover. | Headteacher |
|---|-------------|

Leave of Absence

1. Implement the procedure in LA Administrative Manual for leave of Absence of members of staff. Headteacher / Committee

Curriculum:

Robert Le Kyng School does not have a specific Curriculum Committee. In 2010/11, it was decided by the Governing Body that this was such an important part of the school Curriculum matters would be dealt with as part of full Governing Body meetings. The responsibilities below are set out as a guide for this matter.

National Curriculum

The following are the responsibility of the Headteacher

1. To advise the Governing Body on curriculum matters and its statutory obligations regarding the National Curriculum
2. To be responsible for the day to day decisions about the management of the curriculum.
3. To lift or change the National Curriculum for an individual pupil.
4. To decide on the level of resources required in each curriculum subject in accordance with the overall structure of the School Improvement Plan.
5. To decide upon reporting strategies that will enable the Governing Body to be sufficiently informed as to fulfil its statutory duty to ensure the National Curriculum in being implemented throughout the School.

The following are the responsibility of the Governing Body

1. To hear appeals against a decision to lift or change the National Curriculum for an individual pupil
2. To hear complaints about the curriculum according to approved procedure.
3. To provide information to the Governing Body about how the curriculum is planned, taught evaluated and resourced through Subject Link Governors, Subject Co-ordinators and the Headteacher.

Religious Education

1. To monitor RE in accordance with agreed syllabus.

Policy Review

1. To review policies as required in accordance with the Policy Procedure.
2. To review the policy and provision for Religious Education and Collective Worship
3. To review the policy and provision for sex education and monitor its provision.

Communication

1. Monitoring effective communication with all stakeholders and wider community.
2. Annually review the prospectus.
3. Fostering and maintaining links with the community

To be reviewed Autumn 2017

Governor Responsibilities as of January 2017

Title	Name	Term of Office	Dates
Chair of Governors	Katie Kerley	1 year	23/1/17 – 23/1/18
Vice Chair of Governors	Carl Tagoe	1 year	11/7/16 – 11/7/17

Committee membership

Resources	Staffing
Philippa Hemmings (Chair till Sept 2017) Sue Smith (Headteacher) Kate Mackinnon Richard Ryan-Youett Carl Tagoe Tanya Stoneham	Katie Kerley (Chair till Sept 2017) Sue Smith (Headteacher) Sarah Leighfield Ann Higgins Roy MacNaughton

School Improvement Plan monitoring

SIP Theme	Leadership & Management	Maths	English	Teaching & Learning	SEN
Lead Teacher	Sue Smith	Ali Bagnall	Michelle Fisher	Kate Mackinnon	Sarah Leighfield Sara Walker-Morecroft
Lead Governors	Carl Tagoe	Philippa Hemmings	Tanya Stoneham	Richard Ryan-Youett	Katie Kerley
	<i>Vacancy</i>	Ann Higgins	<i>Vacancy</i>	Roy MacNaughton	Ann Higgins

Link Governors

Child Protection	Philippa Hemmings, Katie Kerley
Looked After Children (LAC)	Philippa Hemmings
Pupil Disciplinary (Statutory)	Chair to convene as required
Staff Appeals (Statutory) & Disciplinary	Katie Kerley, Carl Tagoe
SEN/Snug	Katie Kerley
Pupil Premium	Richard Ryan-Youett

Headteacher's Performance Management Governors

Ann Higgins
Katie Kerley
Philippa Hemmings

REVIEW OF POLICIES AND OTHER DOCUMENTS THAT GOVERNING BODIES AND PROPRIETORS ARE REQUIRED TO HAVE BY LAW

Policy or Document	Committee to Review
Accessibility	FGB
Admissions	SBC policy
Anti-bullying	FGB
Behaviour Principles – written statement	FGB
Behaviour Policy	FGB
Central Record of recruitment & vetting checks	Child Protection Link Governor
Charging & Remissions	Resources
Collective Worship & Religious Education	FGB
Community Cohesion & promotion of British Values (inc PREVENT)	FGB
Complaints	FGB
Data Protection	FGB
Equality Information and objectives statement	Staffing
Exclusion of Pupils	SBC policy
Freedom of Information	FGB
Governors' Allowances	FGB
Health & Safety	Resources
Instrument of Government	FGB
Minutes of papers considered at meetings of the GB & committees	FGB
Online Information	Deputy Headteacher
Premises Management	Resources
Pupil Premium	FGB
Register of Business Interests of Headteacher and Governors	Clerk to Governors
Register of Pupils	LIVE DOCUMENT
Safeguarding & Promoting the welfare of pupils (Child Protection)	Child Protection Link Governor
Scheme of Delegation	FGB
Schools Financial Value Standard	Resources
Sex Education	FGB
Special Educational Needs	SEN Link Governor
SEND Annual Report	FGB
Staff Appraisal	Staffing
Staff Capability	Staffing
Staff Conduct, Disciplinary and Grievance	Staffing
Supporting pupils with Medical Needs	SEN Link Governor
Teachers' Pay	Staffing
Whistle blowing (Disclosure)	FGB