PERRAN-AR-WORTHAL COMMUNITY PRIMARY SCHOOL

The Full Governing Body
Terms of reference

Membership

Membership is as set out in the Instrument of Governance

Members:

3 parent governors:	Ben Holt Mike McCandless (Vice-Chair) *Vacancy*
1 LA Governor	Valerie Royston (Chair)
2 staff governors	Rachel Heffer (Headteacher) Ben Teasdale
6 co-opted governors	Chris Anderson John Harvey Philippa Laval Chris Lea Philip Madeley Susie Matthews
Associate Members:	Kevin Hewitt
In attendance:	Julie Tayler (Clerk)

Core functions and duties:

The Department for Education identifies three core functions for governing bodies:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding senior executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

In practice, this means that the governing body should:

1. Establish the strategic direction by:
    a. Determining the ethos, values and culture for the school
    b. Agreeing a long term vision for the school and a strategy for achieving that vision
    c. Agreeing the school improvement plan with objectives, priorities and targets
    d. Meeting statutory duties
    e. Establishing policies that ensure compliance and that the school works in line with the agreed ethos and values

2. Ensure accountability by:
    a. Appointing the headteacher and holding them to account for the conduct of the organisation and for the achievement of the organisation's vision
    b. Monitoring the educational performance of the school and progress towards agreed targets
    c. Engaging with stakeholders
    d. Contributing to school self-evaluation
3. Oversee financial performance by:
    a. Setting the budget
    b. Monitoring spending against the budget
    c. Ensuring money is well spent and value for money is obtained
    d. Ensuring risks to the school are managed

The governing body is responsible for the following functions, relating to powers and duties imposed on governing bodies by or under legislation, which may not be delegated:

- To establish and regulate constitutional matters, including governing body procedures, where the governing body has discretion, ie where not set out in law
- To appoint or remove the chair and the vice-chair
- To appoint or remove co-opted governors
- To appoint local authority (LA) governors
- To suspend a governor
- To appoint or remove the clerk to the governing body
- To establish and publish the structure and remit of the governing body and any committees, including their terms of reference, and review annually
- To consider whether or not to exercise delegation of functions to committees, groups and individuals, and review annually
- To receive reports and recommendations from any committee, group or individual to whom a function has been delegated and to consider whether any further action by the governing body is necessary

The governing body is also responsible for the following:

- To set up and publish information on the governing body and any committees, including governor appointment details, terms of office and attendance record
- To set up and publish a register of governor's business and pecuniary interest
- To appoint the chair of any committee (if not delegated to the committee itself)
- To establish and keep under review a governor induction and training programme
- To establish and keep under review arrangements for governors' visits to school
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents

- To establish, and review progress against, the strategic plan, and evaluate governing body performance
- To approve, and review progress against, the school improvement plan
- To approve the first formal budget plan of the financial year

- To appoint selection panels for the headteacher, deputy head and other members of the senior leadership team
- To ratify or reject decisions of the appointed selection panels
- To adopt and keep under review policies and procedures for addressing staff discipline, conduct and grievance

- To review annually staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To receive a report annually or otherwise as required from the headteacher about the staff development plan.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.

- To adopt and keep under review a child protection policy and relevant procedures
- 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 and relevant procedures

- To adopt and keep under review a special educational needs (SEN) policy
- To publish and update at least annually a SEN information report (formerly school SEN offer)

- To ensure that governors individually and collectively are monitoring and evaluating the application of approved policies and procedures.

- To decide whether to convert to academy status; and consider approach and timescale to academy conversion
- To consider forming or joining: an existing multi-academy trust; a group of schools; or a federation
- To publish proposals to change category of school