



Varna Community Primary School

Terms of Reference

Governing Body and Committees

2024/25

These terms of reference approved by the Governing Body
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18 September 2024

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with statutory and Manchester City Council delegation requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher

The Governing Body

The Core Functions of the Governing Body are;

- (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- (b) ensuring that the Headteacher performs his/her responsibilities for the educational performance of the school; and
- (c) ensuring the sound, proper and effective use of the school's financial resources.

In exercising their functions the Governing Body shall;

- (a) act with integrity, objectivity and honesty and in the best interests of the school; and
- (b) be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties

The Governing Body needs to take a strategic role, and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new Governors as vacancies arise and to appoint new Governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the Committees of the Governing Body and their Terms of Reference*
- To appoint the Chair of any Committee or *delegate the appointment to the Committee itself*
- To appoint or remove a Clerk to each Committee*
- To suspend a Governor*
- To decide which functions of the Governing Body will be delegated to Committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To formally approve the first formal budget plan of the financial year
- To formally approve the annual pupil attainment and attendance standards (targets) for each subsequent academic year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*

*these matters cannot be delegated to either a Committee or an individual

Membership – As per the intended Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Quorum:

One half of the number of Governors in post

Finance & Resources Committee

Terms of reference:

Finance

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of both the LA and SFVS, including Risk Management
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other Committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Governing Body on premises-related expenditure, where expenditure exceeds the Committee's delegated authority
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users subject to Governing Body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan

Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish salary policies for all categories of staff and to be responsible for the administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Governing Body, where expenditure exceeds the Committee's delegated authority
- To consider any appeal against a decision on pay grading or pay awards
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher and/or Pay Committee. *(NB: If applicable; see Pay Committee Terms of Reference)*
- In the light of the Headteacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments *(NB: If applicable; see HTPM Committee Terms of Reference)*
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Quorum	3 (with majority non Staff Governors)
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Standards & Curriculum Committee

Terms of reference:

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider and advise the Governing Body on Safeguarding and related matters, including statutory requirements and the School's Safeguarding Policy
- To review and monitor Pupil Progress, and advise the Governing Body
- To consider and advise the Governing Body on issues impacting on the attainment of standards e.g. attendance, staff training etc
- In consultation with the Headteacher, to set the annual pupil attainment and attendance standards (targets) for recommendation to the Governing Body
- To review and monitor the School Improvement Plan, and advise the Governing Body.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for specific areas of provision, eg SEN, Literacy, Numeracy. To receive and review regular reports and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Quorum	3
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Pay Committee

Terms of reference:

- To consider any requests for performance related pay grading or pay awards
- To consider performance related pay increments as recommended by the Headteacher
- To consider the financial implication and where applicable make recommendations to the Resources Committee or the Governing Body (NB: if potential pay award monies have been factored into the approved budget at the start of each financial year, the Pay Committee can directly action the pay awards)
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Disqualification –

The Headteacher and Staff Governors.

Quorum	3
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HT's Performance Management Committee

Terms of reference:

- To arrange to meet with the External Adviser (if applicable) to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser (if applicable), whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Resources Committee or Governing Body in respect of awards for the successful meeting of targets set (NB: if potential awards monies have been factored into the approved budget at the start of each financial year, the HT's Performance Management Committee can directly action the recommendation)

Membership – 2 or 3 Governors

Disqualification –

The Headteacher and Staff Governors

Quorum	2
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