



**Terms of Reference for St Edward's Catholic Primary and Nursery School Governing Board with 2 Committees:**

**A Finance Committee and Ethos Performance Standards Committee**

The Governing Board will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review these Terms of Reference every three years.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board.

These documents were agreed by the Governing Board at their meeting held on:

**Date: 6 October 2020**

**Review Date: October 2024**

## THE GOVERNING BOARD

The Governing Board 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 and agree, monitor and review policies, targets and priorities.

### 1.1 Terms of reference:

- To agree constitutional matters\*, including procedures (Standing Orders) where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Board meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Board\*
- To establish the committees of the Governing Board and their terms of reference\*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To assign governors to the Standards Teaching and Learning, and the Resources committees as appropriate
- To suspend a governor\*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*
- To establish and keep under review arrangements for Governors' visits to school
- 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 Board is necessary\*
- To approve the first formal budget plan of the financial 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
- *Any items which individual governing boards may wish to include*

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

**Membership:** As per the 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 COMMITTEE

### 1.2 Terms of reference:

- To elect a Chair and appoint a Clerk (*if not decided by the governing Board*)
- To monitor progress against the priorities of the School Plan particularly those related to finance & premises targets
- To undertake monitoring visits to the school
- To make regular reports to the Strategic Leadership Group and the governing Board
- To meet at least 3 times each year in terms 1, 3 and 5.
- To plan and present the budget plan to the Governing Board for approval, in line with the School Improvement Plan which outlines both expenditure and income.
- To support and challenge the School Leadership Team ensuring that spending decisions contribute effectively on pupil progress, attainment and outcomes.
- To monitor and review income and expenditure against budgeted plans and report termly to the FGB, drawing attention to significant variances or anomalies. To advise, inform and make recommendations to the Governing Board for any in-year changes to the spending plans.
- To consider the 3 E's (economy, efficiency and effectiveness) and the principles of Best Value together with the financial implications of a proposal when making recommendations to the Governing Board.
- To review and analyse the school's financial efficiency (using the DfE Benchmarking resources) in comparison with other similar schools.
- To ensure that the financial implications of staffing decisions are explicitly identified, understood, budgeted for and reviewed by the Governing Board. For example, considering options for staffing structure including the appointment of new staff, grading and pay increments to existing staff. (*Pay policy and its implementation may be overseen either by the Finance Committee or a Pay Committee*).
- With reference to the school's Finance Policy and delegated responsibilities, to be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations. This includes placing and opening of tenders and obtaining quotes in accordance with quotation and tendering limits.
- To establish and review a scheme of financial delegation and other financial control procedures and monitoring their implementation.

- To ensure that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are used effectively and that the impact of this funding is measured and reported.
- To ensure that clear processes and procedures are in place for the performance management of all staff and for rewarding consistently good performance.
- To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. To ensure the school complies with instructions from the LA Finance and Audit Team.
- To hold the Head teacher to account for the effective implementation of all policies and procedures linked to school finances.
- To approve virements between budget heads in excess of any delegation granted to the Head Teacher under the Governors' Scheme of Financial Delegation.
- To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
- To ensure that the SFVS assessment form is completed and submitted to the LA Audit Section by 31 March each year.
- To determine with the *Premises Committee (if established)* the arrangements and the scale of charges for the letting of school premises and other remissions

### **Minutes**

Formal minutes must be kept of each committee meeting and these minutes should be reported to and shared with the Governing Board with recommendations for action or decision where required.

### **Functions Delegated to the Head teacher**

As per the Governing Board's Scheme of Financial Delegation.

### 1.3 ETHOS, PERFORMANCE STANDARDS COMMITTEE

#### 1.4 Terms of reference:

- To elect a chair and appoint a clerk (*if not decided by the governing Board*)
- To undertake monitoring visits to the school
- To make regular reports to the Strategic Leadership Group and the governing Board
- Meet at least 3 times each year in terms 1, 3 and 5
- On behalf of the Governing Board to hold the school leadership to account for pupils' attainment and progress.
- To develop an overview of the quality of teaching and learning across *all key stages / the key stage* and of how this relates to performance management of school staff.
- Where there is funding specifically targeted at particular pupil groups the committee will monitor the priorities and impact of spend on the outcomes for those pupils e.g. Pupil Premium, SEND.
- Closing the Gap: To monitor, review and evaluate the impact of actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (e.g. SEND, gender, free school meals, EAL, LAC).
- To consider data (e.g. ASP, Fischer Family Trust, the school's own internal tracking data) relating to the achievement, progress and attainment of pupils at the end of each key stage together with evidence from pupil tracking for all intervening years.
- Pupil Voice: To review, plan and coordinate strategies to collect and consider pupil view / voice.
- Wellbeing: To monitor and hold school leaders to account for the effectiveness with which they promote pupils' wellbeing.
- Attendance: To consider strategies for improving attendance, particularly of identified groups and to hold school leaders to account for improvement.
- To determine the best way to spend other specific funds *e.g. year 7 literacy and numeracy catch-up premium and primary schools sports fund* and to review its impact.
- To develop and review policies delegated to the Performance and Standards Committee by the FGB and in accordance with its delegated powers ensure that these policies are up to date, compliant and are implemented effectively.

#### **How will this be achieved?**

Through a range of monitoring activities\* which may include:

- ✓ Evaluation and analysis of ASP and other school performance data
- ✓ Co-ordinated classroom visits, learning walks and book trawls
- ✓ Meetings with stakeholders including children and staff members
- ✓ Taking into account information from professionals internal and external to the school.

\*Although monitoring is a key role of the Performance & Standards Committee this does not exclude any other member of the Governing Board from helping to carry out these monitoring activities. It is important for every member of the Governing Board to get to know their school.

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