



# Governing Body Terms of Reference

**At St. Mary's School we aim to:**

- Create a caring Christian community in which everyone is valued and able to learn and grow together;
- Inspire all our children to develop enquiring minds and a lifelong love of learning;
- Release potential through a broad and creative curriculum;
- Sustain an environment in which independence, respect and resilience will flourish;
- Nurture strong relationships between home, school, church and the wider community;
- Empower the children to become responsible local, national and global citizens.

**"Be the best I can in the love of Christ"**

## Instrument of Government

1. The name of the school is **ST MARY'S CHURCH OF ENGLAND  
PRIMARY SCHOOL, HORSHAM**
  
9. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.  
  
The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers all its pupils.
10. This instrument of government comes into effect on 1<sup>st</sup> April 2015.
11. This instrument was made by order of West Sussex Local Education Authority on 16<sup>th</sup> March 2015.



Diane Henshaw  
Principal Solicitor, West Sussex County Council

### **Summary of Role of the Governing Body:**

The functions of the Governing Body include the following core functions:

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- C. Overseeing the financial performance of the school and making sure its money is well spent.

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, except where confidentiality issues prevent this, be prepared to explain their decisions and actions to interested parties.

The Governing Body should act as a critical friend to the school. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

The Governing Body should maintain and develop the Christian ethos of the school and the highest quality of education for its pupils.

It is essential that governing bodies recruit and develop governors with the skills to deliver their core functions effectively. However, it is equally important to emphasise that the skills required are those to oversee the success of the school, not to do the school's job for it.

Ofsted has published the criteria that inspectors will use to judge the effectiveness of a school's governance. These criteria are consistent with the core functions of all governing bodies set out above.

For further information refer to:

Governance Handbook

<https://www.gov.uk> Search 'Governance Handbook' for the current year.

School Inspection Handbook

<https://www.gov.uk> Search 'School Inspection Handbook' and use the most current version.

## **Membership and structure:**

Governors are appointed in accordance with the Constitution set out in the Instrument of Government, with a maximum of 14 members.

The Full Governing Body (FGB) meets at least four times per year. The first meeting at the beginning of the academic year is to elect the Chair and Vice-Chair, review the Instrument of Government, review and agree membership of the Sub-Committees, and to agree the Terms of Reference. Other meetings are held regularly throughout the year.

Terms of Reference for the Full Governing Body are reviewed by the FGB regularly, they outline the role and function of the FGB and include a list of the functions that CANNOT be delegated to a sub-committee and must be dealt with by the FGB.

## **Role of the Chair**

The key roles of the chair are outlined below:

1. Leading effective governance: giving the Governing Body a clear lead and direction, ensuring that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the school and in driving school improvement.
2. Building the team: attracting governors with the necessary skills and ensuring that tasks are delegated across the Governing Body so that all members contribute, and feel that their individual skills, knowledge and experience are well used and that the overall workload is shared. At St Mary's we have a Link Governor who carries out a skills audit and monitors the distribution of skills across the Governing Body, and identifies training needs.
3. Relationship with the Head Teacher: being a critical friend by offering support, challenge and encouragement, holding the Head Teacher to account and ensuring the Head Teacher's performance management is rigorous and robust; a good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.
4. Improving the school: ensuring school improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement priorities.
5. Leading the business: ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that governing body business is conducted efficiently and effectively.

## **Clerk**

The role of the Clerk to the Governing Body is as follows:

1. To work effectively with the Chair, Head Teacher and members to support the Governing Body.

2. To advise the Governing Body on constitutional and procedural matters, duties and powers.
3. To prepare and circulate agendas and other relevant papers for meetings of the Governing Body. To convene the meetings, attend the meetings and ensure minutes are taken. To ensure a copy of the minutes along with any relevant documents is placed in the school office.
4. To keep a record of governors' attendance at meetings.
5. To maintain a register / database of members and liaise with the Governing Body, PCC, Diocese and LA regarding any changes.
6. To work with the Link Governor in the induction of new governors.
7. To give and receive notices in accordance with relevant regulations.
8. To ensure that declarations of interest is on the agenda of all meetings and that Governors complete an annual declaration of interest form.
9. To perform such other tasks as are determined on the Clerk's job description.

### **Sub-Committees**

There are many tasks that need undertaking and to operate efficiently we have established committees to whom some of our responsibilities are delegated. We currently operate the following sub-committees:

- Quality & Standards
- Premises & Finance
- Staffing
- Admissions

These committees meet up independently of the Full Governing Body. The members of each Committee are elected at the first Full Governing Body meeting in September. A vital part of this delegation by the FGB is to strictly define what a committee should and shouldn't be doing. Each Committee will have their own Terms of Reference; each committee will review these annually to ensure that they are accomplishing what they were intended to do. They will be approved by the FGB.

Each Committee usually meets once a term or more frequently if required, at a mutually agreed time at school.

Associate members can be invited to join a committee where particular expertise is required, but the number of associate members must not exceed the number of governors. Associate members should be ratified at the next Full Governing Body meeting. They may be excluded from a meeting where business concerns an individual pupil or member of staff.

### **Panels**

As well as the four sub-committees there are several panels that the governing body

is required to have. These panels are not often required to meet but when they are, each governor will be notified promptly and a suitable date and time will be arranged.

The Panels include:

- Head Teacher's Performance Management
- Pay
- Pay Appeals
- Complaints
- Pupil Discipline / Exclusion
- Staff Dismissal
- Staff Dismissal Appeal

At St Mary's, governors are assigned to the Head Teacher's Performance Management Panel at the first meeting in the year in September. Otherwise governors volunteer to be on these panels as and when a panel is required to convene, depending on availability. Each panel will consist of 3 governors, except HT performance management which will consist of 2 or 3 governors. Staff governors are not allowed to serve on these panels due to the nature of the discussions.

### **Specific responsibilities**

At St Mary's the following responsibilities are overseen by individual governors:

SEND and Pupil Premium Champion  
Safeguarding  
RE and Christian Distinctiveness  
Link (overseeing skills and training)  
Health and Safety  
PE and Sports

### **Liability**

Maintained school governing bodies are corporate bodies that are legally responsible for the conduct of the school. Because of this, individual governors are generally protected from personal liability because of the Governing Body's decisions and actions. Provided they act honestly, reasonably and in good faith, any liability will fall on the Governing Body even if it exceeds its powers, rather than on individual members.

### **Meetings**

#### **Code of conduct**

Governors will be required to agree to the code of conduct as recommended by the NGA.

#### **Attendance and Quorum**

Attendance at all the meetings is expected, and in the event of non-attendance it is necessary to send apologies prior to the meeting to the Chair or the Clerk.

It is important that each meeting is quorate in order for it to be effective. For FGB and subcommittee meetings a quorum is 50% of the membership, or a minimum of 3 members where membership of a committee is less than 6. If a meeting is not quorate the meeting will be unable to convene.

Non-attendance over a 6 month period may result in governors disqualifying themselves from continuing as a governor.

### **Chair and Vice-Chair**

The Chair of the FGB or sub-committee will lead the meeting and keep order. The Vice-Chair will lead the meeting should the Chair be unavailable.

Before the first FGB meeting of the new school academic year the clerk will invite nominations for both the Chair and Vice-Chair positions and give a deadline date of when nominations should be received. Governors can nominate themselves or another governor for the position, which is held for one school year. At the first meeting in September an election takes place. At the meeting the governors who have been nominated may be asked to leave the room and the rest of the governors present will vote. If there is only one nominee then voting will be by a show of hands, but if there is more than one nomination then a secret ballot will be conducted by the Clerk.

Committee Chairs are decided by the members of each committee at the first meeting of that committee. This is less formal and is normally done by a show of hands.

### **Confidentiality**

During meetings subjects may be discussed that are confidential and should not be discussed or disclosed to anyone else outside of the meeting. Documents considered to be confidential will be noted as such and must not be disclosed to anyone outside of the Governing Body. Confidential items will be left off the main documented minutes but instead minuted separately; these minutes should not be disclosed to anybody outside of the Governing Body. In particular governors should be careful when any reference to individuals arise, especially when dealing with staff and personnel issues.

Members of staff or those with a personal interest in a particular agenda item must disclose their interest to the Chair and will be asked to leave the meeting while the discussion takes place. It will be noted in the minutes that people have been asked to leave, and when they return.

### **Approval and Voting**

At meetings items may need to be formally approved or ratified by the FGB. The Chair will ask the governors if the item is agreed. Should a circumstance arise where not all governors are in agreement then a vote will occur, normally this is just a show of hands, however a secret ballot could be held if governors desired. If you feel that for any reason you are unable to vote then you are able to abstain from voting. The Chair has the casting vote in the event of a tie. The voting mechanism of the Governing Body is vital; it is done in this way specifically to present the outside world with a collective view.

Within the meeting minutes, a vote is not disclosed by how individual governors voted but rather by a count of for and against. It is also noted should any governor abstain from voting.

Associate members are allowed to vote on committees to which they are affiliated but cannot vote at full Governing Body meetings.

## **Agenda**

At least 7 days before the meeting all committee members will receive, via the clerk, several documents:

- The agenda (with the date, time and location of the meeting) – showing a list of the items scheduled to be discussed;
- Previous minutes with an Action List;
- Additional supporting material relevant to the agenda.

Documents will be sent electronically but hard copies can be requested from the school office.

If a committee member wishes to add an item to the agenda they will need to contact either the Chair or the Clerk – please allow a minimum of 2 weeks prior to the meeting. Alternatively each meeting will discuss items for the next agenda; this gives members an opportunity to raise any items they wish to be discussed in the future. It is not good practice for items to be added to the agenda once issued since it is important to allow for supporting papers to be issued whilst giving governors enough preparation time, however, if necessary, due to time constraints, items may be added as AOB but should be raised with the Chair at the beginning of the meeting if not before.

## **Minutes**

At all FGB and sub-committee meetings the Clerk will be in attendance to take minutes. If the Clerk is unable to attend a meeting they will organise for a member of the committee to take the minutes. The minutes will be typed up and once agreed by the Chair will then be distributed in draft form to all governors via email. Any confidential matters discussed will be typed up and issued separately to the main minutes.

**Confidential minutes must not be disclosed to anybody outside of the governing body.**

The minutes will also contain an action list highlighting any actions that governors were required to carry out; this list forms the basis of the Matters Arising agenda item.

At the next meeting the previous minutes will then be reviewed and agreed pending any amendments highlighted by the governors. The Chair will then be required to sign the minutes to verify that they have been agreed.

Minutes will be kept in the school office for seven years, and copies distributed to the LA and Diocese.

## **Register of Pecuniary Interest / Declaration of Interest**

Once appointed, and at the beginning of each academic year, it will be necessary for all governors to sign the Register of Pecuniary Interest. It is important to declare any monetary, financial or commercial interests, conflicts or potential conflicts of interest as soon as possible. This is to safeguard not only individuals but all the Governing Body to ensure that no serving governor is contributing to discussions or votes in which they have an undisclosed business or personal interest that they could benefit from.

Declaration of Interest is an agenda item for all FGB and committee meetings; this gives each governor an opportunity to declare any interest they may have concerning any item on any agenda. This will be confirmed and recorded in the minutes of each

meeting.

### **Financial Regulations**

It is important to remember that governors are responsible for ensuring that the financial regulations are adhered to, as there are certain regulations and procedures, including the Budget, which needs to be approved by the governors annually. Relevant documents can be located within the main office at the school and are available to view anytime.

The School Financial Value Standard (SFVS) is a document which is designed to ensure the proper administration of the financial affairs of Local Authorities; that proper professional practices are adhered to; to set key strategic controls necessary to secure sound financial management; that financial information is available to enable accurate and timely monitoring and reporting of comparisons of national and local financial performance indicators and also to promote sound financial practices in relation to the performance and development of members of staff.

The FGB as a whole is responsible for agreeing the school Budget for each financial year which runs April-March. The Premises & Finance Committee will discuss the budget first in detail and once they have agreed it, it will be presented to the FGB for ratification.

### **Disclosure and Barring Service (DBS)**

As part of the induction process Governors are required to undergo a DBS check.

Governing bodies are able to suspend a governor for acting in a way that is contrary to the ethos of the school. This would include undermining fundamental British values or acting with extremist intent.

## **TERM OF REFERENCE: FULL GOVERNING BODY (FGB)**

### **Quorum**

A quorum will be 50% of the total number of members of the governing body, excluding governor vacancies. If a governor leaves during the meeting and it loses its quorum the meeting must be adjourned.

Any 3 members of the Governing Body may ask for an extra meeting to be held.

Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.

### **Rationale**

- To receive reports and recommendations from sub-committees where full discussion of issues will take place.
- To make decisions and ratify recommendations.
- To receive the Head Teacher's written report on a termly basis.
- To review correspondence.
- To provide an overview of the work of the school and its sub-committees.
- To make decisions on those matters which cannot be delegated and are reserved for the Full Governing Body.

### **Matters reserved for the Full Governing Body:**

1. To determine the strategic direction of the school.
2. To monitor and evaluate the performance of the school by receiving reports from the Head Teacher.
3. To agree constitutional matters, including procedures where the Governing Body has discretion.
4. To consider whether or not to exercise delegation of functions to individuals or committees; to establish the sub-committees and their terms of reference.
5. To receive reports and ratify recommendations from committees or from individual governors. To consider whether any further action is required.
6. To consider business provided by the LA.
7. To investigate financial irregularities (if head suspected).
8. To agree selection panel for Head Teacher and Deputy Head appointments.
9. To suspend or end suspension of Head Teacher.
10. To draw up the Instrument of Government and any amendments thereafter.

11. To appoint or remove the Chair and Vice Chair.
12. To appoint or dismiss the Clerk.
13. To hold at least 4 Governing Body meetings a year.
14. To set up a register of governor's business interests.
15. To recruit and appoint new governors where appropriate
16. To suspend a governor
17. To approve the first formal Budget Plan of the financial year. To manage the school Budget & consider proposed revisions to the Budget.
18. Decide whether to delegate power to spend the delegated Budget to the head teacher and if so establish financial limits of delegated authority.
19. To ensure a policy review cycle is in place. To delegate individual policy reviews to appropriate sub-committees.
20. To discuss and determine the Admission Arrangements recommended by the Admissions Committee. (Annually in February).
21. To discuss and agree draft Admission Arrangements where an alteration is proposed, or within a 7 year period, and to consult with the Diocese, followed by public consultation. To discuss and determine (approve) the final version of the Admission Arrangements before publication.
22. To discuss and agree the Schools Admissions Appeals Timetable before publication (Annually in February).

## **TERM OF REFERENCE: ADMISSIONS**

**Members:** The Head Teacher and at least 2 governors

**Quorum:** 3 full governors

**Matters delegated to the Admissions sub-committee:**

### **Admission Arrangements:**

1. Review the school's Admission Arrangements annually, and in accordance with legislation as set out in the Admissions Code, and make any recommendations for change to the Full Governing Body.
2. When changes to the Admissions Arrangements are approved by the FGB, ensure the consultation process is carried out in accordance with current statutory guidance from the DFE contained in the Schools Admissions Code. Consultation must take place with the Diocese prior to public consultation.
3. Ensure the Admission Arrangements are determined annually by the FGB whether or not changes have been made. (Before the end of February)
4. Ensure the Admission Arrangements are published on the School's website and sent to the Diocese and LA. (Annually before the statutory deadline in March)

### **Admissions:**

The Governing Body is the Admissions Authority for the school, and as such is responsible for making all decisions regarding admissions. The Oversubscription Criteria set out in the Admission Arrangements must be applied when considering all applications. Applications for admission to the school are processed by the Local Authority (Co-ordinated Admissions Scheme).

1. Determine whether any child should be admitted to the school up to the Published Admissions Number (PAN). This cannot be delegated to an individual, except for in-year admissions – see below.
2. Normal admissions round: Rank the list of applications supplied through the LA by applying the Oversubscription Criteria set out in the school's Admissions Arrangements. Advise the LA of the ranked list by the indicated date each year.
3. In-year applications: Regularly up-date the waiting list for all year groups, ranking them in accordance with the Oversubscription Criteria. Where space permits and there is only one application on the waiting list the Head Teacher can offer the place without reference to the Admissions Committee.

### **Appeals:**

Parents have the right to appeal against the Governors' decision to refuse a place at the school. Appeals are submitted to the LA and subsequent hearings with an Independent Appeal Panel are organised in conjunction with the school.

1. Set a timetable for organising and hearing appeals in accordance with the Schools Admission Appeals Code.
2. Ensure the Appeals Timetable is published on the School website by 28 February each year.
3. Organise appeal hearings in conjunction with the LA, including an Appeal Panel which is independent and does not include governors from the school.
4. One governor to attend appeal hearings with the Head Teacher to represent the school in making the case for refusing an application for admission.

**Meetings timetable:**

**Autumn term:**

October: Review Admission Arrangements

**Spring term:**

February: Publish Admission Arrangements; Publish Appeals timetable

February / March: Rank list of applications

Other meetings as required.

## **TERM OF REFERENCE: STAFFING**

**Members:** The Head Teacher and at least 2 governors.

It is not appropriate for any governor employed in the school, apart from the Head Teacher, to be a member of the Staffing Committee.

**Quorum:** 3 full governors

### **Matters delegated to the Staffing sub-committee:**

The Staffing Committee operates within the context of The School Staffing (England) Regulations 2009

### **Staffing:**

1. Agree arrangements for all staff appointments, except for the appointment of the Head Teacher and Deputy Head Teacher which is the responsibility of the FGB.
2. Agree the appropriate level of delegation to the Head Teacher. Where necessary the Committee Chair will nominate a governor to engage with the recruitment process.
3. Ensure at least one Committee member has undertaken the Safer Recruitment training.
4. Ensure all procedures relating to the recruitment, selection and appointment of staff comply with the law and take account of equal opportunities.
5. Ensure there are proper policies and procedures in place for dealing with staff discipline, grievance, capability, training (CPD) redundancy, pay and staff absence, including sickness. Where LA model policies and procedures are not adopted, carry out consultation with staff and unions.
6. Review the staffing structure annually or as required, taking into account the needs of the School Improvement Plan.
7. Monitor the use of the school's In-service Training budget for staff training and review its effectiveness.
8. Agree advisory rights to the LA in relation to the appointment and dismissal of staff as appropriate.

### **Pay and Performance Review:**

The Staffing Committee constitutes the Pay Panel. Any governor employed in the school is not entitled to be a member of the Pay Panel. The Head Teacher will attend the Pay Panel in an advisory capacity only.

1. Monitor the implementation of St. Mary's Teacher Appraisal and Capability Policy.

2. Meet the aims of the whole School Pay Policy and apply its criteria.
3. Ensure all staff receive their full contractual and statutory entitlements.
4. Review the whole school Pay Policy annually, taking account of national and local developments.
5. Consider recommendations from the Head Teacher about what awards should be given on the basis of policy and budget.
6. Ensure that awards are made fairly, taking full account of equal opportunities.
7. Review, when requested, the School Group Size and Individual School Range and record in writing the reasons.
8. Inform the Full Governing Body what discretionary pay awards have been agreed at the first FGB meeting of the year in September.
9. Ensure that the review of the Leadership Group salaries including the Head Teacher is informed by the outcomes of their performance review and that the outcome of the review is made known to the persons concerned.
10. Receive the recommendations of the Head Teacher in relation to teachers on the upper pay spine and take appropriate action in line with the agreed criteria.
11. Ensure that all members of the teaching staff receive annual statements of salary.

### **Head Teacher's Performance Review:**

The Staffing Committee constitutes the Head Teacher's Performance Review Panel. Any governor employed in the school is not entitled to be a member of this panel.

1. Ensure that at least 2 committee members have undertaken the HT Performance Review training.
2. Appoint an appropriate, independent External Advisor to assist in the review process.
3. Arrange a meeting during the Autumn term with the Head Teacher, one or two governors, and External Advisor to review performance during the previous year in relation to:
  - The objectives set previously;
  - And overall management of the school using the National Standards for Head Teachers as a guidance document.
4. During this meeting, agree with the Head Teacher new performance objectives for the forthcoming year, and the success criteria by which these will be reviewed. All objectives must be clear, concise, measurable and challenging, and will cover Leadership and Management, and Pupil Progress.

5. Hold two interim reviews with the Head Teacher to monitor performance against the agreed objectives.
6. Make recommendations to the Full Governing Body in respect of any award of performance points leading to a review of the salary.

### **Meetings timetable**

#### **Standing Items**

Policy review  
Headteacher's report (verbal)

#### **Autumn term**

September: Review Terms of Reference; agree HTPM panel.  
November: Head Teacher's Performance Management Review (date determined by the availability of the LA representative).

#### **Spring term**

February / March: Review staffing structure  
February: Head Teacher's Performance interim review

#### **Summer term**

May: Review staffing structure  
May / June: Head Teacher's Performance interim review  
June / July: Annual staff performance reviews completed.  
July: Discuss annual staff performance reviews, and approve pay grade increases.

Other meetings as required.

## **TERM OF REFERENCE: PREMISES & FINANCE**

**Members:** Appointments to the Premises and Finance Committee shall be made by the FGB

**Quorum:** 50% of the P&F Committee membership, or a minimum of 3 members where membership is less than 6.

### **Matters delegated to the Premises & Finance sub-committee:**

The Premises and Finance Committee is a subcommittee of the FGB with delegated responsibility and accountability for financial and premises matters.

### **Finance:**

1. Oversee the preparation of the annual budget plan and ensure it links to the School Improvement Plan priorities agreed by the Governing Body;
2. Approve the final budget on behalf of the Full Governing Body ensuring that the key features / issues are communicated to the Full Governing Body (FGB). All members of the FGB are invited to attend the meeting that approves the budget so that they are aware of any issues.
3. Ensure the LA is notified of the approved budget by the agreed deadline;
4. Agree the level of delegation to the Head Teacher for the day-to-day financial management of the school;
5. Monitor income and expenditure of all public funds made available to the school (i.e. school budget share, LCVAP, DFCG) and ensure corrective action is taken where necessary;
6. Ensure key financial decisions are properly recorded;
7. Authorise signatories for the school bank accounts;
8. Approve the Friends of St Marys School (charity) Trustee's Report and Accounts and ensure they are subject to appropriate independent examination;
9. Review bids for LCVAP funding to ensure that we maximise the external funding available and that the funding is allocated to the most appropriate areas;
10. Ensure the completion of the annual Schools Financial Value Standard return and approve it, based on a detailed report;
11. Maintain awareness of how voluntary fund-raising proceeds (e.g. HSA) are spent;
12. Ensure that the Best Value Statement is reviewed and authorised annually in the Autumn Term;

13. Ensure that the Scheme of Delegation is reviewed and authorised annually in the Autumn Term;
14. Ensure that the Statement of Internal Control is reviewed and authorised annually in the Autumn Term.
15. Review a three year forecast financial plan, and financial benchmarking information on an annual basis;
16. Review the results of LA audits of school accounts and ensure recommendations arising are properly implemented;
17. Establish procedures for governors to claim expenses;
18. Ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection;
19. Determine a policy and scale of charges for the letting of premises outside school hours. Monitor and review the implementation of that policy. Ensure all statutory requirements for letting premises are satisfied;
20. Approve any other financial policies as necessary.

**Premises:**

1. Oversee the preparation (by County) and implementation of a premises development plan which details the annual programme of repairs, maintenance and improvements in liaison with the LA and, where relevant, the Diocesan Board;
2. Report on the financial implications and monitor the implementation of the plan;
3. Agree the level of delegation to the Head Teacher for the day-to-day responsibility for the premises;
4. Agree major capital works and improvements ensuring consultation with the Diocese;
5. Approve self-help procedures for mechanical, electrical, new build and improvement works (if there is any doubt, refer to School's Building Surveyor);
6. Ensure that whenever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials and other dangerous substances in the area of work;
7. In accordance with Special Educational and Disability Act 2001 ensure the preparation, regular review (at least annually) and revision, where necessary, of a written Accessibility Plan to:

- increase the extent to which disabled pupils can participate in the curriculum,
  - improve the physical environment of the school to increase participation of disabled pupils,
  - improve the delivery of information;
8. Receive reports on the necessary risk assessments for health and safety, security and fire by ensuring they comply with LA procedures and health and safety regulations;
  9. Monitor the use of outside environment and its impact on teaching and learning;
  10. Agree the level of maintenance service the school is able to purchase from service providers;
  11. Oversee the letting of contracts for maintenance and improvement works in accordance with the LA's Standing Orders, within agreed budgetary limits;
  12. Receive reports on the monitoring of gas, water, electricity services;
  13. Ensure adequate premises Insurance.

### **Meetings timetable**

#### **Standing items**

#### **Autumn term**

October:

#### **Spring term**

February:

#### **Summer term**

## **TERM OF REFERENCE: QUALITY AND STANDARDS**

### **Members**

The headteacher and a maximum of 8 governors

### **Quorum:**

50% of the membership of the committee

### **Role and Responsibilities**

#### **School information**

1. Establish school session times, i.e. the start and finish of morning and afternoon sessions;
2. State information about the school by editing and publishing the School Prospectus in consultation with the Head Teacher and ensure the School Website is compliant with legal requirements;

#### **Curriculum**

1. Ensure that the school curriculum is broad and balanced and relevant to the needs of all children;
2. Ensure that the National Curriculum and Religious Education are delivered in accordance with the legal framework;
3. Monitor and review all curriculum related policies in line with an agreed policy review timetable;

#### **Pupil Progress**

1. Monitor, keep under review and report on student progress and achievement, particularly in relation to agreed pupil performance targets;
2. Ensure appropriate arrangements are made for pupils with special educational needs;
3. Monitor and review the provision for gifted and talented pupils;
4. Ensure that statutory and non-statutory targets for pupil performance are agreed, reported to the LA and published as directed by the LA;
5. Receive an analysis of pupil performance data in order to consider the school's performance in relation to all schools and similar schools nationally and within West Sussex;
6. Monitor the school's performance and the performance of vulnerable groups and agree strategies for raising standards;

#### **School Development Planning**

1. Contribute as appropriate to the School Improvement Plan process;
2. Monitor and review the progress of school improvement plans;

#### **Parents**

1. Ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements;

2. Ensure School INSET Days are linked to the school improvement plan priorities;
3. Maintain good liaison with parents by:
4. maintaining an active liaison with the Home School Association;
5. seeking the view of parents about the school; presenting these views to the Governing Body for comment and action and reporting back to parents;
6. keeping under review the Home School Agreement and monitoring its effectiveness;
7. monitoring the effectiveness of the school's Complaints Policy and procedures;
8. ensure school's performance information is presented to parents;

## **Secondary Schools**

Overseeing the effectiveness of communication with local Secondary Schools and the West Horsham Network;

## **Inspection**

Prepare, in partnership with the Head Teacher and Leadership Team, for an OFSTED or SIAMS Inspection, contribute to and approve post-inspection Action Plans.

## **Meetings Timetable**

### **Standing Items**

Headteachers report (verbal)  
SEND report  
Policy review  
SDP updates

### **Autumn**

Review Terms of Reference  
Allocate governor curriculum responsibilities  
Plan timetable for SDP reviews  
Data review  
Progress data update  
Governor Improvement Plan  
Discuss parent feedback

### **Spring**

Governor monitoring reports  
Transition to secondary schools  
Travel Plan  
Progress data update

### **Summer**

Governor monitoring reports  
Discuss parent feedback  
SEF review  
Progress data update

