

The Vyne Community School Full Governing Body Terms of Reference

1. Introduction

The Governing Body has a strategic role, challenges, and supports the school, is accountable for its decisions. It should set aims and objectives and agree, monitor, and review policies, targets and priorities.

2. Role of the Full Governing Body

The role of the governing body includes a strong focus on the following three core strategic functions — (Maintained School Governance Guide – March 2024)

- I. Ensuring clarity of vision, ethos and strategic direction
- II. Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- III. Overseeing the financial performance of the organisation and making sure its money is well spent.

3. Terms of Reference for the FGB

The following these matters cannot be delegated to either a committee or an individual.

1. To agree constitutional matters, including procedures where the Governing Body has discretion
2. To decide which functions of the Governing Body will be delegated to committees, groups and individuals, and review these annually
3. To seek to fill vacancies as they arise and to appoint new governors where it is possible for the governing body to do this, e.g. Co-opted governors
4. To hold at six Governing Body meetings a year

5. To appoint or remove the Chair and Vice Chair
6. To appoint or remove a Clerk to the Governing Body
7. To establish the committees of the Governing Body plus their Terms of Reference and membership
8. To ensure that at least three Governors are appointed and trained to complete the Head Teacher's Performance Management
9. To appoint or remove a Clerk to each committee
10. To suspend or remove a governor
11. 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

Additional matters dealt with by the Full Governing Body;

1. To ensure every Governor attends Induction training within six months of appointment, plus additional development courses during each academic year.
2. To keep school policies and practice under review and to make revisions where appropriate - To approve policies not delegated to a committee or the headteacher.
3. To take overall responsibility for the School Improvement Plan
4. To take overall responsibility for the SEF (Self Evaluation Form)
5. To take overall responsibility for the Governors Development Plan.
6. To monitor the School Risk Assessment.
7. To ensure that the school has effective safeguarding policies and procedures, meeting statutory guidance published in 'Keeping Children Safe in Education'.
8. To decide on how the school's delegated budget should be spent, in accordance with the SIP and the statutory curriculum requirements laid down by government.
9. To agree delegated spend and expenditure thresholds annually, as set out in the ToR for the F&R committee.
10. To set financial priorities through the School Development Plan (SDP), the annual budget and the Three-Year Financial Plan
11. To approve the first formal budget plan of the financial year and the revised budget by 30 November each year.
12. To approve the annual SFVS Documentation for submission to the LA.
13. To evaluate the effectiveness of spending decisions.
14. To determine the staff complement and a pay policy for the school (in accordance with School Teachers' Pay and Conditions).

15. To establish and maintain a register of relevant business interests of governors and ensure that this is maintained and visible on the school's website in line with statutory requirements.
16. To decide, after careful consideration, whether or not to ensure risks not covered by the LA.
17. To be alert to the potential for error, fraud or misappropriation of funds and immediately follow the school's agreed Whistle Blowing Policy where any concerns or uncertainty arises.
18. To ensure that statutory information, as set down by regulations effective from 1 September 2012, is published on the school website and updated when changes occur.
19. To review and approve the Governors Code of Conduct and Governors Allowances policy.