



# **St Michael's CE (Controlled) Junior School**

*Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.*

## **FULL GOVERNING BOARD TERMS OF REFERENCE**

### **Overview**

The Governing body will act as a corporate board.

In exercising their functions, the governing board will adopt the following principles:

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

The governing board will promote the ethos of the school in accordance with the school's vision and values.

### **Membership**

Membership is as stated in the instrument of Governance, members being elected or appointed to vacancies as appropriate.

### **Quorum**

A quorum of at least one half of the stated membership (excluding any vacancies); one of whom must be the headteacher or his/her representative and one of whom must be the Chair or Vice chair of Governors.

### **Meetings**

Meetings must be held at least once each term. Virtual meetings using the appropriate software applications can be held if the Governing Board approves.

### **Election of Chair and Vice Chair**

The Chair and Vice Chair shall be elected by and from the members of the Full Governing Board at the first meeting of the academic year, and/or if a vacancy arises.

### **Reporting**

The agenda and draft minutes of all meetings must be circulated to all members within fourteen days of the meeting. Once approved, minutes must be made available on request. The agenda and any associated documents will be circulated to all members at least seven days before the date of the meeting

### **Responsibilities**

#### **General**

- 1) The governing board shall exercise their functions with a view to fulfilling strategic role in the running of the school.
- 2) The governing board shall establish a strategic framework (within the School Improvement Plan) for the school by -
  - a) agreeing aims and objectives for the school;
  - b) agreeing policies for achieving those aims and objectives;
  - c) agreeing targets for achieving those aims and objectives.

- 3) The governing board shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.
- 4) The governing board shall support and challenge the head teacher in the performance of his/her functions.
- 5) The governing board shall decide which of its functions will be delegated to committees. The remit of each committee shall be defined by a terms of reference document, reviewed periodically. The governing board shall review and approve reports and decisions from each committee.

## **6) School curriculum**

The governing board shall -

- a) consider the curriculum policy formulated by the head teacher and adopt it, with or without modifications;
- b) monitor, evaluate and review the intent, implementation and impact of the curriculum policy

## **Performance management**

7) The governing board shall –

- a) establish a written performance management policy setting out how the head teacher and school teacher appraisal at the school is to be implemented. This will be done having consulted with teaching staff.
- b) review (and if necessary, amend) the performance management policy every school year.
- c) implement the policy in conjunction with the headteacher.

## **8) School Finance**

The governing board shall consider and approve the budget plan, consider and approve any proposed revisions to the budget plan during the course of the year and monitor spending against plan. To ensure that robust processes are in place for financial planning and oversight and effective controls for compliance, priority and value for money. This includes the allocation of the pupil premium, primary PE and sport premium and 'catch up funding' and the approval of this Committee for any expenditure between £15000 and above.

To be achieved through a combination of discussions, risk assessment, Health and Safety audits, financial reports from the School Business Manager, review of staffing requirements and resources required, in conjunction and compliance with Hampshire County Council's Scheme for Financial Management and Manual of Financial Practice and Procedure.

- Quarterly income and expenditure review against budget
- Annual budget and revised budget review and approval
- Capital reserves
- Schools Financial Value Standard
- Benchmarking
- Control of school assets
- Financial Controls
- Service Level Agreements
- Personnel and School Wellbeing
- Health and Safety
- School Development Plan
- Offsite Activities
- Admissions

- Premises – repairs, maintenance, energy use
- Marketing and Community engagement, Website, Prospectus
- Whistleblowing
- Exit trends

## 9) Staffing

The governing board shall

- a) decide the number of staff at the school and the level of the posts.
- b) advertise and set up selection panels for head and deputy head posts.
- c) set the pay of all members of staff in line with legal requirements
- d) establish disciplinary rules and grievance procedures;
- e) suspend or dismiss staff in exceptional circumstances

**Operational staffing matters are the responsibility of the Head Teacher as delegated by the Governing Body**

## 10) Pupil Standards

To support and challenge the Senior Leadership Team and staff in:

- Ensuring all children make progress and fulfil their potential including the most able, SEND children and all vulnerable groups
- Providing teaching, learning and assessment that impacts positively on pupil progress.
- Promoting the personal development and behaviour of all children, including their spiritual, moral, social and cultural development.
- Ensuring that children and parents voices are heard and that the school lives up to its vision and values following the principles of the Church of England and in partnership with the Church at parish and diocesan level

This will be achieved through a combination of learning walks, discussions, examination of information, reports from governors, updates from members of the senior leadership team and staff and, where appropriate, the views of parents and pupils. This will include:

School Development Plan and School Evaluation Form

Pupil progress, attainment and attendance

Quality of teaching and learning

Curriculum

Pupil voice

Behaviour and discipline

Pupil Premium impact and outcomes

More Able Children

EAL

Sports Premium impact and outcomes

Wider Curriculum activities

Parent voice

Wellbeing and healthy lifestyles

## **11) Premises**

The governing board shall

- a) maintain a general oversight of the management and control of the school premises
- b) write and implement a Health & Safety policy and ensure risk assessments are carried out.

## **12) Policies**

Policies and Statutory Documents to be maintained by the full governing board will be in accordance with those listed on the School Policy Index Register and in accordance with statutory requirements.

Agreed at the FGB meeting held on

21<sup>st</sup> September 2023\_\_\_\_\_