

# Skylark Federation

## WHOLE GOVERNING BODY

### Terms of Reference

**These Terms of Reference are intended to define the scope of the Governing Body, what is required and expected of the body to provide effective and lawful governance.**

#### **1. Purpose**

The role of the Whole Governing Body (WGB) is to set the federation's strategic framework and to ensure all statutory duties are met. The Governing Body is to ensure that the schools are successful, children are and feel safe and that a good, broad and balanced education is provided which supports the social and personal development, behaviour and welfare of all children.

#### **2. Membership**

This will be determined according to the Instrument of Government: a total of 16 governors (2 parents, 1 LA, 1 staff, Headteacher, 9 Foundation and 2 co-opted).

In all aspects of the Whole Governing Body's work members will abide by the adopted Code of Conduct and the statutory guidance from the Department for Education "The constitution of governing bodies of maintained schools." All members will observe complete confidentiality.

Teachers may be invited to attend through request of the Headteacher, to present reports etc, or be invited to be regular attendees for information or development purposes.

At the first meeting in the academic year the governing body will elect its Chair and Vice-Chair. These offices will be held for one year, there is no limit to the number of terms the Chair and Vice-Chair can be elected. Candidates may self-nominate in advance of the vote. The Clerk will chair the election of the Chair. Voting will be by secret ballot should an election be contested.

#### **3. Quorum**

A minimum of 50% of the governors currently in post must be present to constitute a quorum and prosecute effective and fair governance.

#### **4. Meetings**

The WGB shall meet as required but not less than once every half term, having regard in all discussions to the federation improvement plan.

#### **5. Sub-Committees**

The membership of the following sub-committees and panels will be decided, and chairs elected, at the first meeting of each academic year:

- Pay Committee
- Head-teacher Review Panel
- Admissions Panel

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- Discipline Committee – this will be called as and when needed, with all willing governors being contacted in alphabetical order to check their availability.

## **6. The Whole Governing Body will:**

- ❖ Establish the strategic direction of the school, by:
  - Setting and ensuring clarity of the vision, values and objectives for the federation
  - Agreeing the federation improvement strategy with priorities and targets
- ❖ Ensure accountability, by:
  - Appointing the Executive Headteacher
  - Monitoring the educational performance of the schools and progress towards targets
  - Performance managing the Executive Headteacher, holding them to account for the performance of the schools through effective review and appraisal
  - Engaging with stakeholders by making appropriate information available to the community and seeking their views
  - Contributing to school self-evaluation
- ❖ Oversee financial performance, by:
  - Setting and reviewing the budget, ensuring it is appropriately linked to the federation improvement plan
  - Monitoring spending against the budgets
  - Ensuring money is well spent and value for money is obtained
  - Ensuring risks to the organisation are managed
  - Annually, contribute to & approve the Schools' Financial Value Standard
  - Ensuring appropriate and effective use of Pupil Premium and Sports Premium funding
- ❖ Appoint governors to the following roles:
  - Data Protection
  - Finance
  - Health & Safety
  - Safeguarding
  - Safer Recruitment
  - Special Educational Needs
  - Training Liaison
- ❖ Ensure that the requirements of the national curriculum are met in its delivery and assessment and that Religious Education appropriate to a Church of England School is being provided, through the school curriculum policy.

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- ❖ Consider detailed reports on school performance and ensure that pupil progress and standards of achievement are fully evaluated with the Headteacher and staff. This should include all types of performance data e.g. internal assessment, End of Key Stage results, Fischer Family Trust, Inspection dashboard, ASP (Analyse School Performance) and comparative data provided by the LA. The committee will also receive copies of external LLP reports.
- ❖ Monitor the Schools' objectives for the curriculum through the Federation Improvement Plan and report progress to the governing body.
- ❖ Provide support and guidance for the Headteacher and staff on all matters relating to pupils eg. admissions and pupil numbers, discipline and parental issues.
- ❖ Review information about the schools' performance required for the School Profiles and School prospectuses [as required by statute](#).
- ❖ Review and monitor the provision for children with special educational needs in accordance with the Code of Practice. Review and monitor provision for other groups within the school – able children, bilingual children, ethnic minority children, pupil premium, boys and girls.
- ❖ Oversee provision for the pastoral care of both staff and pupils, to ensure an effective working and learning environment.
- ❖ Receive an annual report/information on Looked After Children and ensure appropriate measures are in place or actions taken.
- ❖ Discuss and approve the staff structure.
- ❖ Make arrangements for the appointment of staff, including appointing a panel when required.
- ❖ Manage governing body responsibilities regarding health and safety.
- ❖ Work with the Head Teacher in ensuring the buildings and grounds are secure and fit for purpose and support the Head Teacher in arranging improvements and repairs to buildings.
- ❖ Ensure that the following procedures are implemented in relation to any expenditure over and above the Budget approved by the Governing Body:
  - The Head Teacher shall be delegated the authority to spend up to £3,000, but such expenditure must be reported to the Governing Body.
  - The Headteacher will seek the authority of the Governing Body on non-budgeted expenditure that totals £3,000-£6,000.

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- Non-budgeted expenditure that totals more than £6,000 will be brought to the Whole Governing Body for authorisation.
- ❖ Review & approve all statutory and non-statutory policies and documents per the Schedule of Policies and Documents.
- ❖ Publish required governor information on the school website.
- ❖ Undertake annual self-evaluation to ensure that we are working effectively.
- ❖ Undertake a skills audit as and when required to identify:
  - a) any gaps which may need to be filled when recruiting new governors or
  - b) training requirements
- ❖ Monitor the implementation of the school's Equality Scheme and Equality Plan in all aspects of the whole governing body's work.

## 7. Reporting

Minutes of meetings are to be sent to all governors and approved at the next whole governing body meeting. Minutes will be available in the school office for stakeholders to see (subject to any confidential material being withheld).

**Approved by the Whole Governing Body on 15<sup>th</sup> October 2020**

Signed by Chair: .....

**Review: September 2021**