

Terms of Reference – Local Governing Body (Standards)

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Approved By	
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Notes	



Woodland Grange Primary School

Aiming high to achieve excellence and success by working together.

- Minutes will be circulated to all local governing body members via the governor elected to
- minute meetings and to the full Governing Body by the Clerk to Governors. Governors will
- ensure that a suitable person takes appropriate and effective minutes.
- Terms of reference will be reviewed annually at the first meeting.
- To review and approve policies assigned to the local governing body on an agreed cycle. The local governing body will meet statutory requirements by maintaining policy statements.
- Co-opt non-governors to join them in their work if required. Such co-opted members are non-voting members.
- The quorum of the local governing body will be the higher of 3 or 50% of those entitled to vote. All decisions will be decided by a simple majority with the “Chair” having a deciding vote in the case of equal votes for and against.

Finance/Staffing/Estate

Governors will ensure the long-term financial health of the school by:

- Having a balanced consideration of the budget in the context of the School Development Plan and overall Aims of the school
- Encouraging and monitoring value for money.
- Ensuring that the School is effectively resourced.
- Monitoring the ongoing performance of the school from a financial and resourcing perspective including ensuring adequate financial control.
- Agreeing (in the spring term) the draft school budget allocation and expenditure for the year and supporting the Head Teacher incurring expenditure within the bounds of the agreed draft budget allocation until such time as the budget allocation has been formally approved.
- The Governing Body will approve the school budget. This will also include subsequently approving any exceptional and material changes to the budget to address the overall financial health of the school (such as an unanticipated movement from surplus into deficit).
- Considering, at least termly, actual expenditure, deviations from agreed allocations and likely budget outcome, engaging with the school bursar as they consider appropriate. The expectation of the local governing body is that the Head Teacher will manage the budget and be accountable for all income and expenditure and significant deviations from the specific allocations initially approved.
- Benchmarking will be an annual activity for which governors will be responsible. The spending of the school will be compared against other similar schools both within the LA and OLP.
- Ensure that the tendering for services and equipment is undertaken in accordance with agreed policy.
- Receiving and approving an annual report on inventory items including the disposal of equipment.
- Ensuring that the school and its assets are adequately insured including securing additional insurance to that provided by the County Treasurer if required.
- Receiving audit reports and ensuring that they are effectively addressed.
- Ensuring the MAT’s pay policy is applied in a fair and consistent way and that all statutory and contractual requirements are applied.
- Overseeing an effective framework in which teacher Pay Performance Progression (PPP) will be applied, including receiving recommendations regarding the progression of individual members of staff and allocation of points of responsibility within the agreed PPP framework. Governors will be informed of the total amount of funding needed for pay progression.
- Supporting the Head Teacher in all appointments to the school with the exception of the Head Teacher and the Deputy Head Teacher, such major appointments will be considered and overseen through the Multi Academy Trust.
- To ensure the school discharges duties to all stakeholders with regard to Health & Safety, Buildings, Environment and Safeguarding. The Business Manager to be responsible for Health & Safety and

will, with the Premises Officer, carry out a termly review of the LA's Building Condition Survey for the school and advise the local governing body of any cost implications.

- To have a termly overview and monitor spending of Capital Formula allocations.
- The local governing body will assess viability of AN and make representations to LA as appropriate.

Standards

- The local governing body will:
 - Have an understanding and overview of all curriculum areas and their place within the broader curriculum.
 - Receive, with assistance from staff, information about how the curriculum is taught, resourced and evaluated.
 - Monitor the statutory implications for collective worship.
 - Oversee arrangements for assessment, reporting and communicating with parents.
 - Contribute to the School Improvement Plan and oversee content of curriculum in S.E.F.
- The local governing body will be responsible for:
 - Overseeing individual governor curriculum visits and receiving and responding to reports
 - Receiving reports on assessment results and benchmarking information
 - Receiving and approving Year Group targets set by the Senior Leadership Team in September
 - Receiving annual reports from curriculum co-ordinators
 - Monitoring provision for Gifted & Talented, S.E.N. and Pupil Premium children
- The local governing body will be responsible for overseeing and receiving reports on:
 - Complaints from parents on care and discipline of a child
 - Children on the Child Protection register and Looked After Children
 - Attendance
 - Disciplinary issues
 - Hate incidents

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.