



## Terms of Reference – Full Governing Board

### INTRODUCTION

The Governing Board ensures that the school:

- Operates effectively with a strategic focus in line with relevant legislation
- Strives for continuous improvement through specific action and the effective delegation of tasks and associated responsibilities
- Provide assistance on financial matters, short term and long term
- advice to ensure that the school maintains a safe, accessible and improving physical environment for pupils, staff and visitors
- support and advice for the Headteacher in recruiting and retaining staff, and to assist with redundancy and dismissal, so that the school may fulfil its responsibilities for teaching and learning

### RESPONSIBILITIES

The Governing Board has a corporate responsibility for the operation of the school.

The work of the Governing Board and the agenda content will cover the:

- Annual election of Full Governors Chair and Vice Chair
- Annual agreement of membership of Resources Committee, Pay Committee, Curriculum Committee and Discipline Committee
- Co-ordination of the activities, responsibilities and outcomes of the above sub-committees
- Periodical review and agreement of the terms of the Delegation of Management
- To review the Scheme of Delegation annually

### FINANCE

To provide assistance, both long and short term, on topics such as:-

- The preparation/review of financial policy statements
- The Budget needed to run the school
- Prioritising on major items of expenditure
- The procurement of services from the LA or elsewhere
- Methods of generating additional income for the school.
- Ensure that the Governing Body's financial policy and the school's use of funds are in accordance with legislation
- Monitor spending via monthly monitor sheets to ensure that expenditure remains within prescribed limits
- Consider virements between budget headings in conjunction with the Headteacher.
- Approve budget expenditure over £10,000
- Make virements up to £5,000
- Unplanned expenditure in excess of £2,000 will be agreed with the Chair of this committee.
- Approve signatories to the school's bank account.

*Working together for a successful future*



# Queensgate Foundation Primary School



To authorise contracts over £1,000 excluding staffing

## PREMISES

- Assess and monitor existing health and safety procedures covering all aspects of the running of Queensgate Foundation Primary School including Risk Assessments
- Propose and oversee changes to the physical environment of the school
- Where necessary, produce new or updated procedures
- Identify safety risks and produce an impact assessment
- Keep staff, pupils and Governing Body informed as appropriate
- Arrange and, if necessary, participate in regular safety audits of the school buildings and grounds
- Be aware of specific responsibilities of the Governing Body and LA and ensure that the LA is informed of any matters for which it has responsibility
- Ensure that risk assessments of school trips are carried out in accordance with the relevant procedures and guidance

## STAFFING

- Participate in the process of recruiting, retaining, redundancy and dismissal of staff
- Ensure all adults working or volunteering within school are recruited in accordance with the Safer Recruiting Procedures and are appropriately vetted
- Act as a staff welfare body

## MEMBERSHIP

The membership shall be as defined in the constitution of the Governing Board

## MEETINGS

The membership of the Governing Board is requested to attend.

A viable meeting of the full governors shall require a minimum of:

- The Chair of Full Governors, Vice Chair or delegated individual
- The Headteacher or delegated individual
- The Chair of each committee, Vice Chair or delegated individual
- The Clerk to Governors or delegated governor minute taker

Quorum shall be at least **50%** of members. Voting shall be by majority decision of the voting members.



# Queensgate Foundation Primary School



## MINUTES

Minutes shall be taken at each meeting and circulated to all members of the governing Board. Approved minutes will also be available for inspection by staff, parents and members of the public on request (copies to be held in school file).

Meeting dates and agendas shall be notified to governors in advance, prior to committee meetings.

Signed:.....Chair of Governors

.....Headteacher

Reviewed: September 2024

Next Review Date: September 2025