Mary of the Cross Federation

Federated Governing Body Terms of Reference
2016-17

The Governing Body will aspire to place Christ at the centre of all we do, reflect the mission statements of both schools and ensure that they are at the heart of the communities they serve.
The Governing Body will aim to provide inclusive, safe and dynamic learning environments which nurture the whole child. Through the delivery of high quality curriculum provision with Literacy and Numeracy at the core, our aim will be for all our pupils to reach their highest potential
The Governing Body will challenge and support the Leadership Team and all staff to maintain high standards of teaching and learning at all times.

The Governing Body needs to take a strategic role, act as a critical friend to the schools and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Body will

- Hold at least 9 meetings per year alternating between school sites.
- Appoint or remove the clerk
- Elect a Chair and Vice Chairs
- Advise all parents of both schools of any parent governor vacancies, all staff of both schools of staff governor vacancies and to appoint foundation governors
- Annually adopt a form of Self Evaluation
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Executive Headteacher reports and Heads of Learning reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree Curriculum Plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors

- Encourage governors to visit the schools and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with compliments and complaints from parents/carers
- Review, approve and monitor the Schools' Improvement Plans
- Annually elect governors for the following responsibilities:-
  Literacy and Numeracy,
  Curriculum and Standards,
  RE and Ethos,
  SEN,
  Safeguarding and Child Protection,(including Looked After Children (Children in Care),
  Early Years
  Behaviour and Attendance,
  Finance and Personnel,
  Buildings and Health and Safety
- Ensure at least 3 governors are appointed and trained to complete the Executive Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors
- To receive an annual report on Safeguarding from both schools
- Ensure websites are reviewed annual and statutory information is published.

CURRICULUM, STANDARDS AND ETHOS

- To review, adopt and monitor the overall curriculum of both schools.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review, adopt and monitor policies for Collective Worship and Sex Education.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- Review provision for pupils entitled to Pupil Premium Funding and monitors its impact.
- Review the provision resulting from Sports Funding and monitor its impact.
- To monitor and review the information about school performance and report according to statutory requirements.
- To review, adopt and monitor policies including pupil behaviour and discipline, child protection, and SEN and to monitor their implementation.
- To advise the Finance and Resources committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-coordinator for each school.
- To oversee Health and Safety within the Schools.

FINANCIAL ITEMS

Finance Policy and Local Scheme of Delegation

- To review and recommend to the Full Governing Body the Schools' Finance Policies (including the local scheme of delegation for spending and budgetary adjustments (virements).

- To ensure that the Schools operate within the requirements of both Plymouth CAST Multi-academy Trust as well as the academies financial handbook as set out by the Education Funding Agency (EFA).
- To ensure there are robust and appropriate systems of internal financial control.[1]
- To review, adopt publishing and monitor a Charging and Remissions policy for each school.

Financial Planning

- To establish a three year budget plan, based on the best available information, taking into account the agreed priorities of raising standards and attainment through the Schools' Development / Improvement Plans.
- To draft and adopt detailed annual budget plans (revenue and capital expenditure) taking into account the agreed priorities of raising standards and attainment.
- To make decisions in respect of the service level agreement / buy back.
- To determine whether sufficient funds are available for pay increments as recommended by the Executive Headteacher or Performance Management Group.
- To consider recommendations on all aspects relating to each school's premises.
- To approve revenue and capital expenditure in accordance with the local scheme of delegation (see Finance Policy) ensuring that value for money has been secured.

Financial Monitoring - Public Funds

- To monitor the income and expenditure throughout the year of all revenue and capital funds against the annual budget plans of each school using the budget monitor report produced by SIMS.
- To receive details of any tranche payments made from CAST Support as well as any funding allocated from the Local Authority.
- To report to the Governing Body any significant anomalies in the performance of each School against their annual budget plan including the year end carry forward.
- Subject to the local scheme of delegation (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of each school.
- To receive, and where appropriate, respond to all audit reports.
- To review comparative financial statistics obtained from Plymouth CAST Support...
- To receive a report on how the use of resources has improved.[2]
- To receive a report from the Executive Headteacher following the annual inspection of each School's assets as recorded in the asset registers / inventories.

Non-public funds

- To receive reports and monitor the income and expenditure of each school throughout the year.
- To appoint an external auditor of funds for each school.
- To receive the annual statement of accounts for each school.

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[1] And to safeguard the School against fraudulent and improper use of public money and assets.

[2] This would be deemed good practice.

- To receive and respond to the audit reports for each school.

Internal Audit / Responsible Officer

- To annually review and Monitor the internal controls and financial framework within which the schools work.
- To annually undertake a review of the Governors competencies in regards to CPD.
- To receive and respond to any comments made by the Internal Auditors, including feedback on the control risks self-assessment

To provide a responsible officer who will be the main point of contact between the finance committee and the Internal Auditors, as set out in the academies financial handbook.

Relationship with other committees

- To receive reports from other committees that may have financial implications on the operation of each school.

PERSONNEL ITEMS

- In consultation with the Executive Headteacher, to determine the staffing structure of each school.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Executive Headteacher.
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff is informed of these.
- To act as “first committee” for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor a Performance Management policy.
- To review, adopt and monitor the Single Equalities policy.
- To review and adopt the Allegation of Abuse Against School staff policy

PREMISES ITEMS

- To provide support and guidance for the Governing Body and the Executive Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To inspect the premises and grounds annually and to review the Asset Management Plans in order to prepare a list of priorities for maintenance and development.

- To review the PIC (person in control) handbook and monitor regularly for each school.
- To be aware of the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within each individual school's budget allocation.

    The Executive Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Executive Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.
- To oversee the preparation and implementation of contracts.
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To prepare and agree a lettings and charges policy and to monitor its implementation.
- To establish and keep under review an Accessibility Plan. For each school.
- To ensure any necessary liaison with the CAST, Diocese and LA regarding premises issues.
- To review, adopt and monitor a Health and Safety Policy/ Plan for each school.
- In consultation with the Executive Head teacher to oversee any premises related funding bid.

Committee Terms of Reference
Admissions, First and Appeals Committees

Membership

- Not less than four governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.

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- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Executive Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

Any member of staff other than the Executive Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Executive Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

Three governors who are appointed members of the committee.

Meetings

- As appropriate.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall be clerked by the Clerk to the committees. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

General Terms

- To act on matters delegated by the full Governing Body.
- Contribute to the Schools' Improvement Plans.

Date reviewed and adopted:

Date of next review:

Signature of Chair of Governors: