



Portchester Community School Full Governing Body (FGB)

Terms of Reference 2020-2022:

Introduction:

- This document is provided to outline the working structure for the Full Governing Body from 2020-2022. It is reviewed biennially.

Constitution and Authority:

- The Full Governing Body is set up as referred to in the Instrument of Government dated 16th September 2014.
- The Governing Body abides by the regulations laid down in the Education Act 2007, The School Governance (Constitution) (England) Regulations 2007, School Governance (Procedures) (England) Regulations 2003, School Staffing (England) Regulations 2003 and all associated Regulations, Guidance and Acts.
- All information received by the school is disseminated to the Governing Body via the Chairman as relevant. Issues are discussed and decisions taken at Full Governing Body meetings where minutes are recorded approved and adopted following each meeting.
- Formal minutes from the Full Governing Body meetings are, once approved, filed in a separate ring binder and a copy is kept in the Governors filing cabinet(s), located in the school reception area

Evaluation and Reporting:

- In addition to regular reviews the Full Governing Body will.
 - Evaluate their previous year's work as an agenda item annually e.g. 'Value for Money' within Governor Training.
 - Demonstrate their accountability to parents by means of the 'School Profile' available to all parents and attendance at parent's evenings/afternoons which are arranged for all parents.

Agenda and Minutes of Governing Body Meetings:

- A calendar of dates of all the Governing body meetings is drawn up before the last meeting in the summer term for the forthcoming year.
- The agenda is produced 7 – 10 days before the meeting, and where possible and circulated at least one week before meeting.
- Suggested agenda items should be logged via the Clerk who will inform the Chair.
- Relevant documents will be circulated with the agenda.
- Minutes produced and circulated as soon as possible after a meeting.

Meeting Content:

- Each Full Governing Body meeting shall include the following.
- Headteacher's Report - Written and/or verbal at the meeting.

- Governor Training - Training Co-ordinators Report - Updates Governors on available courses. - Governors given opportunity to discuss course content, value etc.
- Formal Governor Contact with the School - Governors report back to the FGB to visits made using the report form
- Chair's Action and Correspondence - The Chair will formally record any decision taken within delegated powers by recording them for the next Full Governing Body meeting. - The Chair will record all post received and action taken as a result, for the next Full Governing Body meeting.

Committees and their Reports:

General:

- Each committee shall review its Terms of Reference biennially (every two years). and recommend any alterations to the Governing Body.
- Committee meeting dates are scheduled with the Full Governing Body meetings.
- Each committee shall normally elect two yearly at the final meeting of the school year, a Chair, and Vice Chair for the following two years.
- Each committee shall meet as instructed by the Governing body.
- Seven (7) days notice (comprising a written agenda) shall be given before a meeting of a committee. Notice shall be copied to the Chair of the Governing Body, the Headteacher and the Clerk to the Governors.
- Each meeting shall present written minutes to the next available meeting of the Full Governing Body; and shall clearly indicate which matters (if any) have been resolved and which are recommended to the Full Governing Body for approval.
- The Chair of the Governing Body and the Headteacher are ex officio members of every committee with voting rights.
- Membership by volunteering at a Full Governing Body meeting.
- Quorum and other membership requirements where applicable, are listed in the committees Terms of Reference.
- All committees may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice or to contribute to discussion.
- Each full member of a committee, including the Headteacher and the Chairman of the Governing Body, has a single vote.
- The Chair of the Governing Body will have a casting vote if necessary
- Each committee will include in their Terms of Reference the obligation to consider the relevant parts of the School Strategic Plan and policies for regular monitoring and reviewing.
- Committees will be responsible for the maintenance and approval (or recommendation to the FGB if necessary) of any and all policies as listed in their Terms of Reference.

Individual committees and usual subject matter:

Finance, Personnel, Resources and Community Committee:

- To consider in detail the draft budget prepared to cover the ensuing Financial Year.
- To determine whether the proposed expenditure can be contained within the forecast allocation of funds to the school and any other funds available.
- To consider the proposed spread of expenditure.
- To present the draft budget for agreement at a Full Governing Body meeting.
- To monitor expenditure against the approved budget during the year, using financial information provided by the School and the Local Education Authority (LEA).
- To meet as necessary to discuss any marked divergence from the planned expenditure and recommend to the Headteacher action to be taken to recover the situation.
 - If this action involves a major revision of the budget, or the use of money earmarked for particular projects, then appropriate recommendations will be made to the Full Governing Body.
- Overall monitoring and costing of School Strategic plan.
- Review annually all policies as specified in the Committees Terms of Reference.

- To approve revisions to the teaching staff structure and associated salary levels.
- To approve revisions to the non-teaching staff structure and associated salary levels.
- To consider, with the Headteacher, the number of staff which should be employed to meet the needs of the school within the constraints of the available budget.
- Where there is a Headteacher or a Deputy Headteacher vacancy to devise a job specification in consultation with the Headteacher and to ensure that appropriate arrangements are made for advertising the post, considering applications, seeking references, drawing up a short-list and arranging interviews.
- To monitor the appointment of all staff below the level of Deputy Headteacher.
- To act on behalf of the Full Governing Body in all matters of staff discipline and professional support.
- To act on behalf of the Full Governing Body in respect of any grievance issues.
- To review the school's Pay Policy and approve any special payments.
- To consider any representation from the staff representatives of any recognised trade union body.
- To monitor approved programmes and expenditure

Pay Committee:

This committee will sit twice a year to hear and consider approval of pay awards as follows:

- To review on an annual basis any proposed change, to the salary of the Headteacher and the Deputy Headteacher
- To review on an annual basis any other of the Headteachers proposed salary changes for staff progressions

Strategy:

- Review annually all policies as specified in the Committees Terms of Reference.
- To ensure that all matters of school governance are fully covered at committee stage and especially those aspects which do not fall easily into the Terms of Reference of the two main committees – Progress, Curriculum & Standards and Finance, Personnel, Resources and Community Committee
- To co-ordinate the Full Governing Body's responsibilities for OFSTED inspections.
- To co-ordinate the Full Governing Body's responsibilities for self-evaluation
- To draft and review annually a programme of planned maintenance of the building fabric, services and grounds and for replacement furniture and equipment.
- To consider the budgetary requirements for repair and maintenance.
- To review maintenance reserves.
- To advise the Full Governing Body on improvements and alterations to the premises and, where appropriate, to organise estimates, consultants, contractors, etc. undertaking approved works...
- To prepare for the approval of the Governing Body a policy on Health and Safety with regard to matters included in the Committee's remit and to monitor such policy.
- The contents of the Accident Book will be reviewed at each meeting.
- Any whistle blowing declarations will be reviewed at each meeting

Progress, Curriculum and Standards:

- Following the 'National Curriculum' guidelines the Committee will formulate any new policies or statements as required.
- Review these Terms of Reference biennially
- It will review and update existing policies as specified in the committee's Terms of Reference when necessary.
- Agree academic targets and review achievement and progress.
- General monitoring, special educational needs, Relationship and Sex Education and collective worship.
- Make firm recommendations to the Full Governing Body on any necessary changes required.
- Ensure all activities comply with the Equal Opportunities Policy in the school.

- Supervise provision of the Curriculum section of the 'School Development Plan' and revise as necessary, making firm recommendations to the Full Governing Body on any changes required.
- Monitor the academic standards, level of attendance and general behaviour of pupils in the school.
- Review the academic performance of pupils in the autumn term.
- Use data to check trends in academic achievement and progress,
- Discuss annually the Ofsted's 'Self Evaluation Form'.
- Ensure that pupils of Portchester Community School have a broad and rich curriculum.
- Advise the Finance, Personnel, Resources and Community Committee of any curriculum changes or any other requirements that may need future funding changes.
- Consider all inspection reports relating to curriculum matters and make firm recommendations to the Full Governing Body.
- Keep under review the academic standards of pupils
- Use Data supplied by the school, LEA, and DfES.

Performance Management – Headteacher:

- To act on behalf of the Full Governing Body in carrying out the annual Performance Management Review and any interim reviews of the Headteacher's performance (collectively "the Headteacher's Performance Management Review");
- To report to the Full Governing Body at the first Full Governing Body meeting after the Headteacher's Performance Management Review in general terms (and in so far as permissible within the bounds of confidentiality) on the Headteacher's performance and the outcome of that review.
- Following the annual Performance Management Review to make recommendations to the Pay Committee as to any changes in the Headteacher's salary following such review.

Structure for Decision Making:

- Committees may be tasked with other responsibilities by the Full Governing Body.
- The Full Governing Body may, at any time, decide to remove responsibility for any area from a Committee and return it to the Full Governing Body.
- Committees bring forward recommendations to Full Governing Body.
- Where Committees recommend a certain course of action it should be adopted unless exceptional circumstances prevail.

Delegation:

The Governing Body delegates to the Headteacher as agreed in the decision planner annually

- The appointment of all teaching and support staff below the level of Deputy Headteacher whilst reserving the right for a governor to be involved in interviewing panels
- Decisions on the remission of charges whilst reserving the right to hear appeals from parents on such decisions
- Management of the budget and power to vire up to £1,000 (one thousand) between cost centres.
 - The power to spend up to £5,000 (five thousand) on purchases in accordance with existing budget plans which have been discussed at a Governors meeting. The Headteacher will report to the next Full Governing Body meeting on any such expenditure. In the absence of the Head teacher the Deputy Headteacher will have the authority to approve this level of expenditure.
- The Full Governing Body delegates in principle to the Head Teacher, the authority to make contract renewal, termination and dismissal decisions in accordance with any 'Manual of Personnel Practice' updates although acknowledging that there may be instances where delegation of specific dismissals is not appropriate.

The Governing Body delegates to the Finance, Personnel, Resources and Community Committee:

- The ability to vire between the major heads of expenditure.
- Revisions to the teaching and non-teaching staff structures and salary levels associated therewith as set out in the Terms of Reference of the Committee.
- All matters of staff discipline, professional support and grievance as set out in the Terms of Reference of the Committee.

Working Parties and Statutory Committees:

- These meet as and when required.
- A meeting may be called by the Full Governing Body or the Chair of Governors acting on behalf of the Full Governing Body.
- A Chair will be elected at each sitting of the committee from those present.
- Quorum and other membership requirements where applicable, are listed in the Governing Body Structure.

Pupil Discipline Committee:

- To review any permanent exclusions made by the Headteacher and decide whether to confirm the exclusion or to direct the reinstatement of the pupil.
- To consider any parental representations regarding pupil exclusions, preferably at the same time as the review of the decision to exclude.
- The chair of the Committee to be authorised to confirm to the LEA and the parents the formal decisions of the Committee in each case.
- To apply the 'HCC Model Disciplinary Procedure' – 'Procedure for Hearings' as set out in the 'HCC Manual of Personnel Practice'.

Appeals Committee:

- To apply the 'HCC Model Disciplinary Procedure' – 'Procedure for Hearings' and 'Appeals Arrangements' in respect of staff as set out in the 'HCC Manual of Personnel Practice';
- To hear representations from staff regarding decisions by the 'Finance and Personnel Committee' on pay.
- To hear appeals against dismissal on the grounds of capability or conduct.
- To hear appeals against selection for redundancy.

These Terms of Reference having been fully reviewed and approved at a Full Governing Body Meeting

Held on:

Signed: (Chair)

Date:..