

# BURLINGTON CHURCH of ENGLAND NURSERY & PRIMARY SCHOOL

## KIRKBY in FURNESS

### GOVERNING BODY TERMS of REFERENCE

Following consideration of the National Governors Association document Governing without Committees, it was agreed at the 5<sup>th</sup> July 2017 that such a model of meetings would be adopted to enable all governors to work as a joint collaborative group rather than committees reporting to the full governing body. The governing body aims to enable more awareness, participation and understanding of all areas of responsibility of the governing body and increase efficiency.

#### **Clerking**

Meetings of the committee will be clerked by the clerk can be the clerk to the governing body, a governor or an employee at the school. The clerk cannot be the headteacher.

#### **Composition** – 9 members

2 Parents, 1 Local Authority, 1 Staff, 1 Headteacher, 2 Foundation, 2 Co-opted

#### **Quorum** – 5 members

**Strands of Responsibility** - (in alphabetical order - all an integral part of the provision, ethos & success of the environment, achievement & attainment of the school)

**Curriculum & Standards** - the strategic focus, implementation and outcomes of attainment, achievement and curriculum provision throughout the school. To ensure that each child is afforded every opportunity to develop to the best of their ability.

**Finance** - to ensure financial procedures, planning and implementation meet the requirements of a publicly funded organisation and provide best value for the pupils, community and external review.

**Premises** - the use, condition, maintenance and improvement of premises, grounds and the extended school facilities. The oversight and responsibility of the accommodation, catering, cleaning, decoration and maintenance; the efficient use of utilities, the lettings policy re the premises. All Health and Safety maintenance and issues.

#### **Reference Statements**

##### **Curriculum & Standards**

- To ensure and maintain the strategic responsibility of the governing body to raise standards in learning.
- To review and analyse the performance of the school, against national and local indicators, and to advise the governing body on any action required in order to sustain improvement.

- To ensure that School Development Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- To monitor the implementation of any Action Plan, resulting from Ofsted inspection, in order to maintain progress.
- To ensure that annual assessment and examination arrangements comply with national requirements.
- To monitor the impact of Pupil Premium Funding on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately and that this information is easily accessible (e.g. on the school's website).
- To establish, with the assistance of the headteacher and subject co-coordinators, information about how the curriculum is taught, evaluated and resourced.
- To make recommendations that are needed to meet the needs of the curriculum and the range of opportunities provided.
- To receive regular reports from the Head and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximise outcomes for pupils.
- To ensure that requirements for all pupils are met.
- To ensure the regular review of curriculum and related policies i.e. sex and relationships education, SEN, gifted and talented, RE and collective worship and behaviour and attendance.
- To be constantly aware of the need of the strategic responsibility to raise standards.
- To review and analyse the performance of the school, against national and local indicators, and to advise in order to sustain improvement.
- To ensure that School Development Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- To monitor the implementation of any Action Plan, resulting from Ofsted inspection, in order to maintain progress.
- To ensure that annual assessment and examination arrangements comply with national requirements.
- To monitor the impact of Pupil Premium Funding on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately and that this information is easily accessible (e.g. on the school's website).
- To support and ensure that the Christian nature of the school is reflected in all that it does.

#### **Finance Reference Statements**

- To approve the annual budget plan and cash flow forecasts for the forthcoming financial year in accordance with the timescales dictated by the Cumbria Scheme for Financing Schools.
- To determine the school's financial priorities through the School Development Plan (SDP) and the Asset Management Plan (AMP).
- To ensure the school's Financial Delegation Policy is adhered to.
- To monitor and review the monthly management reports, through presentation of the most recent financial position at each governing body meeting.
- To review and monitor budget projections / medium term financial plans to ensure the school's budget is realistic and any financial decisions are sustainable.
- To consider, question and make decisions on expenditure, virements and any budgetary adjustments.
- To review annually the school's Financial Regulations and Scheme of Delegation.
- To ensure the Register of Business Interests is kept up to date.
- To annually review all ongoing contracts.
- To review the various leasing agreement schemes and options available to the school.
- To award contracts by tender up to a specified limit.

- To agree and sign an annual Best Value Statement.
- To monitor all spending and income received in the school i.e. Local Authority (LA) Delegated/Devolved Budgets and School Private Fund(s).
- To ensure that funding from the LA and other sources is used only in accordance with any conditions attached.
- To receive and comment on the content of any audit report relating to LA funding, and to monitor the implementation of the agreed action plan.
- To annually review and appoint the independent examiner / auditor to the School Fund(s) (must be a qualified auditor if the total of income and expenditure is in excess of £100,000).
- To receive and approve / ratify the annual audited accounts of the School Fund(s).
- To agree and determine appropriate charges for lettings of the premises, in line with the school's lettings policy.
- To ensure the school adheres to the policies and procedures as specified by the Department for Education and its Schools Financial Value Standard.
- To ensure the school has appropriate internal financial controls in place.
- To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets and enable satisfactory completion of the Statement of Internal Control (SIC).
- To review appropriate financial benchmarking data, in order to compare the school's financial performance with other similar schools.

#### **Premises Reference Statements**

- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan.
- To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.
- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To administer applications for hire of premises.
- To ensure that the character of the school's building is retained.
- To make recommendations re premises-related expenditure.
- To appoint architects, builders, ground maintenance teams, surveyors etc. According to established procedures laid down by the school governors and monitor all aspects of their work in consultation with the Headteacher to oversee premises related funding bids.

Agreed by Full Governing Body for academic year 2021-22 on:

Signed \_\_\_\_\_ Date \_\_\_\_\_