

NETHER GREEN JUNIOR SCHOOL



Nether Green Junior School

UNIFIED GOVERNING BODY TERMS OF REFERENCE AND PROCEDURES

Author: Governing Body

Reviewed: Autumn 2021

Next Review Date: Autumn 2023

INTRODUCTION

- 1.1 The Nether Green Junior School Governing Board has resolved to conduct all its business as one unified board without committees.
- 1.2 The Governing Body provides strategic leadership for Nether Green Junior School (NGJS) and has a vital role to play in promoting high standards of educational achievement at NGJS.
- 1.3 The Governing Body was reconstituted with effect from 1 September 2015 as required by legislation.
- 1.4 Appendix 1 sets out the key matters in relation to the School for which the Governing Body are responsible, and which OFSTED inspectors will use to judge the effectiveness of school governing bodies.
- 1.5 The Governing Body are not school managers and should not interfere with the day-to-day running of the School.
- 1.6 In addition to these Terms of Reference and Procedures the Governing Body will at all times operate in accordance with the requirements of the Education Acts, the school governance regulations, the Local Authorities Scheme for Financing Schools and other relevant legislation, and also within the Governors Code of Conduct and policies of the school.

2 CONSTITUTION

- 2.1 The Governing Body shall operate as one unified body. All Members of the Governing Body shall work together to conduct the business of the Governing Body. Certain tasks and roles may be delegated to a Member (or Members) of the Governing Body from time to time.

- 2.2 There shall be a 12 Members of the Governing Body with voting rights, consisting of 4 parent-elected Members, the head teacher (unless the head teacher decides not be a Member), 1 (and only one) staff governor, 1 (and only one) local authority governor, and five co-opted governors (no more than 2 being school staff)

Note – the number of employed staff on the governing board (including the head teacher) will not exceed 1/3 of the total. (4)

There will be associate members with no voting rights including the Deputy Head teacher and a representative of our link infant feeder schools. The Governing Body may recruit additional Members (co-opted Members).

Note – The governing body can appoint as many non-voting Associate members as it wishes but these will not appear on the Instrument of Government.

Appendix 2 sets out the current Members of the School's Governing Body together with designated roles, where relevant.

3 CONDUCT

- 3.1 Each Member of the Governing Body shall sign and abide by the latest available Code of Conduct for School Governing Bodies. The Code of Conduct incorporates the Seven Principles of Public Life published by the Nolan Committee in May 1995.

- 3.2 Upon appointment, and at the beginning of each academic year, Governing Body Members shall sign the register of pecuniary interest and declare any financial or commercial interests or any other potential positions of conflict in relation to the Governing Body that are relevant.

4 ROLE OF CHAIR AND VICE CHAIR

- 4.1 The key roles of the Chair of the Governing Body are:

- 4.1.1 Giving the Governing Body a clear lead and direction ensuring that the Governing Body works as an effective team and understands their accountability and the part they play in the strategic leadership of the School and in driving School improvement.

- 4.1.2 Attracting individuals with the necessary skills and ensuring that tasks are

delegated across the governing bod so that all Members contribute and the workload is shared.

- 4.1.3 Being a critical friend by offering support, challenge and encouragement, holding the head teacher to account and ensuring the head teacher's performance management is rigorous and robust; a good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.
- 4.1.4 Ensuring school improvement is the focus of all policy and strategy and that the scrutiny, monitoring and challenges conducted by the Governing Body reflect school improvement priorities.
- 4.1.5 Ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that Governing Body business is conducted efficiently and effectively.
- 4.1.6 The Chair of the Governing Body will lead the meetings and keep order.
- 4.2 The Vice Chair will take over the role and responsibilities of the Chair should the Chair be unavailable.
- 4.3 Term of office - 4 years. This can be renewed with the approval of the governing body.

5 MEETINGS

Full Governing body meetings.

5.1 The Full Governing Body shall meet at least twice in each School term. The agenda and related documents will be circulated before each meeting.

5.2 The Chair shall endeavor to set meeting dates for the School year as far in advance as possible. Members are expected to attend all full governing body meetings (unless Associate Members are asked not to attend).

5.3 It is important that each Governing Body meeting is quorate in order for it to be effective. The quorum for a Governing Body meeting shall be six voting members.

5.4 Member declarations of interest must be stated at all meetings.

5.5 The following matters shall be reported/discussed at all business meetings:

- Head teacher's report
- Finance and School budget;
- Premises, Health & Safety;
- Personnel;
- Curriculum and Data;
- Safeguarding
- Link governor reports

5.6 Matters that require formal agreement or ratification will be agreed by a vote of those Members who are entitled to vote. Voting may be conducted by a show of hands or a secret ballot. A Member may abstain from voting. The Chair has the casting vote in the event of a tie.

5.7 The Clerk will produce detailed minutes of each Governing Body meeting including all questions raised by Members and including the results of any voting. In relation to voting the minutes should state the number of votes for and against and any abstentions.

5.8 Governing Body minutes shall be circulated by email as soon as possible after

the meeting. At the next full governing body meeting they will be reviewed and agreed by all Members or disagreements recorded. Minutes shall include action points and individual Member responsibilities.

5.9 Confidential matters shall be recorded in separate minutes and not disclosed to any person outside of the Governing Body.

Data/Curriculum Group Meetings.

A smaller number of governors will form a working group to focus on:-

- Pupil achievement
- Progress against the school development plan
- Curriculum development

This group will meet half termly to scrutinise school outcomes and development and feedback into the full governing body meeting.

6 MATTERS TO BE DECIDED BY THE FULL GOVERNING BOARD

- To determine the strategic direction of the school.
- To monitor and evaluate the performance of the school by receiving reports from the head teacher.
- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To consider whether or not to exercise delegation of functions to a Member or Members.
- To receive reports and ratify recommendations from Members.
- To consider business provided by the local authority.
- To investigate financial irregularities.
- To agree selection panel for head teacher and deputy head appointments.
- To suspend or end suspension of head teacher.
- To draw up the instrument of government and any amendments thereafter.
- To appoint or remove the Chair and Vice Chair.
- To hold at least six Governing Body meetings a year.
- To set up a register of Member's business interests.
- To recruit and appoint new Member's where appropriate.
- To suspend a Member.
- To manage the school budget & consider proposed revisions to the budget.
- Decide whether to delegate power to spend the delegated budget to the head teacher and if so establish financial limits of delegated authority (see scheme of delegation).
- To ensure a policy review cycle is in place.

- To maintain the information required to be published on the school website

7 RELATIONSHIP WITH HEAD TEACHER AND SENIOR LEADERSHIP

7.1 The head teacher and the deputy head teacher shall provide the Governing Body with such reports as the Governing Body requires.

7.2 Specifically, the following reports and information shall be provided to the Governing Body, or to an individual Member of the Governing Body as appropriate, as soon as the report or information becomes available:

- Head teacher's report for the first meeting in each School term; Brief mid-term report for second meeting of the term
- Pupil attainment data for data group meetings
- Reports showing progress against the school development plan

8 PANEL HEARINGS

8.1 The Governing Body shall convene a panel out of its Members (excluding staff Members) as appropriate for the purpose of the following matters:

- To make any decisions under the Governing Body's personnel procedures
 - E.g. disciplinary, grievance, capability, where the head teacher is the subject of the action.
- To make any decisions under the Governing Body's personnel procedures
 - E.g. disciplinary, grievance, capability, unless delegated to the head teacher.
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a Member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.

- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/carers no not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/carers must be invited).

8.2 All panels are to be convened by the Chair of the Governing board.

8.3 Any Member who has participated on a panel for a staffing decision, cannot sit on the appeal panel

9 CONFIDENTIALITY AND DATA PROTECTION

9.1 When conducting its business the Governing Body shall comply with the eight Data Protection Principles under Schedule 1 of the Data Protection Act in relation to relevant data provided to the Governing Body, and within the requirements of the GDPR.

9.2 At all times, data and information provided to the Governing Body in relation to the School shall be treated with the appropriate level of confidentiality

APPENDIX 1

KEY MATTERS FOR THE GOVERNING BODY TO ADDRESS

- 1 Carry out their statutory duties, such as safeguarding, and understand the boundaries of their role on the Governing Body.
- 2 Ensure that they and the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain.
- 3 Ensure clarity of vision, ethos and strategic direction, including long-term planning (for example, succession).
- 4 Contribute to the school's self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact of their own work.
- 5 Understand and take sufficient account of pupil data, particularly their understanding and use of the school data dashboard.
- 6 Assure themselves of the rigor of the assessment process.
- 7 Are aware of the impact of teaching on learning and progress in different subjects and year groups.
- 8 Provide challenge and hold the head teacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, including by using the data dashboard, other progress data, examination outcomes and test results; or whether they hinder school improvement by failing to tackle key concerns or developing their own skills.

- 9 Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics.
- 10 Ensure that the financial resources made available to the school are managed effectively.
- 11 Are providing support for an effective head teacher.
- 12 Monitor performance management systems and understand how the school makes decisions about teachers' salary progression, including the performance.
- 13 Management of the head teacher, to improve teaching, leadership and management.
- 14 Engage with key stakeholders.
- 15 Are transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

APPENDIX 2
CURRENT MEMBERS OF THE GOVERNING BODY

Agreed make up – 12 voting

4 – Elected parent governors

5 – Co-opted governors (no more than 2 may be school staff)

1 – Staff representative

1 – Local authority representative

1 – Head teacher

3 – Associate members

Note the number of employed staff on the governing board with voting rights (including the headteacher) will not exceed 1/3 of the total Note the number of employed staff on the governing board with voting rights (including the headteacher) will not exceed 1/3 of the total (4)

Type of governor	Name of governor	Governor Role	Data group member	Finish date
Parent (4)	Mrs Louise Stanbury	Link governor to year group /Subject leads		Oct 2024
	Ms Mireia Barrachina-Plo	Link governor to year group /Subject leads	Yes	Oct 2023
	Mrs Claire Webber	Link governor to year group /Subject leads		Oct 2022
	Mrs Hanna Harrison	Link governor to year group /Subject leads		
School staff representative (1)	Mr Matt Lever	Represent views of teaching staff		Nov 2023
Headteacher	Sue Jackson	Headteacher	Yes	On going
LA representative (1)	Joanne Meaney	Vice chair Finance Premises	Yes	25/10/21
Co-opted (5)	Fiona Agar			
	Gamel Lewis			Oct 2024
	Steve Middleton	Chair SEND/LAC Governor	Yes	Nov 2022
	Maureen Giblin		Yes	Nov 2022
	Luke Liddle			
Associate	Joanne Jones	Link Broomhill Infant School		On going
	Lucy Hawkins	Link Nether Green Infant School		On going
	Abi Thorlby	Deputy Head teacher	Yes	On going
	Emma Price	To cover co-opted gov Fiona Agar who is on mat leave		Sept 2022

Appendix 3

Structure and identified responsibilities

- 4 parent-elected Members
- The head teacher (unless the head teacher decides not to be a Member)
- 1 staff representative
- 5 co-opted members (including up to 2 members of employed staff)
- 1 local authority representative.
- There will be associate members with no voting rights including the Deputy head teacher and a representative of our link infant feeder schools.
- There will be a chair person and vice chair and identified roles

Roles/responsibilities

Role	Responsibility
Chair Person -1	Strategic overview Regular meetings with headteacher
Vice Chair Person -1	Support and stand in for the Chair person
Link Governor -4	Linking with a year group as they move through school Visiting the class and talking about the role of a governor Linking with the class teacher and their link subject area (not English and Maths)
SEND/IR – link governor LAC PP children	Link with the SENCO and IR lead
Safeguarding Governor	Link with Head teacher and curriculum lead in this area Check systems e.g. SCR Attendance
Health and Safety Premises Educational visits	Ensure premises policy carried out Receive reports from LA Regularly meet with the buildings officer Regularly meet with educational visits lead Carry out in school audits
EAL link Governor	Meet with the EAL lead and EAL champion Have clear view of data and outcomes for this group of children
Finance link Governor	Have overview of finances and ensure procedures in place Ensure finance action plan is carried out Attend budget setting meetings Meet with school bursar
Data Group	Identified group of governors that meet half termly to have clear view of pupil outcomes/monitor milestones are being met/meet with key leaders e.g. SENCO/English and Maths leads /science leads Chaired by the chair of the governing body

Pay review group	3 governors to review the pay and performance management outcomes each year and performance manage the headteacher.
Note – One governor will write summary for newsletter after governors meetings One governor will keep the governor section of the website up to date At least one governor will attend events such as parents evenings	