



## **The Federated Board of St Andrews CofE (VA) Infant and Junior Schools, Brighouse**

### **Terms of Reference**

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations and all other relevant legislation, the Local Authorities Scheme for Financing Schools and will review these Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

#### **Terms of Reference for the Full Governing Body**

- To draw up the Instrument of Government and any amendments thereafter.
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office.
- To recruit new members as vacancies arise.
- To appoint and remove co-opted governors and any associate members.
- To appoint a Local Authority governor.
- To hold at least five Governing Body meetings a year.
- To elect or remove the Chair and Vice Chair.
- To appoint or remove a Clerk to the Governing Body.
- To establish the committees of the Governing Body and their terms of reference.
- To appoint the Chair of any committee (if not delegated to the committee itself).
- To appoint or remove a Clerk to each committee.
- To suspend a governor.
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually.

#### **Membership**

As per the Instrument of Government



## **The Federated Board of St Andrews CofE (VA) Infant and Junior Schools, Brighouse**

### **Terms of Reference for the Pay & Resource Committee**

- To review the budget plan for the financial year.
- To ensure expenditure is directly linked to the school's development priorities and that expenditure is effective in raising education and care standards.
- To evaluate and agree the school's current 3 year budget plan
- To review the School's Pay Policy for approval by the full Governing Body
- To ensure the achievement of all the pay policies objectives and principles in a fair, reasonable and equitable manner
- To undertake an annual pay review for all staff and reach decisions through the application of the criteria set out in the policy
- To ensure all members of staff are informed of the outcome of the annual pay review in writing
- To observe all statutory and contractual obligations
- To recommend to the Governing Body changes to the School's Pay Policy and to consult with staff on those changes
- To seek advice from the LA where appropriate
- To appoint a Governors Panel for the Executive Headteacher's performance review, including an external adviser
- To recommend to the Governing Body the annual budget for pay and to ensure that sources of external funding are accessed to maximum effect
- To review and recommend for adoption the procedures for dealing with discipline and grievances and to ensure that the staff are informed of them
- To draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body
- To draft criteria for the approval of the Governing Body with regard to the use of the discretionary elements of pay provisions and make recommendations for implementing them
- To establish the annual and longer term salary budgets and other costs relating to employees, e.g. training
- To review the staffing structure at least annually in relation to the School's Development Plan
- To consider staffing issues and training needs
- To monitor the working of the School's Performance Management Systems
- To adhere to the scheme for financing schools (SFVS) including evaluating and recommending the Annual Statement of Internal Control and the Best Value Statement for approval to the full Governing Body



## **The Federated Board of St Andrews CofE (VA) Infant and Junior Schools, Brighouse**

### **Delegated Powers**

The Executive Headteacher may incur expenditure of up to £5000.00 in the case of pressing needs to maintain the best interest of the pupils and the school fabric.

### **Membership**

The committee shall consist of no fewer than three governors, to include the Executive Headteacher or his/her recognised replacement.

The Chairman of the Governing Body may attend as a member of the committee.

The committee shall appoint a Chairman, who must not be the Executive Headteacher or any member of staff.

Any employee of the school, with the exception of the Executive Headteacher or his/her recognised replacement, must withdraw from the meeting while pay or appraisal of any other employee is being discussed. The Executive Headteacher, or his/her recognised replacement, must withdraw while his/her pay is under discussion.

### **Quorum**

The quorum shall be two governors (not including the Executive Headteacher).

### **Meetings**

Meetings shall at least twice per year but at other times as deemed necessary by the Chair of the Committee or the Executive Headteacher.

The Chairman shall ensure at least one week's notice of the meeting, accompanied by an agenda.

Minutes will be taken at every meeting and distributed to all Governors, where possible, prior to the next full Governing Body meeting.