

Brookvale Primary School Governors 2019/2020

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the lead executive/head teacher
- Monitoring progress towards targets
- Performance managing the lead executive/headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained

Ensuring risks to the organisation are managed

Governors' role

The role of the Governing Body is an intrinsic part of the leadership of the school, although often unseen by parents and other community stakeholders. This impact statement is one way in which the Governing Body articulates their role in school leadership, the impact which they have had on school improvement and be transparent about their activities.

Brookvale Primary Schools's Governing Body consists of 11 members:

Three parent governors

One Local authority governor

Two staff governors (including HT)

Five co-opted governors

Two associate members

Working alongside the Full Governing Body we also have sub- committees: The roles and responsibilities of these committees may be found in Appendix 1

Terms of Reference for Committees

Staff Dismissal Committee

Terms of reference:

- consider and make decisions about matters relating to the discipline or capability of staff or staff grievance, in accordance with the procedures adopted;
- to make any determination to dismiss any member of staff (unless delegated to the Headteacher);
- to make any determination or decision under the Governing Body's Complaints Procedure:

Staff Dismissal Appeal Committee

Terms of reference:

- to consider and decide upon any appeal against the findings of a Staff Dismissal Committee of the Governing Body;

Pupil Discipline Committee

Terms of reference:

- Recommend school discipline policy for the approval of the Governing Body.
- Review the use of exclusion with the school.
- Consider the views of the parents of an excluded pupil.
- Decide whether or not to confirm exclusion of a pupil, if the exclusion would result in the pupil missing a public examination; the governing body should try to meet before the date of the examination and, if this is not practical, the Chair of Governors - using his or her powers to act in an emergency - may consider the exclusion and decide whether or not to reinstate the pupil. (These are the only circumstances in which the Chair of Governors can alone review an exclusion).

Appeals Committee are

Terms of reference

- to consider any appeal against a decision on pay grading or pay awards.
- to consider the representations of the parents of an excluded pupil.
- to make any determination or decision under the Governing Body's Complaints Procedure:

Head Teacher's Performance Review Committee

Terms of reference:

- to agree performance objectives for the Head Teacher with the support of an external adviser;
- to decide with the support of the external adviser, whether the targets have been met and to set new targets annually;
- monitor and evaluate the performance of the Head Teacher against the agreed objectives, within the mandatory annual cycle, and
- review the salary of the Head Teacher annually, in accordance with the most recent Teachers' Pay and Conditions document;
- make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.

Finance, Staffing and Resources Committee

Terms of reference:

Financial policy and planning

- to review, adopt and monitor a scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff;
- take financial decisions in accordance with the scheme of delegation agreed at the meeting of the full governing body;
- to review, adopt and monitor financial policies, including a charging and remissions policy;
- to establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information;
- ensure that the requirement for non-public funds to be audited is carried out at least annually and a copy of the audited accounts are approved by the full governing body, and a copy of the audit certificate is sent to Internal Audit Section of the LA;
- to make decisions in respect of service level agreements;

Financial monitoring

- to ensure that the school operates within the Financial Regulations of the LA;
- to monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- to receive at least termly budget monitoring reports from the LA/Headteacher;
- to report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date;
- to determine and monitor the use and impact of the Pupil Premium, and sport funding and report to the full governing body

- to meet with other committees and provide them with the information they need to perform their duties;
- subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- to monitor expenditure of all voluntary funds kept on behalf of the governing body;
- to review, complete and submit the School Financial Value Standard (SFVS);
- to undertake any remedial action identified as part of the SFVS;
- to receive and act upon any issues identified by a Local Authority audit.

Staffing

- to ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school;
- to consider and recommend for adoption to the full governing body the school's Pay and Appraisal Policies, including the criteria for pay progression (including the arrangements and operation of the school's appraisal procedures for the Headteacher);
- agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the headteacher;
- ensure that appropriate arrangements for linking appraisal to pay are in place, and can be applied consistently and that pay decision can be objectively justified;
- approve teachers' salaries, including recommendations from the senior leadership team on whether to award performance pay in line with the school's pay policy;
- to make recommendations to the Governing Body on what provision should be made in the school's budget for pay progression and discretionary pay awards;
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly;
- to ensure that staffing procedures (including recruitment procedures) follow current equalities legislation;
- to annually review procedures for dealing with staff discipline, capability and grievances and make recommendations to the governing body for approval;
- to monitor approved procedures for staff discipline, capability and grievance and ensure that staff are kept informed of these;
- to recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;
- in consultation with staff, to oversee any process leading to staff reductions;
- to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Premises

- to provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- to ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- to inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body;
- to arrange professional surveys and emergency work as necessary
 - The 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 headteacher would normally be expected to consult the committee chair at the earliest opportunity.
- to create a project committee where necessary to oversee any major developments;
- to establish and keep under review an Accessibility Plan
- to review, adopt and monitor a Health and Safety policy.

Curriculum and Standards Committee

Terms of reference:

- to review, monitor and evaluate the curriculum offer;
- to recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Improvement Plan
 - Targets for school improvement
- to monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups;
- to set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation;
- to develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline);
- to monitor and evaluate the effectiveness of leadership and management;
- to monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement;
- to monitor and evaluate the impact of continuing professional development on improving staff performance;

- to monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement;
- to ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor;
- to consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan;
- to ensure that all children have equal opportunities;
- to advise the finance / resources committee on the relative funding priorities necessary to deliver the curriculum;
- to monitor the school's publicity, public presentation and relationships with the wider community;
- to identify and celebrate pupil achievements;
- to oversee arrangements for educational visits, including the appointment of a named coordinator.