

Northenden Community School

Board of Governors

Terms of Reference



GOVERNING BOARD OF NORTHENDEN COMMUNITY SCHOOL

Purpose:

The purpose of the Board of Governors is to ensure the overall effective running of the school in order to secure the best possible educational environment for its pupils. In achieving its purpose, the Board will focus on ensuring:

1. the vision, ethos and strategic direction of the school are clearly defined
2. the headteacher performs their responsibilities for the educational performance of the school
3. the sound, proper and effective use of the school's financial resources

Membership:

The Board will have a membership of at least 7 governors. Membership will comprise:

- At least 2 governors who are parents of children attending the school. Parent governors will be elected by the parents of the school.
- A governor appointed by the Local Authority
- At least 2 co-opted governors, appointed by the Governing Board.*
- One staff governor, elected by the staff of the school
- The Head Teacher (who shall not also hold the position of staff governor)

A Chair and a Vice Chair will be elected to the committee on an annual basis.

A clerk to the Board will be appointed.

There will be no associate members of the Board.

* the number of co-opted governors who are eligible to be elected or appointed as staff governors must not exceed one-third of the total membership of the board,

Quorum:

Quorum will be 50% of the full governing body membership with the exception of the Head Teacher and the Staff Governor.

Meetings: The committee will meet at least three times a year. Minutes of the committee's meetings will be shared with the board and made available to the public.

Where the Chair is unavailable, the Vice-Chair will have the responsibility for chairing the meeting and agreeing any necessary actions/decisions as may be required in the meeting.

Policies and compliance: The Board will ratify all policies relating to the school business, including, but not limited to:

Admissions

- Admissions arrangements

Administration and data

- Charging and remissions
- Privacy notices
- School complaints

Attendance

- Attendance policy
- Accessibility plan
- Admission register

Data protection

- Data protection policy

Staffing and human resources

- Capability of staff
- Staff code of conduct (staff behaviour) and grievance
- Teachers' pay

Pupil wellbeing and safeguarding

- Child protection policy
- Special educational needs and disability (SEND) policy and SEN information report
- Supporting pupils with medical conditions

Relationships and sex education

- Relationships and sex education and health education (RSHE)

Behaviour

- Behaviour policy
- Behaviour principles written statement
- Exclusions

Facilities

- Health and safety
- Premises management documents

Uniform

- Uniform policy

Governance

- Equality information and objectives statement
- Governors' allowances

The Board will maintain an accurate register of members' pecuniary and non-pecuniary interests.

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Monitoring: The Board will maintain overall responsibility for ensuring that the activities relating to the policies above are properly executed as well as for the general well running of the school.

Where appropriate, the Board will delegate responsibility to a sub-committee of the Board, or to one or more Link Governors, and/or to the Head Teacher in accordance with the Scheme of Delegation.

The Board will receive regular reports from the Headteacher and/or the School Business Manager on matters including, but not limited to:

- School improvement plans
- Curriculum and academic attainment matters
- Health and Safety
- SEND
- Safeguarding
- Pupil premium
- Attendance
- The financial position of the school

The Board will also receive reports from Link Governors and relevant members of school staff who will be invited to attend meetings to update on key items of business as appropriate.

Approved by	<i>Board of Governors October 2024</i>
Next review date:	<i>Autumn term 2025</i>