Governing Body of
Meadows First School
Terms of Reference

Date Established	September 2020	**Date of Review**	Sept 2021
Chairman	Andi Lynch	**Date Appointed**	23/01/12
Membership	As per the Instrument of Government		
	Member	**Appointed**	
	Jane Baker	15/9/14	
	Jane Barrow	21/9/17	
	Louise Beck	5/1/04	
	Georgina Chancellor	15/9/14	
	Wendy Dwyer	1/12/15	
	Miles Jones	8/7/13	
	Andi Lynch	23/1/12	
	Elisa Parker	2/3/15	
	Samantha Preece	27/5/11	
	Polly Reed	21/9/17	
	Scott Sanderson	2/3/15	
	Carol Taylor	24/9/15	
	Caroline Tilsley	18/1/10	
Quorum	One half of the number of governors currently appointed (14)		
Meetings	Termly		
Disqualification	As per Regulation 21 and Schedule 6 of the School Governance (England) Regulations 2007.		
Terms of Reference	• Hold at least three governing body meetings a year • To agree constitutional matters and procedures • 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 investigate financial irregularities (head suspected) • 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 set up a register of governor's business interests • To recruit new members as vacancies arise and to appoint new governors • To appoint or remove the chair and vice chair • To appoint or remove a clerk to the governing body • To establish committees of the governing body and their Terms of Reference for Appeals, Discipline, Heads Performance, Hearings and Individual roles • 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 review the delegation of functions to individuals or committees annually • To establish financial limits of delegated authority • To ensure a policy review cycle is in place		

	• To ratify the School Profile & Prospectus • To approve staff development • To review and approve the Governor Code of Conduct • To approve the Statement of Internal Control • To review delegated spending limits • To approve the first formal budget plan of the financial year • To ensure safeguarding procedures are in place and one governor has completed the safeguarding training with the head teacher • With Head and staff draw up the School Improvement Plan • Draw up an Action Plan after OfSTED inspection and make arrangements to monitor progress • Ensure that Religious Education is provided **Strategy** • To consider and advise on standards and other matters relating to the curriculum, including statutory requirements and the schools' Curriculum Policy • To make arrangements for representation at School Improvement discussions with the LA • Monitoring and analysis of Pupil Attainment Data and its impact upon School Development Program • Oversee impact of Pupil Premium Funding • Oversee impact of Sports Premium Funding • Consider and implement any internal or external influences. eg Government initiatives • Oversee and set Annual Pupil Attendance figures • To agree, by early in the autumn term, the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents • To establish and keep under review Critical Incident policy and procedures • To establish and keep under review a protocol for the governing body • To establish and keep under review arrangements for governors' visits to school • To oversee arrangements for governor involvement in formulating and monitoring the School Improvement Plan • To make recommendations to the governing body to establish exceptional working arrangements where particular circumstances arise eg a special committee to oversee an OfSTED inspection • To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the head teacher **Curriculum** • To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy • To consider curriculum issues which have implications for financial and personnel decisions and to make recommendations to the relevant committee • To make arrangements for the governing body to be represented at School Improvement discussions with the LA and for reports to be received by the governing body • To oversee arrangements for individual governors to take a leading role in

	SEN, Literacy, Numeracy • To receive regular reports from the above and advise the governing body • To oversee arrangements for educational visits • To act as a critical friend for curriculum development • To oversee arrangements for provision of Sex Education **Personnel** • Formulating and reviewing the school's staffing structure. • Setting the school staffing levels (teaching and non-teaching) and submitting projections annually to the Finance Committee. • Annually reviewing pay policy for all staff employed in the school, including the criteria and procedures for determination of all discretionary elements. • Establishing the procedures for advertising and appointing new staff. • Operating redundancy procedures should they become necessary. • Monitoring the procedures for the support and development of staff and Newly Qualified Teachers (NQTs). • Ensuring that DFES procedures for performance management of teachers are followed correctly • Overseeing the promotion, recruitment, induction and development of governors, including the co-ordination of governor visits and training