



Sandford Hill Primary School Governing Body

TERMS OF REFERENCE

The governing body at Sandford Hill Primary School; like all governing bodies; has three core responsibilities. These are:

- ensuring the clarity of vision, ethos and strategic direction of the school;
- holding the headteacher to account for the educational performance of the school and its pupils;
- overseeing the financial performance of the school and making sure its money is well spent.

To facilitate these, the Full Governing Body gather for six half-termly meetings throughout the year. Where specific needs arise, additional meetings are held to address them.

Under the Terms of Reference the Governing Body of Sandford Hill Primary School will:

For its financial responsibilities:

1. Take recommendation of the annual budget to the governing body including the delegation of the budget responsibilities to budget managers and ensure it enables the delivery of the school development plan.
2. To regularly monitor the actual income and expenditure against each budget and revise the forecast for the year.
3. To review the awarding of contracts by tender up to a specified limit.
4. To review reports by internal audit and the finance governor as to the effectiveness of the financial procedures and controls.
5. To set delegation limits above which the approval of the governors is needed before goods or services can be purchased or money can be moved between budget headings.

For its Behaviour, Safety & Premises responsibilities:

6. To maintain and review, at regular intervals to be agreed by the Governing Body, relevant policies in all matters relating to the standard of Behaviour expected from all those involved in school life; Pupils, staff, governors and visitors alike.
7. To ensure that all pupils are safe and that the school discharges its duty to safeguard and promotes the welfare of all, so that each child fulfils their potential. This will include, but not be restricted to: adopting a robust safe recruitment procedure and a Child Protection policy. As the Governors recognise the need to minimise risk of harm this will be reviewed and audited on an ongoing basis.

8. To ensure that the school complies with all relevant legislation, including but not restricted to the Health & Safety Act and that both grounds and premises are fit for purpose. Review relevant policies at regular intervals.
9. To produce the school budget and ensure it enables the delivery of the school development plan. Monitor budgetary position at least termly, agree any variations and approve delegated spending limits for Head Teacher and SMT.

For its Leadership, management and appraisal responsibilities:

10. Hold the HT/SLT to account to ensure the effective leadership and management of the school.
11. In consultation with the HT set the improvement priorities required. Monitor and evaluate the impact of the school development plan to address these. Keep relevant sections of the school Self-Evaluation under review and update as necessary.
12. Keep under review the curriculum delivered at the school ensuring that it meets statutory requirements and that appropriate emphasis is maintained on raising pupil performance and the development of social and interpersonal skills.
13. To establish and review an Appraisal policy for all staff.
14. To establish a Salary Policy for all staff and to be responsible for its implementation and review.
15. To review and take recommendations in respect of staff pay progression.

For its Achievement, teaching and learning, personnel responsibilities:

16. To monitor and evaluate the standards of achievement across the school including pupil attainment and progress against agreed targets and outcomes.
17. To monitor the impact of teaching and learning on the performance of pupils against agreed targets.
18. Receive, review and validate reports about the quality of teaching and learning, including the identification of areas for improvement. Review and monitor any resulting actions on outcomes for pupils.
19. To formulate and review the staffing structure and organisation in consultation with the HT annually. Ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements. Ensure CPD is linked to the school's agreed priorities and monitor the impact of training on outcomes for children.