



# Pinxton Village Infant Schools

## Full Governing Board Terms of Reference

Pinxton Village Infant schools (PVIS) is a federation of John King Infant School and Longwood Infant school in Pinxton.

Since 2014 Longwood Infant School has been designated with National Teaching School status by the National College of Teaching and Leadership (NCTL). Longwood Infant School has named itself 'Synergy Teaching School' for the sole purpose of distinct brand and identity.

PVIS Terms of Reference define the governance responsibilities of the shared PVIS Governing Board, this is inclusive of the governance of Synergy Teaching School.

**The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 state that the core functions of the Pinxton Village Infants Schools Governing Board must include the following:**

- ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
- ensuring the sound, proper and effective use of the school's financial resources.

**In exercising their functions the Governing Board shall:**

- act with integrity, objectivity and honesty and in the best interests of the school; and
- be open about the decisions they make and the actions they take and in particular shall be
- prepared to explain their decisions and actions to interested parties.

### **Governing Board Terms of reference**

1. To agree constitutional matters\*, including procedures where the Governing Board has discretion
2. To recruit new members as vacancies arise and to appoint new governors\* where appropriate
3. To hold at least three Governing Board meetings a year\*
4. To appoint or remove the Chair and Vice Chair\*
5. To appoint or remove a Clerk to the Governing Board\*
6. To establish the committees of the Governing Board and their terms of reference\*
7. To appoint the Chair of any committee (if not delegated to the committee itself)
8. To appoint or remove a Clerk to each committee\*
9. To suspend a governor\*
10. To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*



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11. 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 Board is necessary\*
12. To approve the first formal budget plan of the financial year
13. To review the statutory policies and documents that must be approved by the full Governing Board\*
14. To review the delegation arrangements annually\*
15. Any items which individual governing bodies may wish to include

*\*these matters cannot be delegated to either a committee or an individual*

**Membership** – As per the Instrument of Government

**Disqualification** – as per Regulation 17 and Schedule 4 of the Constitution Regulations 2012

<b>Quorum:</b>	One half (rounded up to the nearest whole number) of the Governors in post, not including any vacant positions.
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The School Improvement Focus and Resource Management Focus sections below lay out the specific responsibilities for the work of the Governing Board in those areas.

### School Improvement Focus:

1. To jointly prepare the School Improvement Plan with the Head Teacher, regularly review plan content and monitor progress of plan milestones.
2. To raise standards of achievement and promote well-being and community cohesion.
3. Critically discuss sections of the self-evaluation form to grasp an understanding of the school's strengths and areas for development and how priorities feed into the School Improvement Planning process. With guidance from the Headteacher, monitor progress in meeting school improvement plan and QDD support plan priorities and judge the impact – is it better for the children?
4. To review the policies in line with the agreed cycle.
5. To monitor the provision of the Curriculum and its assessment procedures to ensure the school maintains and delivers a broad and balanced curriculum in line with the legal framework.
6. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.
7. To monitor the effectiveness of all the school's teaching and learning and curriculum policies, taking account of statutory guidance where appropriate, including:

**Governor Approval Date: 20<sup>th</sup> October 2016**

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- i) the provision for collective worship and RE in line with the locally agreed syllabus
  - ii) the school's policy on sex education
  - iii) the school's policy on charging and remissions
  - iv) the school's policy on special educational needs; and
  - v) the school's policy for PSHE and Citizenship
8. To receive curriculum progress reports from the Headteacher and others, in order to monitor, review and evaluate the standards of achievement, seek to make continuous improvement and inform target-setting, including:
- i) subject/aspect reports
  - ii) analysis of performance data
  - iii) information about non-statutory assessment and testing
  - iv) the impact that continuous professional development has on school improvement
9. To ensure that targets for pupils' achievements are set and published as required by legislation.
10. To consult with and provide information to parents and the wider community on matters relating to children and learning and the curriculum. To consider consultation responses from parents / carers and the local community to the need for extended services and make recommendations to the full Governing Board for extended services. Agree the outcomes (targets) for the agreed services and evaluate impact.
11. To ensure all pupils make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school. Expectations for learning for pupils are high and pupils participate fully in all aspects of school life.

### Resource Management Focus:

#### Finance (John King & Longwood)

1. To consider the financial implications of the School Improvement Plan, which will include clear links to the annual budget plans.
2. To prepare and approve the budget plan.
3. To monitor the budget and make any in year changes.
4. To review and approve the School Finance Regulations and Procedures annually.
5. To consider/approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
6. To consider/approve any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.



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7. To be responsible for contractual arrangements in respect of items given Governing Board approval, in accordance with Council Standing Orders and Financial Regulations, including the placing and opening of tenders and obtaining quotes.
8. To consider proposals involving expenditure in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
9. To ensure that the principles of Best Value are followed when making decisions.
10. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year.

### **Finance Functions Delegated to the Headteacher:**

As per the Governors' Scheme of Financial Delegation and as documented in the PVIS Financial Regulations and Financial Procedures documents.

### **Personnel (John King, Longwood & Synergy)**

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Board and to undertake any formal consultation on personnel matters.
2. **Discipline/Grievance** – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Board.
4. **Staffing Structure** – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's/teaching school's leadership team.
5. **Head Teacher/Director Performance Management** – to form a committee of a minimum of three governors for annual performance management and pay review of the Head Teacher/Director.
6. Other responsibilities:
  - i) Absence Management and Monitoring
  - ii) Harassment and Bullying
  - iii) Competence
  - iv) Recruitment and Retention Policy
  - v) Monitoring of the Staff Performance Management Process (not including the Head Teacher's/Directors performance management, which will be dealt with by a separate committee)



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### Personnel Functions Delegated to the Headteacher/Director:

Operational staff management responsibilities, as defined in the Headteacher/Directors job description.

### Premises/Health & Safety (John King & Longwood)

1. To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school and ensure that a school health and safety policy and appropriate risk assessments are in place and used in order to safeguard the health and safety of employees, pupils and visitors to the school. To consider health and safety implications relating to Governing Board decisions. To carry out periodic health and safety inspections with the school management. To monitor health and safety performance on an on-going basis.
2. To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Board (with reference to the Asset Management Plan).
3. To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising maintenance work.
4. To determine a policy and scale of charges for the letting of the premises. Under the Education Act 2002 the Governing Board must consult the LA, school staff and parents of registered pupils of the school, registered pupils where this is appropriate and such other persons the Governing Board consider appropriate before it provides any community facilities or services.
5. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
6. To be responsible for overseeing the arrangements for caretaking.
7. To consider improvements/alterations to school premises and ensure proposals are forwarded to the LA for consideration and approval.
8. To draft/agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget or devolved formula capital.
9. To be responsible for monitoring the arrangements for the security of the premises.
10. To consider requests to improve/replace furnishings within the school, within budget provision.
11. To approve participation in financing/insurance schemes for larger scale improvements/alterations/remedial works, where the school has financial responsibility.



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12. To monitor and approve works arising from the recommendations in the schools building condition surveys. This includes ensuring plans are in place by the local authority for larger scale structural repairs and maintenance (typically works with a value of £10,000 - £100,000).
13. To makes updates to the School Improvement Plan where it relates to the management of school premises.
14. Accessibility planning

### Functions Delegated to the Headteacher

- i) To be responsible for day to day minor repairs and maintenance.
- ii) To be responsible for the arrangements for letting the school premises.
- iii) To be responsible for liaison with contractors where such work is funded from the school's budget or devolved formula capital.
- iv) To take such other urgent action on premises issues as is required in consultation with the Chair of Governors/Committee and if appropriate the LA.
- v) To be responsible for the day to day health and safety arrangements in the school.

The Governing Board must:

- i) Approve the annual maintenance programme.
- ii) Consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.
- iii) Approve tenders and expenditures for all building or civil engineering contracts in excess of £10,000, which is to be funded from the school's delegated budget/devolved formula capital and inform the LA (as expenditure in excess of £10,000 has capital implications).

### Synergy Teaching School

### PVIS Governing Board will exercise governance responsibilities for Longwood Infant School as a National Teaching School.

### PVIS governance will:

1. Embrace Synergy Teaching school as an integral part of Longwood Infant School and PVIS.
2. Sign and adhere to the annual Terms and Conditions of the Teaching School grant and other grants Synergy Teaching School can bid for.
3. To consider the financial implications of the Teaching School Executive Board's strategic plans, including financial compliance with NCTL and DfE terms and conditions.
4. To approve the teaching school budget, including staffing.





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5. To monitor the budget and teaching school business plan, including the scrutiny of income generation targets and future financial sustainability.
6. To review and approve the Teaching School Finance Regulations and Procedures and Charging/Lettings policy and scale of charges annually, or as changes arise.
7. To consider/approve virements between budget heads in excess of any delegation granted to the Director under the Governors' Scheme of Financial Delegation.
8. To consider/approve any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
9. To be responsible for contractual arrangements in respect of items given Governing Board approval, in accordance with Council Standing Orders and Financial Regulations, including the placing and opening of tenders and obtaining quotes and leasing of premises for teaching school activities.
10. To consider proposals involving expenditure in excess of any delegation granted to the Director under the Governors' Scheme of Financial Delegation.
11. To be responsible for ensuring a health and safety policy and appropriate H&S arrangements are in place.
12. To monitor arrangements for teaching school premises including site security and accessibility.
13. To champion the work of the Teaching School, including engaging stakeholders in the 'big six' delivery.
14. To maintain the Teaching School designation by ensuring pupil performance at Longwood is monitored and ensuring a secure SLT/staffing structure and succession planning.
15. Chair of Governors from PVIS Governing Board to sit in attendance at the 4Derbyshire Alliance Executive Board meetings to ensure transparency and effective communication.
16. PVIS Governing Board shall delegate the following responsibilities of the delivery of Synergy Teaching School to the 4Derbyshire Alliance Executive Board as:
  - To be informed of Teaching School income generation targets and progress
  - To provide advise and guidance on investment and spending with the delivering of TSA 'big 6'
  - To hold the Director of Synergy to account for Strategic Direction and each other



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- To have delegated responsibility for the lead and delivery of the NCTL Action Plans (pillar plans)

### Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- i) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- ii) Functions relating to admissions.
- iii) Functions relating to school discipline policies;

The Governing Board cannot delegate any functions relating to: the constitution of the Governing Board (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk to the Governing Board, the suspension of governors, the delegation of functions and the establishment of committees.

**Should the Governing Board determine that functions should be delegated to a committee on an ongoing basis, then separate Committee Terms of Reference should be approved by the Governing Board to clearly define the committee's delegated responsibilities and authority.**

**These terms of reference agreed by the PVIS Governing Board on**

**Date: 20/10/2016**

**Signed:**

**Minute No:**

<b>Chair of the Governing Board</b>	Ms Sebrina de Veer
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