



KINGSMOOR LOWER SCHOOL

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Kingsmoor Lower School Governing Body Terms of Reference

Governors should refer to the latest edition of the School Governance Handbook which is available on the DfE website.

It states that the core functions of a Governing Body are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent.

Membership

The Governing Body will ensure it has sufficient members to undertake its duties effectively and in accordance with the School Governance Handbook.

The composition of the Governing Body is determined in the Instrument of Government as follows:

- 3 Parent Governors
- 1 Local Authority Governor
- 1 Staff Governor
- 1 Head Teacher
- 3 Co-Opted Governors

A chair and vice chair shall be elected annually (this will be by secret ballot where there is more than one candidate).

The Governing Body will ensure that it creates an environment which enables it to recruit and retain effective Governors and which encourages the participation of all groups and sections of the community. Associate members may be appointed by the Governing Body.

Quorum

The quorum for a meeting of the full governing board is one half of the membership of the governing board, excluding any vacancies (rounded up to the nearest whole number). This also excludes any associate members, as they are not considered full members.

Monitoring

Ensure the policy-writing and reviewing process is robust. Monitor policies to ensure they are up to date with relevant requirements, fit for purpose and tailored to the school and aligned with the school's improvement strategies and ethos

Meetings

The Governing Body will meet as and when required but at least once per term.

Attendance at all meetings of the Governing Body is expected, in the event of non-attendance it is necessary to send apologies to the Clerk who will assess if a quorum is likely and inform Governors if this is not the case. If the meeting is not quorate it cannot convene.

General Terms

- To determine the strategic direction and ethos of the school.
- To monitor and evaluate the performance of the school by receiving reports from the Head Teacher.
- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To consider whether or not to exercise delegation of functions to individuals or committees and to establish the committee's terms of reference.
- To receive reports and ratify recommendations from committees or from individual Governors.
- To consider business provided by the LA.
- To investigate financial irregularities (if 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 governance and any amendments thereafter.
- To appoint or remove the chair and vice chair
- To appoint or dismiss the clerk
- To hold at least three Governing Body meetings a year.
- To set up a register of Governor's business interests.
- To recruit and appoint new Governors where appropriate.
- To suspend a Governor.
- To approve and manage the school budget and consider proposed revisions to the budget.
- To receive any reports from external bodies (e.g. CBC, Ofsted), consider and implement any recommendations, agree actions as a result of the reviews and evaluate regularly the implementation of the plan.
- Decide whether to delegate power to spend the delegated budget to the Head Teacher and if so establish financial limits of delegated authority (see scheme of delegation).

- To ensure a policy review cycle is in place.
- To consider safeguarding and equalities implications when undertaking all functions.
- To review, monitor and evaluate the curriculum offer. Providing guidance and support on all strategic matters relating to curriculum, implementation, delivery and impact.
- Ensuring the curriculum offer is broad and balanced.
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality 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 (eg looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure the requirements of children with special educational needs and disabilities are met, as laid out in the Code of Practice and receive termly reports from the Headteacher and an annual report from the SEND Governor.
- To regularly review and develop the Assessment Policy and to ensure the policy is operating effectively.
- To ensure all children have equal opportunities.
- To monitor the school's publicity, public presentation and relationship with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To monitor consistency and evaluate impact of interventions.
- Review impact of Pupil Premium and sports grant.
- To monitor and evaluate rates of progress and standards of achievement by pupils including Pupil Premium and SEND pupils, by gender and any other underachieving groups.
- To monitor and evaluate rates of progress and standards of achievement compared to CBC and national averages and targets.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans.

To review and approve the:

- Self Evaluation Form
- School Development Plan
- Targets for school improvement
- Targets for the achievement of pupils at EYFS, Key Stage 1 and targets for the end of Year 4

To develop and review policies identified within the schools' policy review programme, for example:

- Special needs in relating to education and welfare
- Religious education and collective worship
- Sex education
- Race equality
- Pastoral care
- School meals;

- Educational visits
- School uniform
- School prospectus
- Overall school organisation
- Pupil disciplinary matters
- Child Protection protocol / policy

Any other curriculum or pupil related matters deemed appropriate.

Ofsted

Ofsted Inspectors will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and Governors:

- Demonstrate an ambitious vision, have high expectations for what all children and learners can achieve and ensure high standards of provision and care for children and learners
- Improve staff practice and teaching, learning and assessment through rigorous performance management and appropriate professional development
- Evaluate the quality of the provision and outcomes through robust self-assessment, taking account of users' views, and use the findings to develop capacity for sustainable improvement
- Provide learning programmes or a curriculum that have a suitable breadth, depth and relevance so that they meet any relevant statutory requirements, as well as the needs and interests of children, learners and employers, nationally and in the local community
- Successfully plan and manage learning programmes, the curriculum and careers advice so that all children and learners get a good start and are well prepared for the next stage in their education, training or employment
- Actively promote equality and diversity, tackle bullying and discrimination and narrow any gaps in achievement between different groups of children and learners
- Actively promote British values.

Everyone valued, every opportunity given, every possibility opened.



SCHOOL
MEMBER

