

**St Mark's Church of England School  
Stafford Road, Shirley, Southampton. SO15 5TE**

**Full Governing Body (including HR/Finance) Committee Terms of Reference 2024/2025**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties
- To maintain and approve any non-statutory records or policies as delegated by the Governing Body and to monitor use and impact.

Ensuring accountability, by:

- Appointing the Executive Headteacher
- Monitoring progress towards targets
- Performance managing the Executive Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

In order to meet these functions, the full governing board will delegate some responsibilities (determined through governor link terms of reference) to the governors of the full governing board.

### **Membership**

- The governing board will be formed in categories of governorship as in the Instrument of Government - this will include elected parents and staff and appointed co-opted and LA governors. Membership will be skills based. Non-voting Associate Members will also be invited to attend and contribute to Governing Board meetings and their membership will also be skills based.

As individuals on the governing board we agree to the following:

### **Role & Responsibilities**

- We understand the purpose of the governing board and the role of the Executive Headteacher.
- We accept that we have no legal authority to act individually, except when the governing board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the Executive Headteacher.

### **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service as governor links or in working groups.
- We will make every effort to read through materials related to group and Full Governing Board meetings and prepare and send questions on material **in advance** of the meetings.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.

- We will visit the school, with all visits arranged in advance with the Executive Headteacher and undertaken within the framework established by the governing board. We will provide summaries of these visits in the school visit form and provide updates at FGB meetings.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors and FGB members.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Executive Headteacher, staff and parents, the local authority and other relevant agencies and the community.

## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

## **Conflicts of interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

## **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

The Governing Board will undertake these functions by:

## **Planning, review and monitoring**

- Review, approve and monitor the School Improvement Plan
- Review, approve and monitor the School Self Evaluation Form (SEF)
- Set dates of meetings for the year ahead
- Agree curriculum plans
- Receive regular updates on pupil progress and attainment
- Receive the Executive Headteachers' report

- Review Admissions
- Review, monitor and evaluate examination/national test results
- Review and evaluate the level of exclusions and attendance
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers.
- Monitor and evaluate attendance of pupils/staff/governors.
- Involve all stakeholders in review of values and vision for the school.

### **Structure and Training**

- Establish and review an Instrument of Governance
- Establish and review a Governor's Code of Conduct
- Hold at least 3 full governing board meetings per academic year
- Elect or remove Chair or Vice-Chair
- Appoint or remove Clerk
- Recruit new governors and co-opt associate members according to their skills.
- Hold Governor elections in accordance with statutory guidance
- Provide induction of new governors
- Organise support and training for governors
- Review the effectiveness of the governing board

### **Finance**

- To prepare and review financial policy statements, including consideration of long term planning and resourcing.

- To consider the School Improvement Plan and to draw up an annual budget plan for approval.
- To monitor income and expenditure of all funds and to report the financial situation to the full governing body each term.
- To monitor the impact of spending decisions upon educational achievement in the school.
- To prepare a Charging Policy for the school for approval.
- To monitor service contracts and other arrangements entered into relating to the school premises in terms of effectiveness and value for money.
- To complete the SFVS for each school yearly.

### **Governor Links**

- Establish governor link roles and responsibilities and cadence of reporting during Full Governing Board meetings.
- Review termly the delegation of functions, governor link structure and their subsequent roles and responsibilities.
- Delegate functions to governor link roles and working/steering groups.
- Ensure that governor links and working/steering groups are approved.
- Appoint governor links. See full list on website here.
- Maintain and update annually a file of pecuniary interest declarations

### **Executive Headteacher Performance Management**

- Ensure at least 3 Governors are appointed and trained to complete the Executive Headteacher's Performance Management.
- To arrange the appointment of an External Adviser to review the HT Performance and give guidance on key objectives for the year.
- Meet with the EHT to outline/set the EHT's key objectives.
- Meet at least once a year with EHT to discuss objectives/progress.
- Measure the results of the previous year in October of the following academic year.

## **Personnel**

- To review and monitor the staffing provision of the school to deliver the education of the pupils, within budget.
- To review the process for staff appointments and coordinate governor involvement as required.
- To review and monitor Staff and Executive Headteacher well-being, including rates of staff absence.
- To incorporate the functions & decisions of the Pay sub-Committee, in accordance with legal requirements and the current Pay policy.
- To review and monitor staff performance and related pay decisions in accordance with the pay policy.
- To support *ad hoc* Governor Panels for Staff Disciplinary Committee and Staff Disciplinary Appeals Committee.

## **Lettings and Community use**

- To agree the community use agreement and review this annually.
- To set the rates of costs for lettings as advised by the Executive headteacher
- To review the finances of lettings to ensure the educational funds are not used for lettings/ community use.

## **Property and Grounds**

- To consider the repair and maintenance needs of the school building, and to monitor and review the short, medium and long term programmes of planned maintenance at the school.
- To monitor the use of the school premises and site by outside users for non-school activities within the policy established by the Governing Body on such use of the premises.
- To ensure the community use of the school is not putting the school at a financial disadvantage, by monitoring income and expenditure relating to community use.

## **Health and Safety**

- To ensure that the school site meets safeguarding requirements.
- To monitor and evaluate the first aid analysis for potential health and safety issues.
- To undertake a yearly site walk of the school, to monitor and evaluate health and safety concerns.

St Mark's CE School Governing Board Instrument of Governance, The total number is 12.

1 Staff Governor

1 Executive Headteacher

1 Local Authority Governor

2 Parent Governors

2 Foundation Governors

4 Co-opted Governors