



Kentish Town CE Primary School

---

### Governing Board Terms of Reference 2022-23

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Board meetings will be open to the public with Minutes available except for matters considered confidential. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Board will:

- Hold at least 4 meetings per year
- Include 12 members, including 7 foundation governors appointed by the parochial church council, the area deanery and the London Diocesan Board for Schools. The other five governors shall be 2 elected representative parents, the Headteacher, a representative staff member and the LA representative governor. A quorum shall be one half of the membership of the governing board
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- Set dates of meetings for the year ahead
- Receive Headteacher's reports
- Review and monitor national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Monitor accidents/incidents involving pupils/staff/governors/visitors
- Review, adopt and monitor a Freedom of Information Policy

- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Development and Improvement Plan
- Review and approve the School Health and Safety Policy
- Monitor the implementation of the schools health and safety arrangements
- Ensure at least 2 governors are appointed to complete the Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy and curriculum policy
- Organise support and training for governors
- Receive regular reports on Safeguarding

- The Governing Board has a strategic role in the financial management of schools and its key responsibilities include:
- Approval of Annual Budget
- Authorisation of the 3 year financial plan
- Setting financial priorities through the School Development and Improvement Plan
- Authorisation of Statement of Internal Control
- Appointment and salary of Headteacher
- Determination of the staff pay policy for the school
- Authorisation of Terms of Reference for all committees
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis

- Monitor the impact of the Pupil Premium fund, ensuring the plan and impact are posted on the school website
- Monitor the impact of the Sports Premium funding, ensuring the plan and impact are posted on the school website
- Monitor the condition of the building and its use – specifically with regard to lettings
- Act as a critical friend to the school on all financial matters
- Through the Curriculum and Monitoring Committee ensure that all pupils are taught the National Curriculum
- The views of stakeholders will be considered by the Children, Families and Community Committee of the Governing Board.

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

**Approved by the governing board:**

At FGB Meeting on 12<sup>th</sup> October 2022

**Next review date:**

October 2023