

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL GOVERNING BODY

TERMS OF REFERENCE

General Terms of Reference for Governing Body and Committees

1. The primary purpose of the Governing Body is, in the role of 'critical friend' to the school, to support the Headteacher in determining strategy and direction of the school, the proper implementation of statutory requirements and the monitoring and evaluation of the school development plan, including through active participation in the School Improvement Programme (SIP).
2. To facilitate this, the Governing Body will determine and implement the necessary and appropriate committee structure, approving the format of Committees and appointing a Chair for each.
3. Committee terms of reference are to be reviewed annually by the Governing Body and each Committee is responsible for ensuring the strategic development and monitoring of the areas of school activity and life which fall within its delegated remit (as outlined in its terms of reference).
4. The Chair of Governors and the Headteacher will be ex-officio members of all standard Committees.
5. Notice of meetings and an agenda are to be given to committee members at least 4 working days in advance of a meeting.
6. Liaison is to take place between committees on any matters, which might affect the work of those committees.
7. Committee Chairs are to convene meetings each term in accordance with the schedule of meetings agreed by the Governing Body after consultation with the Headteacher regarding the agenda contents. Formal minutes are to be taken and circulated to all governors.
8. Committees may co-opt additional, non-voting, members from time to time and as thought fit.
9. Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.
10. A quorum of 3 or 2/5ths of voting members is necessary to run a meeting but decisions are to be taken on a majority of eligible voting members.
11. To determine annually at the first Full Governing Body (FGB) meeting of the academic year, the practical process(es) for implementing the School's Pay Policy for that academic year, ensuring that delegated decisions and recommendations are presented to the FGB in a timely manner.
12. Members of staff have voting rights in all areas other than those relating to pay, performance management and related decisions.
13. In its role as employer, the governing body will be responsible for the appointment of staff through the agreed recruitment procedures.

Specific Terms of Reference for the Finance and Facilities Committee

Strategy and direction

1. to engage in Strategic Financial Planning
2. in consultation with the Headteacher, to oversee the preparation of the 3 year budget plan and ensure it links with the School Improvement Plan priorities agreed by the governing body
3. to review the Finance Policy annually and recommend levels of delegation
4. to review the annual budget and recommend it for approval to the full governing body
5. to agree the level of delegation to the Headteacher for the day-to-day operation of the school
6. to ensure corrective action is taken on monthly budgets where necessary;
7. to approve transfer between budget headings (virements) within agreed limits
8. to make decisions in respect of service agreements and insurance
9. to establish procedures for governors to claim expenses
10. to ensure a record is kept of pecuniary interests of governors and staff
11. to advise the full governing body of any consultations to change the LA Finance Scheme
12. to have the power to make decisions on behalf of the Governing Body relating to matters of finance and facilities
13. to determine a list of premises priorities and a means of implementation
14. review asset register maintenance in the School

Implementation of Statutory Requirements

1. to notify the approved budget to the LA by the agreed deadline;
2. to ensure accurate accounts are kept;
3. to ensure that the school adheres to the LA's Scheme for Financing Schools;
4. to ensure the school has, or is working towards achievement of SFVS (Schools Financial Value Standard);
5. to ensure the audit of all non-public (voluntary) funds, trading accounts, charity funds etc which must be run in accordance with LA regulations;
6. to ensure recommendations arising from school audits are properly implemented.
7. to benchmark school financial performance and report to the full governing body;
8. to evaluate and present to the governing body the annual statement of Internal Controls;
9. to monitor monthly expenditure
10. to evaluate spending of all public funds to agreed timescales to ensure the budget provides value for money in terms of raising standards of education;
11. to analyse and report on Tenders for Contract Services;
12. to review the Charging and Remissions policy every three years
13. to ensure key financial decisions are properly recorded in minutes;
14. to keep in-school financial procedures under review;
15. to monitor and review matters of health and safety;

Monitoring and evaluation of the School Development Plan (and support for the SIP)

1. to monitor the policy for the use of the school premises and letting arrangements.

Specific Terms of Reference for the Communications and Community Committee

Strategy and direction

1. to have strategic oversight of communication with all stakeholders and interested parties including pupils, parents, staff, governors, Old Girls, PTA, prospective pupils and parents, local residents, ensuring that this is regularly reviewed and effective;
2. to promote the best interests of the school through the provision of best quality information to diverse audiences through a range of media
3. to secure and build on constructive links with the wider community including local schools, voluntary groups, elected representatives (local and national), businesses and other relevant agencies;
4. to explore sources of non-Local Authority funding so as to provide for current and future requirements of the school;
5. to approve all proposed new residential educational visits

Implementation of Statutory Requirements

1. to monitor and annually review the school's admissions policy and related arrangements, making recommendations to the Governing Body; to receive, consider and monitor information on TWGGS admissions; to consider and take action on individual cases as appropriate;
2. to ensure the school website is current and compliant;
3. to consider and review the terms of the Home-School Agreement;
4. to receive, consider and monitor information regarding attendance;
5. to consider, review and monitor the Educational Visits policy;
6. to consider, review and monitor policies relating to the Equalities Act 2010;
7. to consider, review and monitor the Freedom of Information publication scheme;
8. to consider, review and monitor the Complaints procedure;
9. to consider, review and monitor the Whistle-blowing policy.

Monitoring and evaluation of the School Development Plan (and support for the SIP)

1. to receive an annual report from the school's CCF unit, reviewing its contribution to the school, and maintain an effective link between the Governing Body and the CCF;
2. to monitor and oversee the school's work in the community;
3. to monitor existing residential trips and visits;
4. to consider and review findings from the parent, pupil and staff surveys undertaken every 3-4 years;

Specific Terms of Reference for the Curriculum and Staffing Committee

Strategy and direction

1. to have the power to make decisions on behalf of the Governing Body relating to matters concerning curriculum and staffing;
2. to review application and impact of the National Curriculum, making recommendations to the Governing Body;
3. to maintain an overview of all related school policies and ensure their regular re-appraisal;
4. to make recommendations to the Governing body for the school's Safeguarding policy and related policies and arrangements
5. to approve the school's systems for assessment and tracking of pupils;
6. to be kept informed of the staffing situation, review staffing structure and assist with appointments where appropriate;
7. to agree the School's Appraisal, Pay, Capability, Staff Discipline, Grievance and other staff related policies; to review the Pay Policy annually;

Implementation of Statutory Requirements

1. to keep informed of the current statutory requirements of the National Curriculum relevant to the school and to consider dis-application where appropriate;
2. to monitor the school's Safeguarding policy and related policies and arrangements; to regularly review the school's Safeguarding policy and related policies and arrangements, making recommendations to the Governing Body;
3. to monitor and regularly review the school's SEND policy and related policies and arrangements, making recommendations to the Governing Body; and to receive and discuss reports on the provision of Special Educational Needs and Disability;

Monitoring and evaluation of the School Development Plan (and support for the SIP)

1. to monitor the application and impact of the National Curriculum;
2. to consider and monitor policies relating to pastoral issues including anti-bullying, drugs and sex education;
3. to consider and monitor progress against the School Development Plan;
4. to monitor the school's systems for assessment and tracking of pupils;
5. to receive and discuss the results of all examinations in school, including GCSE & A Level plus statistics regarding Value-added, ALPS, ASP and Pupil Referenced Data;
6. to receive and discuss Governor visit reports and SIP reports written by SLT;
7. to monitor the School's Appraisal, Capability, Staff Discipline, Grievance and other staff related policies.