



## **West Kirby Primary School Full Governing Body (FGB)**

### **Terms of Reference 2020/21**

#### **1. Core Functions**

The Governing Body must exercise the following core functions:

1. To ensure that the vision ethos and strategic direction of the school is clearly defined
2. To ensure that the Headteacher of the school performs their responsibilities for the educational performance of the school including performance management of staff
3. To ensure the sound proper and effective use of the financial resources of the school

In exercising their functions the governing body shall:

1. Respect confidentiality and act with integrity, objectivity and honesty in the best interests of the school
2. Be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties
3. To comply with statutory material and in particular the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
4. To appoint a clerk with the view to ensuring the efficient functioning of FGB and have regard to advice from the clerk as to the nature of their functions.

#### **2. Duties of FGB**

In order to comply with its core functions the FGB shall

1. Set an agreed protocol for how FGB should function and a Code of Conduct for Governors
2. To convene meetings of FGB (Regulation 13)
3. To ensure that proceedings of FGB are compliant with Regulation 14
  - 3.1 The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body.
4. Elect a Chair and Vice Chair on an annual basis at Autumn FGB meeting and whose term of office shall be one year. (Regulation 7)
5. To delegate the functions of FGB to the Chair or Vice Chair in cases of emergency (Regulation 8)
6. To appoint and remove the Clerk to the FGB (Regulation 10)
7. To appoint and suspend governors subject to Regulation 17
8. To delegate, where applicable, its functions to a committee, any governor (save for Headteacher governor) or the Headteacher (Regulations 18 and 19)
9. To receive and review reports from Committees and from others who have received delegated functions from FGB (Regulation 20)
10. To determine the constitution membership and terms of reference of any committee and review them annually (Regulation 22)
11. To appoint a clerk to each committee (Regulation 23.2)
12. At each meeting to review Pecuniary and Other Specified Conflicts of Interest (Schedule 1) and to ensure compliance with Regulation 16
13. Agree and review the School Improvement Plan
14. Set an annual budget detailing planned spending
15. Produce and review Policies
16. Approve a staffing structure
17. Approve staff pay

18. Ensure that the School Curriculum is balanced and broadly based and meets all of the 2014 National Curriculum requirements and report on pupil's achievement in assessments and examination results
19. Draw up an action plan following Ofsted report
20. Appoint staff including the Headteacher ensuring the implementation of personnel procedures including safer recruitment
21. Ensure the health and safety of the pupils and staff
22. Ensure the maintenance and development of school assets including premises
23. Ensure high levels of attendance and good standards of pupil behaviour
24. To monitor key indicators of the school such as Pupil Premium, Data Dashboard
25. To review the impact of Pupil Premium and PE Premium expenditure
26. To deal with complaints in accordance with the Complaints Procedure

**Updated and agreed by FGB on 1<sup>st</sup> September 2020**