

Terms of Reference for the Governing Board of Woodgrange Infant School

Introduction:

The Terms of Reference (ToR) outline the roles, responsibilities, and operational guidelines for the Governing Board of Woodgrange Infant School. The Governing Board (GB) is dedicated to upholding the school's mission, promoting educational excellence, and ensuring the well-being of all stakeholders.

1. Purpose

The GB is responsible for implementing the school's vision, values, aims, objectives and policies. The extent of its key powers, duties and responsibilities are set out below.

2. Key Powers, Duties and Responsibilities

The GB is accountable for the powers, duties and responsibilities delegated to them by the school, details of which set out within the Scheme of Delegation. In order to hold the school leadership to account all GB members are expected to ensure that they are familiar with the school through visits, training and reading.

The GB is responsible for the following:

a) Governance

- To carry out an annual self-review and skills and diversity audit, acting upon any findings.
- To ensure that the GB functions effectively and that vacancies are filled in a timely fashion.
- To maintain a record of interests
- To ensure the implementation of the school plan and decisions.
- To approve policies in line with the policy schedule.

b) Strategy

- To respond to consultation on the school's vision, aims, objectives, growth strategy and development plans.
- To carry forward the school's vision and develop the ethos of the school.
- To ensure that the school and school's reputation is maintained.

c) Standards

- To approve the school development plan and monitor its implementation.
- To set school performance and attendance targets and to monitor progress.
- To approve the school self-evaluation review.
- To hold the school leadership to account for educational standards and quality of provision and for promoting high standards of educational achievement.

d) Staffing

- To approve the staffing structure and to ensure that the costs remain within budget.
- To be consulted on the appointment of the headteacher and deputy headteacher(s).
- To ensure that other staff appointments are made in line with school policies.
- To respond to consultation on school staffing policies and ensure their implementation.

- To respond to consultation on the school's equality objectives that relate to staffing and ensure their implementation.
- To establish a committee to hear staffing appeals in line with school staffing policies.

e) Pupils

- To respond to consultation on the admissions policy and plans to expand pupil numbers or the age range.
- To approve the school terms and holiday dates.
- To agree the times of school sessions.
- To approve the school uniform policy.
- To approve the school safeguarding policy.
- To ensure the implementation of the school's child protection procedures.
- To approve the special educational needs policy.
- To approve pastoral policies in line with the policy schedule (not delegated to the headteacher) and ensure their implementation.
- To respond to consultation on the school's equality objectives that relate to pupils and ensure their implementation.

f) Curriculum

- To approve the curriculum policy and ensure its implementation
- To approve the teaching and learning policy and ensure its implementation
- To approve phase and subject policies not delegated to the headteacher and ensure their implementation.

g) Finance

- To ensure the implementation of the school's financial regulations and procedures.
- To respond to consultation on the school's three year and one-year budget plans.
- To approve the school budget and to monitor expenditure to ensure that it remains within budget.
- To approve and monitor the pupil premium and other related grants.
- To comply with requests for financial information and to fully cooperate with internal audit reviews and the implementation of any findings.
- To ensure the school's procurement and contract policy is properly implemented.

h) Premises and equipment

- To implement the school's asset management and utilisation plan as it applies to the school.
- To approve capital and site maintenance works within the GB's financial thresholds.
- To ensure the implementation of school health and safety policies.
- To approve lettings policy in line with school principles.

i) Community engagement

- To ensure that the information on the school website remains up to date and compliant with reporting requirements.
- To approve the school's community engagement strategy.
- To approve the school's parental involvement strategy.

- To ensure complaints are addressed in line with the school's policy.

3. Membership

3.1. Composition of the Governing Body

The number of places shall be up to 13, as follows:

Number	Position	Method of Appointment
1	Headteacher	Ex-officio
1	Staff Governor	Election
2	Parent Governors	Election
Up to 6	Co-opted Governors	Appointed by the governing body
1	Local Authority Governor	Appointed by the local authority
2	Associate Governors	Appointed by the governing body

3.2. Term of Office

The Term of Office for all members of the GB shall be 4 years. The Headteacher is a member by virtue of their office and continues to serve until they cease to hold office.

3.3. Chair and Vice-Chair

At its first meeting and then every 12 months thereafter, the GB shall elect a Chair and Vice-Chair from among the members who are not employees of the school. The Chair and vice Chair can stand for re-election while they continue to be eligible members of the GB. If the Chair or Vice-Chair become employees of the school, they must immediately resign as Chair or Vice-Chair.

In the absence of the Chair, the Vice-Chair assumes the duties of the Chair. In the absence of both the Chair and the Vice-Chair, the GB shall appoint a Chair for the meeting from among the members who are not employees of the school.

The Chair and the Vice-Chair can be removed from office as Chair and Vice-Chair by the GB.

3.4. Removal and Review

GB members may be removed by the GB for non-attendance over a six month period (starting with the date of the first meeting missed). With the exception of elected staff and elected parents, members may be removed for reasons other than non-attendance by the person or persons who appointed them. Staff members automatically cease to be a GB member when they cease employment at the school. Parent members do not cease to be members when their child/ren cease to be pupils of the school.

3.5. Persons ineligible to be a governor

No person shall be qualified to serve on the GB unless s/he is aged 18 or over at the date of their election or appointment.

A person serving on the GB shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

A person serving on the GB shall cease to hold office if they are absent without the permission of the GB from all the meetings of the GB held within a period of six months and the GB resolves that their office be vacated.

A person shall be disqualified from serving on the GB if:

- their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- they are the subject of a bankruptcy restrictions order or an interim order.
- at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- they would cease to be a governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- they have been removed from the office of charity governor for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.

A person shall be disqualified from serving on the GB at any time when they are:

- included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

A person shall be disqualified from serving on the GB where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

A person shall be disqualified from serving on the GB where they fail to comply to apply for a DBS enhanced disclosure within 21 days of their appointment.

Where a person becomes disqualified from serving on the GB, they shall upon becoming so disqualified give written notice of that fact to the Chair of the GB who shall inform the school.

4. Meetings and proceedings

The GB shall meet at least three times a year and in line with the meetings cycle agreed by GB. All meetings shall be convened and clerked by the clerking service appointed by NPW.

All members shall receive a copy of the agenda at least seven-calendar days in advance of the meeting. A special meeting shall be called by the clerk whenever requested by the Chair or at the request in writing by any three members. For reasons of urgency, the Chair or, in his/her absence, the Vice-Chair may waive the need for seven days' notice of the meeting and substitute such notice as s/he thinks fit.

The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

4.1. Quorate

Meetings of the GB shall be quorate if 50% of members in office at the time of the meeting are present, subject to a minimum of three. If the number of members present at the meeting does not constitute a quorum, the meeting shall not be held. If in the course of a meeting the number of members present ceases to constitute a quorum, the meeting shall be adjourned. If a meeting cannot proceed or continue for the lack of a quorum, the Chair shall determine the time and date at which a further meeting shall be held and shall direct the clerk to convene the meeting accordingly.

Every question to be decided at a meeting shall be determined by a majority of the votes of the members present and voting on the question. Every member shall have one vote. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.

No resolution may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

A resolution in writing, signed by all the members, shall be valid and effective as if it had been passed at a meeting of the members. Such a resolution may consist of several documents in the same form, each signed by one or more of the governors.

4.2. Conflicts of interest

Any member who is also an employee of the school shall withdraw from that part of any meeting at which their or other members of staff remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

4.3. Virtual attendance

Any member shall be able to participate in meetings of the GB by telephone or video conference provided that s/he has given reasonable notice to the Chair and that the members have access to the appropriate equipment.

5. Minutes

At every meeting of the local school body the minutes of the last meeting shall be an agenda item, and, if agreed to be accurate, shall be signed as a true record.

6. Delegation of functions

The GB may establish committees to carry out the GB's functions and responsibilities as it sees fit. These committees must be governed by Terms of Reference which are reviewed annually by the GB.

7. Review

The GB is responsible for reviewing these terms of reference annually.

These Terms of Reference are hereby adopted and ratified by the Governing Board of Woodgrange Infant School on 7th March 2024