

## **Introduction**

These Terms of Reference describe the purpose and responsibilities of the Widcombe Church of England Junior School Governing Body (SGB).

## **The Palladian Academy Trust**

The Articles of Association of The Palladian Academy Trust (PAT) state that Widcombe C of E Junior School has two purposes:

a) to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing, by establishing, maintaining, carrying on, managing and developing Widcombe C of E Junior School, and

b) to promote for the benefit of the inhabitants of Bath and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

## **School Governing Body**

### **1. Purpose**

1.1 The overall purpose of the SGB is:

- To ensure all pupils within the school have access to a high quality education provision in line with the shared vision.
- To monitor the implementation of the school's development plan ensuring that it is delivering against agreed strategic and local objectives; moving the school and the Trust as a whole towards achieving and sustaining a regulatory judgement of outstanding in all areas.
- To ensure that the academic and wellbeing needs of pupils are being met effectively through the design and delivery of a broad and balanced curriculum which, through use of personalised, developmental support, helps to maximise each pupil's success and enjoyment.
- To ensure all pupils are safeguarded.
- To ensure the wellbeing of Staff and to support them in their professional roles.
- To monitor and oversee the school's admissions.
- To uphold and promote the ethos of the school within the context of the Trust's vision and values.
- To ensure the school's allocated resources are applied and managed effectively within the context of Trust's financial framework and other relevant regulations, policies and procedures.
- To maintain the religious character of the school.

1.2 In exercising its delegated authority, the SGB acknowledges that the Board of Trustees retains responsibility for the control of all the Trust's financial and other resources (human, assets, facilities, ICT etc). The school governing body will ensure that the Trust's financial and other resources are applied efficiently and effectively in meeting its purpose and

delivering its core functions for the school and the Trust as a whole and can provide assurance to the Board of Trustees and its committees to that effect on a regular basis.

## **2. Membership**

2.1 The SGB will ensure it has the right balance of skills, knowledge and experience to fulfil its remit. Up to 8 Foundation Governors, appointed by the Diocese, will be in the majority. There will also be one Staff Governor, two Parent Governors and one Co-opted Governor if deemed necessary.

2.2 The SGB Chair will be appointed by the Board of Trustees taking into account the required skills and competencies required for the position.

The SGB may appoint a vice chair from within its membership at the first meeting after the chair has been appointed.

2.3 The SGB may, as it sees fit, set up sub-committees to oversee areas of Governance. Clear, written terms of reference will be developed for each sub-committee to clarify the purpose and reporting lines to the SGB. Sub-committees, as part of their role, will oversee the monitoring and review of school policies.

As at January 2018 these sub-committees are i) Pay and Staffing; ii) Finance and Premises; iii) Spiritual, Moral, Social and Cultural; iv) Pupil Welfare. There is also an Admissions Advisory Forum and an Education and Achievement Forum.

2.4 The SGB will be supported by the School Headteacher who will be in attendance as the lead member of staff unless otherwise directed by the School Governing Body Chair or Chief Executive.

## **3. Frequency of meetings**

3.1 There will usually be six (termly) meetings of the SGB per academic year. However, additional ad hoc meetings of the SGB may be arranged to deal with identified significant issues or to cope with increased workload.

3.2 Sub-committees will usually meet three times per academic year.

## **4. Quorum and Voting**

4.1 At least half of the school governors appointed or a minimum of four school governors, whichever is the higher, shall form a quorum for meetings of the SGB.

4.2 Every matter which requires a decision at a school governing body meeting shall be determined by a majority of the votes of the school governors present and voting. Every school governor present shall have one vote. The SGB Chair shall ensure that a vote is taken by way of a show of hands on all matters that require a decision.

## **5. Core Functions**

### **5.1 Compliance**

(a) Promoting high expectations for standards and pupil outcomes; driving continuous improvement and ensuring rigorous processes of personalised target setting.

(b) Ensuring consistency, diversity and inclusion through implementation of the Trust's strategies, policies and procedures.

(c) Ensuring the school complies with the requirement for every learner to receive any statutory curriculum content in accordance with government directives

for academies.

(d) Ensuring all statutory assessments are conducted effectively in line with the Trust's policy.

(e) Liaising with the Board of Trustees to consider and respond as appropriate to Ofsted's regulatory judgements and reporting.

(f) Ensuring school governors are kept up to date about the national educational and regulatory developments affecting the Trust's approved curriculum and pedagogy; ensuring that changes are built into strategic planning and monitoring processes.

(g) Convening a disciplinary panel as necessary to scrutinise the Headteacher's decision to permanently exclude a pupil and decide whether to uphold the decision based on the evidence submitted. It may also hear appeals from parents about other serious disciplinary sanctions imposed on pupils.

(h) Convening a complaints panel as necessary to consider formal complaints when complainants are not satisfied by the response from the school, to resolve the complaint and to achieve reconciliation between the school and the complainant.

## **5.2 Strategic Planning**

(a) Contributing to the delivery of the Trust's long term strategic plan; ensuring that the school is working towards the Trust's vision.

(b) Overseeing the development, implementation and monitoring of the school's development plan; delivering against strategic objectives, targets and key performance indicators in relation to its remit.

(c) Ensuring that the school governing body's agenda planning enables effective scrutiny of data and reporting which focuses activity upon the strategic and local priorities identified for the forthcoming year.

(d) Recommending an annual attendance target for pupils for the approval of the Board of Trustees; ensuring that proper procedures are in place for recording absence of pupils and the impact of any follow up action taken.

(e) Recommending the annual pupil performance targets for the approval of the Board of Trustees.

## **5.3 Policy Application & Review**

Where not considered by or in absence of the relevant sub-committee:

(a) Reviewing relevant Trust policies in line with the policy review schedule and making appropriate recommendations to the Board of Trustees for implementation with the school.

(b) Monitoring the effectiveness of implementation and level of congruence between policy and practice.

(c) Recommending for consideration and approval by the Board of Trustees, any changes to policy and/or decision-making on any matter that might create significant financial or other risk to the Trust or any school or which raise material issues of principle.

## **5.4 Finance & Resources**

(a) Ensuring adequate financial management systems are in place within the school.

(b) Reviewing the draft annual budget for the school for approval by the Board of Trustees, having regard to the priorities set out in the school's development plan and the Trust's strategic plan.

(c) Monitoring the school's allocated budget; ensuring that any variances are

reported to the Finance & Resources Committee together with adequate explanatory information and clear recommendations should any change in the budget be required.

(d) Monitoring the day to day management and maintenance of buildings, land and other assets within the context of the Trust's asset management strategy and its procured contracts and locally operating staff and contractors.

(e) Ensuring that the Trust's health and safety policy is applied within the school and monitoring its implementation including any local arrangements agreed for the effective supervision of health and safety matters.

### **5.5 Audit & Risk**

(a) Ensuring suitable arrangements are in place to support the internal and external audit of the school and the Trust in line with the Trust's agreed audit plans.

(b) Regularly reviewing the school risk register and advising the Trust's Audit & Risk Committee of any material changes in risk factors and highlighting any emerging risks.

(c) Supporting the Headteacher in the mitigation of risk and contributing the implementation of the Trust's Risk Management Policy.

### **5.6 Performance Review**

(a) Conducting in-depth scrutiny of data and the reporting of standards, examination results, assessments and progress to ensure accountability.

(b) Carrying out regular reviews of pupil progress and attainment data to ensure performance and outcomes are in line with agreed objectives, targets and indicators.

(c) Tracking and monitoring of pupil progress and assessing the impact of interventions where progress is low.

### **5.7 Religious Character**

(a) Ensuring that the school continues to preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and Diocesan level.

(b) Ensuring that the school serves its community by providing an education of the highest quality within the context of Christian belief and practice; encouraging an understanding of the meaning and significance of faith; and promoting Christian values through the experience it offers to all its pupils.

## **6. Authority and Access**

6.1 The school governing body's authority includes:

(a) Initiating reports on any activity within its terms of reference.

(b) Obtaining, with the consent of the Board of Trustees, external legal or other independent professional advice, to enable it to properly conduct its business.