

**GOVERNING BODY OF RICHMOND METHODIST PRIMARY SCHOOL
TERMS OF REFERENCE**

September 2017 – August 2018

The Governing Body of Richmond Methodist Primary School aims through working collaboratively with the whole school workforce to secure high standards of education for all pupils.

The Governing Body of Richmond Methodist Primary School has agreed to meet six times during the academic year to undertake their responsibilities. The Governing Body has agreed not to have a committee structure other than those required: The Complaints Committee, the Headteacher's Performance Management Committee, and the Joint Collaboration Committee to support our work with Arkengarthdale CE Primary School. The Governing Body, however, retains the right to establish Working Parties without delegated powers to consider key issues with a view to recommending a course of action to the Full Governing Body.

Our knowledge of the school is further enhanced through Link Governor roles (for SEND, safeguarding, Pupil Premium, Health & Safety, Finance) and Learning Walks. We act as an additional pair of eyes, offering support and challenge where appropriate.

FULL GOVERNING BODY MEMBERSHIP AND TERMS OF OFFICE

| Name | Category of Governor | Term of Office Start Date | Term of Office End Date |
|------------------|-----------------------------|----------------------------------|--------------------------------|
| Eithne Longstaff | Parent | 26/09/2016 | 25/09/2020 |
| Rebecca Simpson | Parent | 17/03/2016 | 16/03/2020 |
| Nicola Hebb | Parent | 26/09/2016 | 25/09/2020 |
| Lucinda Kirk | Parent | 17/02/2017 | 16/02/2021 |
| Tom Lascelles | Foundation | 01/09/2016 | 31/08/2020 |
| Revd. Les Nevin | Foundation | Ex officio | Ex officio |
| Brian Park | Foundation | 29/11/2015 | 28/11/2019 |
| Jan Linsley | Co-opted | 01/06/2015 | 31/05/2019 |
| Peter Cooke | Co-opted | 19/01/2016 | 18/01/2020 |
| Nicola Scrafton | Co-opted | 15/05/2017 | 14/05/2021 |
| Stephen Rawson | Local Authority | 17/10/2016 | 16/10/2020 |
| Helen Ring | Staff-Headteacher | 01/01/2016 | Ex-officio |
| Julie Swinbank | Staff | 31/10/2016 | 30/10/2020 |

Through the scheme of delegation the Governing Body has the following Functions:

Budgets

- To approve the first formal budget plan each financial year.
- To establish a charging and remissions policy

Staffing

- Appoint selection panel for headteacher.
- Appoint selection panel for deputy headteacher.
- Appoint selection panel for other members of the senior leadership team
- To put in place a pay policy
- To make pay decisions in line with the pay policy and legal requirements (spot check by FGB)
- Dismissal of headteacher
- Suspending headteacher
- Ending suspension (head)
- Ending suspension (except head)
- Setting the overall staffing structure
- To agree whether or not the MAST should have advisory rights
- Determining dismissal payments/ early retirement
- Establish and review procedures for addressing staff discipline, conduct and grievance.

Curriculum

- Ensure National Curriculum (NC) taught to all pupils.
- To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)

Religious Education

- Responsibility for ensuring that provision of RE meets statutory requirements and/or the requirements of any trust deed.

Extended schools

- To decide whether to offer additional activities and what form these should take
- To decide whether to stop providing additional activities.

Performance management

- To formulate and review teacher appraisal policy
- To appoint the panel to carry out the appraisal of the head teacher.

Discipline/ exclusions

- To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)
- To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.

Admissions

- To appeal against LA directions to admit pupil(s)

Premises & insurance

- Buildings insurance and personal liability– Governing Body to seek advice from LA, diocese or trustees where appropriate.

Health & safety

- To ensure a health and safety policy and procedures are in place.

School organisation

- To publish proposals to change category of school
- To decide whether to convert to academy status
- Propose to alter voluntary foundation or foundation special school
- Propose to discontinue voluntary foundation or foundation special school
- To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)
- To establish a data protection policy and review it at least every two years.

Information for parents

- To adopt and review the home-school agreement
- To establish, publish and review a complaints procedure
- To establish and publish a Freedom of Information scheme and ensure the school complies with it.

Governing Body procedures

- To draw up an instrument of government and any amendments thereafter
- To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body
- To appoint and dismiss the clerk to governors
- To appoint and remove co-opted governors
- To appoint local authority governors
- To set up a register of governors' business interests
- To approve and set up a governors expenses scheme
- To consider whether or not to exercise delegation of functions to individuals or committees.
- To regulate the GB procedures (where not set out in law)

Federations

- To consider forming a federation or joining an existing federation
- To consider requests from other schools to join the federation
- To leave a federation

Inclusion and equality

- To establish and review a special educational needs and disabilities (SEND) policy annually.

- To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.
- To designate a 'responsible person' for children with SEND.
- To designate a 'responsible person' for looked after children.
- To establish an accessibility plan and review it every three years.
- To establish and review annually a child protection policy and relevant procedures.

Statutory Committees

| | | |
|---|--|---------------------------------------|
| Complaints Committee | Membership | Quorum |
| Remit: Refer to NYCC recommended Complaints Policy. | Chair: Eithne Longstaff, Brian Park, Rebecca Simpson | 3 |
| | Clerk: | |
| Performance Management Committee | Membership: Jan Linsley, Tom Lascelles, Nicola Scrafton | Quorum |
| Remit: To establish and review Performance management objectives with the Headteacher and external adviser. | Chair: | 3 (including external Adviser) |
| Joint Collaboration Committee | Membership: Rev Les Nevin, Peter Cooke, Tom Lascelles | Quorum |
| Refer to JCC Agreement | Chair/Vice Chair: | 3 (including Headteacher) |
| Review Officer | | |
| To consider complaints from the Headteacher (or member of staff where Head is team leader) regarding performance management review statement. | Named Governor: Lucinda Kirk | |
| Link Governor Roles: | Named Governor(s) | |
| SEND/Inclusion | Rebecca Simpson | |
| Safeguarding | Jan Linsley and Nicola Hebb | |
| Pupil Premium | Eithne Longstaff | |
| Health and Safety | Steve Rawson | |
| Finance | Brian Park | |
| Sex and Relationships Education | Nicola Scrafton | |
| Coordinator of Learning Walks | Rebecca Simpson | |
| Learning Walks to be confirmed for 2017/18: | | |

Through the scheme of delegation the following functions have been delegated to the Headteacher –

Budgets

- To monitor monthly expenditure.
- To enter into contracts (GB should agree financial limits)

Staffing

- Appoint other teachers
- Appoint non-teaching staff
- To make pay decisions in line with the pay policy and legal requirements¹.
- Initial dismissal of other staff
- Suspending staff (except head)
- To produce and maintain a central record of recruitment and vetting checks

Curriculum

- To consider any disapplication for pupil(s)
- Establish and review a sex and relationships education policy and decide whether to teach sex and relationships education and ensure that parents are informed of their right to withdraw their children.

Collective Worship

- To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.

Extended services

- To put into place the additional services provided

Performance Management

- To carry out appraisal of other teachers.

Discipline/ exclusions

- To draft the content of the school behaviour policy and publicise it to staff, pupils and parents.

Health and Safety

- To ensure that health and safety regulations are followed

School Organisation

- To ensure that school lunch nutritional standards are met
- Maintain a register of pupil attendance
- To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals.