



# Andrews' Endowed Church of England Primary School

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## TERMS OF REFERENCE FOR THE GOVERNING BODY FOR SEPTEMBER 2021/2022

### 1. Membership

- 1.1 The Governing Body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for full Governing Body meetings at 50% or above.
- 1.2 All governors will be appointed for a 4-year term of office.
- 1.3 The Governing Body will ensure that it creates a working environment that enables governors to be recruited and retained and encourages the participation of all groups and sections of the community.
- 1.4 The Governing Body will be proactive in recruiting governors whose appointment is their responsibility.
- 1.5 The Governing Body will seek to recruit those people with the relevant skills and experience needed to strengthen the board whilst looking to maintain strong stakeholder representation from the local community.

### 2. Election of Chair and Vice Chair

- 2.1 Any changes to the Governing Body's arrangements for elections (below) will be made in advance of any election.
- 2.2 The Chair and Vice Chair will be elected for one year at a time at the first Full Governing Body meeting of the academic year and their term of office will end the day before the first Full Governing Body meeting following the anniversary of their appointment.
- 2.3 Candidates may self-nominate and do so in time to have their name included on the agenda for the meeting at which the election of officers will take place. Self-



nomination at the meeting will only be accepted if no one has put them self forward on the agenda.

2.4 Candidates will be able to make a personal statement to the meeting before the vote if they wish.

2.5 The Clerk will take the Chair during the election of the Chairman.

2.6 When an election is contested, voting will be by secret ballot. The candidate who receives the largest number of votes is elected.

### **3. Appointment of Clerk**

3.1 The Clerk will have a contract of employment that includes specific provisions in relation to their work as Clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.

3.2 The Governing Body will arrange for the Clerk to discuss their role with Governors on an annual basis.

3.3 The Governing Body will support the Clerk in their continuing professional development, including, for example: The Clerks Accreditation Programme, the Clerk's Development Programme; support meetings and whole Governing Body training.

3.4 Committees will be clerked by a trained individual who is not a member of the Committee.

### **4. Meetings**

4.1 An annual calendar of dates for main and committee meetings will be set and published.

- 4.2 The Governing Body will, as far as possible, plan its business across the year to take account of the school's internal management cycle and the ready availability of information and reports.
- 4.3 The Governing Body will have at least six meetings per annum to ensure that the strategic business of the school is properly addressed.
- 4.4 Meetings will focus the work of the governing body on its three core functions and provide evidence that it is monitoring progress and evaluating outcomes across the school, to ensure that the school improvement plan is successfully implemented, as well as meeting its statutory responsibilities.
- 4.5 Governors will seek and receive relevant information sufficiently in advance of meetings to enable informed discussion and decisions to be made.
- 4.6 Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support and appropriate challenge through the questions asked.
- 4.7 The submission and recording the acceptance of apologies does not imply the consent of the Governing Body for a governor to be absent with regard to the Disqualification Regulations for non-attendance. Consent for absence may be granted by the Governing Body on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern, they will be alerted to this by the Clerk or Chair.
- 4.8 The Governing Body will aim to complete full Governing Body and committee meetings within a maximum of two hours.
- 4.9 Any additions to the agenda (any other business) will only be dealt with if agreed by the Board at the beginning of the meeting.

## **5. Governing Body Organisation**

### **5.1 Sub Group/Committee Structure**

The governing body will operate a three-tier sub group structure which will meet on an as and when required basis. The Finance Sub Group will meet three times a year, November, March and May to review Budgets prior to going to Governing Body for approval. The Pay Committee will meet twice per year November and March. The Covid Committee will meet as and when required, or if special projects require review or input. Admissions Panel will meet once per year in October lead by the Headteacher.

The Governing Body is required on an annual basis to set the Quorum for its Sub Groups.

The Governing Body are required to review its overall committee effectiveness, structure and membership annually.

Subject to Regulations, the Governing Body will make provision for staff dismissal and appeal, pupil discipline and admissions committees, pay committee, as necessary.

Terms of Reference must be reviewed annually by each sub group at their first meeting of the academic year for the subsequent ratification by the Governing Body.

Sub Groups will elect their own Chair annually, who will not be a member of staff.

The overall effectiveness of the Sub Group/Committee structure and the way it works to support the core functions of the Governing Body will be reviewed annually.

## **5.2 Delegation**

In addition to responsibilities that must be retained at Governing Body level by Regulations, the Governing Body will not delegate:

- a) Approval of the school strategic plan or school improvement plan;
- b) Approval of the first annual budget in each financial year;
- c) Approval of statutory and other key policies;
- d) The Governing Body will ensure that there are opportunities for parents to engage with Governors so that their views can be considered by the Board.

## **6. School Improvement**

### **The Governing Body:**

- Will focus on gaining a shared understanding of the key strengths and weaknesses of the school.
- Will be actively engaged with school self-evaluation
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction of the school
- will use a variety of internal and external information / data to hold the school to account and where required, take appropriate action to drive up standards
- will require written information termly from the headteacher covering:
  - o pupil achievement and progress on an analysis of the school's performance data, including vulnerable groups, with details on how pupil premium has been used and the impact it has had
    - progress regarding the implementation of the school improvement plan
    - o budget monitoring and forward financial planning
    - o the effectiveness of performance management in the school
    - o how it impacts on the quality of teaching and standards
    - the link between pupil outcomes and pay progression
    - of strategic staffing issues of behaviour and exclusions
    - o attendance data
  - Will receive and make the use of external reports from the Local Authority, where appropriate (except those naming individual staff)
  - Understand the requirements of the Ofsted Leadership and Management criteria, especially those relating to governance.
  - Will ensure that the school has in place all relevant statutory policies and meets all other statutory requirements – for further information on these matters see the 'Policies and other statutory requirements HCC guidance.'

## **7. Governor Relationships**

7.1 The Governing Body and Headteacher will respect each other's roles, maintaining a professional and open relationship, acknowledging the skills and contributions of all.

7.2 The Governing Body will use staff and Governor's time appropriately, sensitively and effectively.

7.3 The Governing Body will, in the way it concludes its business, consider a reasonable work/life balance for the Headteacher and staff.

7.4 In planning the frequency and timing of meetings, the Governing Body will have regard to the equality of opportunity for current and future Governors and will be welcoming to new governors and ensure they receive appropriate induction and training.

All Governors will:

- Share the workload and take on additional responsibilities as and when required to ensure the governing fulfils its core functions.
- Undertake a Link Governor Visit once per Term
- Undertake a focussed school visit at least once a year
- Undertake training relevant to their role
- Contribute to discussions and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion
- Always act in the best interests of the school
- Conduct themselves in a manner that reflects the ethos or the religious character of the school
- Be mindful of internet security if e-mailing sensitive information and consider if it is appropriate to use a work e-mail address for Governing Body information.
- Be respectful of the views of others and help to foster open and honest debate.
- Refer anyone with issues or concerns about the school or its Complaints Policy.
- Refer to 'A Competency Framework for Governors' issued by DfE January 2017
- Adhere to the Governors Good Practice Guide regarding the attendance at Virtual Meetings.

Signed (Chair of Governors):

Date: