

## **Soaring Skies Federation**

### **Governing Board – Terms of Reference 2020-21**

#### **Composition**

In line with the Instrument of Government agreed in September 2017 the total number of governors will be 12. This will consist of two parent governors, one LA governor, one staff governor, one Executive head teacher and seven co-opted governors.

#### **Quorum**

The quorum for a meeting of the governing board 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 board.

#### **Clerking**

The Governing Board must appoint a Clerk to the committee. The Clerk must not be the Executive Headteacher.

#### **Operation of the Governing Board**

- Review the structure of the Governing Board and ensure that vacancies are filled on a skills basis.
- Appoint the Chair and Vice-Chair of the Governing Board and agree their terms of office.
- Approve the committee structure and membership.
- Agree terms of reference, delegation levels and work programme. Receive and review minutes of all committee meetings.
- Set meeting dates for the year ahead.
- Review Governing Board training and developmental needs and make arrangements to address these.
- Discuss and agree link governor arrangements.
- Undertake a regular Governing Board self-review and skills audit. Appoint and remove the clerk.
- Provide induction for new governors.
- Maintain and update a register of interests.
- Ensure that the school website and Edubase are updated with statutory information regarding the Governing Board.
- Ensure that governor DBS checks are current and recorded on the Single Central Record.
- Review and approve the Governing Board Code of Conduct.
- If required, consider the suspension of a governor.

#### **Strategy**

- Review and agree the school vision.
- Review and agree curriculum structure.
- Review, adopt and monitor the School Improvement Plan and SEF.
- Receive and review the half-termly Executive Headteacher's report.
- Receive and consider Ofsted and other external reports and approve and monitor resulting action plans.

### **Outcomes and Standards**

- To hold the Executive Headteacher to account for the educational performance of the school and its students.
- Review and monitor assessment data.
- Maintain an overview of student progress and attainment and agree and monitor priority areas for action.
- Approve student performance targets as part of the Head Teacher's appraisal.
- Receive and consider external reports.

### **Safeguarding**

- Review and approve the Safeguarding Policy.
- Receive and consider an Annual Safeguarding Report.
- Ensure that arrangements are in place for Governor review of the single central record.
- Receive regular safeguarding updates, to include accident, incident, attendance and exclusion data.

### **Staffing**

- Oversee the Executive Headteacher and Head of School recruitment process.
- Determine the process for appointing the Leadership Team positions.
- Ensure Executive Headteacher annual appraisal is conducted.
- Approve the staffing structure.
- Consider and approve proposals for organisational change.

### **Finance and Resourcing**

- Approve the annual budget plan.
- Approve the Financial Scheme of Delegation.
- Receive regular budget monitoring reports, and note and discuss any areas of significant concern.
- Consider the 3-year budget plan and discuss and agree the strategy for addressing any areas of significant concern.
- Ensure adequate financial controls are in place.
- Ensure financial efficiency and value for money is obtained.
- Receive audit reports and action plans.
- Approve and monitor major capital projects.

### **Students**

- Approve term dates and INSET days.
- Approve times of school sessions and taught time.
- Approve the school uniform.

### **Equalities**

- Approve, review, monitor and evaluate the equality duty objectives.

The governing board is responsible for approving the following statutory policies:

- Complaints Procedure Statement
- Curriculum Policy
- Disaster Plan/Business Continuity Plan
- Public Sector Equality Duty Equality Info & Objectives
- ESafety
- Fire Evacuation
- FoI Publication Scheme
- Health & Safety
- Instrument of Governance
- Medical Conditions
- Pecuniary Interest Forms
- Prevent Duty Risk Assessment
- Safeguarding including Child Protection SEND + Information Report

### **Meetings**

- Committee meetings will be held on an as required basis but at least once a term.
- A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.