

THE FAMILY SCHOOL LONDON
GOVERNING BODY and SUB-COMMITTEE
STRUCTURE and
TERMS OF REFERENCE
CHAIR – Mary Target
Chair of Finance Committee – Pierre Gosselin
Chair of Achievement & Welfare – Peggy Ray

Governing Body Terms of Reference

In accordance with education legislation and current guidance: principally

- the Education (School Government) (Terms of Reference) (England) Regulations 2000, as amended by The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007, and
- the School Governance (Procedures) (England) Regulations 2003, as amended by The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007, and
- The Handbook for Governors 2014

The Family School London Governing Body and its Sub-Committees will:

- act with integrity, objectivity and honesty in the best interests of the schools
- be open about their decisions and actions

The Governing Body will

- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- Annually adopt the SEF
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Agree Curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a

- governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
 - Review, approve and monitor the School Development Plan
 - Annually elect governors for the following responsibilities:-
 - SEND, Safeguarding and Child Protection and Health and Safety
 - Maintain and update annually a file of pecuniary interest declarations
 - Review, adopt and monitor a governors' expenses policy
 - Review annually the delegation of functions and committee structure
 - Organise support and training for governors

Procedure at Governing Body Meetings

The quorum for any Governing Body meeting and vote is one half (rounded up to the nearest whole number) of the complete membership of the Governing Body including vacancies.

Voting

Every question to be decided at a Governing Body meeting shall be determined by a majority of votes of those governors present and voting. If there is an equal number of votes, the Chair (or person acting as Chair - provided that they are a governor) has a second and casting vote.

Minutes and Papers

The Clerk shall ensure that minutes are drawn up, approved by the Governing Body and are signed by the Chair at the next meeting.

Except to the extent that the Governing Body considers them to be confidential, the Governing Body will make available for inspection to any interested person a copy of the agenda, signed minutes and reports or papers considered at the meeting as soon as is reasonably practicable.

Restrictions on persons taking part in proceedings of Governing Body meetings and Committees.

The general principles are that:-

- i) Where there is a conflict between the interests of any person and the Governing Body, that person should withdraw from the meeting and should not vote;
- ii) in a situation where the principles of natural justice require a fair hearing and

there is any reasonable doubt as to a person's ability to act impartially, he/she should withdraw from the meeting and not vote;

iii) Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. (The Clerk can continue to act as Clerk unless his/her own appointment, pay or disciplinary action against him/her is under consideration.

iv) The following specific rules apply:

v) A person paid to work at the School is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the School;

vi) a person must withdraw and not vote on his own appointment, reappointment, suspension or removal as a Governor or member of a committee or as Clerk, Chair or Vice-Chair;

vii) a person paid to work at the School, other than the Head Teacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the School. This does not apply to general discussions about general pay policy;

viii) the Head Teacher must withdraw and cannot vote in relation to any discussion on his/her pay or performance appraisal.

If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other Governors present at the meeting shall decide on this.

Meetings of the Governing Body

The governing body shall meet at least once each in terms 2,4 and 6 and when necessary given due notice and agreement

Committees with delegated powers.

- Finance, Premises and HR
- Curriculum, Achievement and Welfare

Additional Panels

Appeals (Staff dismissal, complaints, grievance, exclusion).

There shall be 2 sub-committees with delegated responsibilities from the Governing Body

1. Resources: Finance, Premises and HR
2. Curriculum, Achievement and Welfare

TERMS OF REFERENCE FOR BOTH SUB-COMMITTEES

Membership: A minimum of three Members	
Quorum: not less than three Members	
Meetings of Sub-Committees will be held at least three times a year.	
Procedures: Sub-Committees shall follow the procedures required by the School Governance (Procedures)(England) Regulations 2003 as amended	
INDIVIDUAL RESPONSIBILITIES	
Chair's responsibilities:	Clerk's responsibilities
To chair meetings	To convene meetings
To set agenda, with reference to the Sub-Committee's terms of reference, and including matters referred by the Head Teacher	To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the Sub-Committee).
To sign the minutes of the last meeting, when approved by the Sub-Committee	To draw up minutes of the meeting To keep on file signed copies of the minutes
The responsibilities of the Chair and the Clerk must not be carried out by the same person on any Sub-Committee.	
GENERAL RESPONSIBILITIES OF ALL SUB-COMMITTEES	
<ul style="list-style-type: none"> • To act strategically, in accordance with the Education (School Government) (Terms of Reference) (England) Regulations 2000, as amended by The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 • To provide regular written minutes of meetings to TFS GB, identifying decisions taken or action required, and to keep a signed copy of all minutes available for inspection on request. • To establish a list of policies coming within the area of responsibility of the Sub-Committee and monitor, evaluate and review them regularly • To review the effectiveness of the Sub-Committee and recommend variations to the terms of reference. 	

1 DELEGATED RESPONSIBILITIES OF THE FINANCE, PREMISES AND HR SUB-COMMITTEE

1. Setting of the annual budget plan in line with the TFS priorities identified in the School Development Plan (SDP), School Self Evaluation Form (SEF) or Post Ofsted Action Plan, and present to TFS GB for approval
2. Monitor the budget at least once per term and ensure expenditure stays within agreed limits, reporting significant potential variances to TFS GB.
3. Receiving the Responsible officer Report
4. Receiving the External Auditors Management Letter
5. Identify and approve the allocation of any surplus funds in line with SDP or SEF priorities.
6. Monitor compliance with approved financial procedure and consider action required as a result of internal/external audit report
7. Ensure that an audit of any voluntary school fund is carried out annually if one exists
8. Monitor and ensure the implementation of the Charging and Remissions Policy for non-National Curriculum school activities and review if necessary
9. Approve the School Pay Policy and present it to TFS GB for approval.
10. Review the salaries and any discretionary allowances of the Headteacher, and other staff in line with the performance reviews and the School Pay Policy
11. Consider any pay assessment appeals, in accordance with the School Pay Policy
12. Monitor and review relevant aspects of the Equalities Policy
13. Ensure the schools operate within the framework of the Schools Financial Value Standard (SFVS)
14. Provide for TFS GB on an annual basis, the evidence to allow the full Board to complete the Statement of Internal Control
15. Prepare on behalf of TFS GB, for its approval on an annual basis, the Best Value Statement
16. To keep under general review the staffing establishment of the school and to recommend to the Governing Body the financial limits for salaries and wages within the overall school budget
17. The committee will ensure any issues that need to be addressed by full Governing Body are brought to its attention at the earliest possible moment

2 DELEGATED RESPONSIBILITIES OF THE CURRICULUM ACHIEVEMENT AND WELFARE SUB-COMMITTEE

1. To adopt, monitor and review an overall curriculum policy.
2. In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
3. To set and agree targets for pupil achievement at Key Stage 1, 2 and 3 and review pupil progress
4. To review the information and data about assessment and school performance and report according to statutory requirements.
5. To contribute towards the School Development Plan and any post OFSTED Action Plan and monitor and regularly review them.
6. To monitor and evaluate extra-curricular/enrichment activities.
7. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
8. To monitor and review the school's effective use of the Pupil Premium
9. Monitor gifted and talented provision
10. To review, adopt and monitor policies concerning attendance, inclusion, equality, drugs education, pupil behaviour and discipline, safeguarding and child protection, and to monitor their implementation.
11. To set and agree targets for the social competence curriculum and monitor progress
12. To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
13. Monitor health and safety issues relating to curriculum / extra-curricular and pupil welfare
14. To oversee the arrangements for educational visits including risk assessments and the appointment of a named Co-ordinator.
15. Approve residential trips and visits, ensuring that health and safety has been appropriately considered
16. Ensure agreed admissions procedures are implemented and reviewed
17. To prepare and publish the school prospectus and school profile and review and support web-site development and associated Family School publications
18. Monitor communication with parents and key agencies