

Terms of Reference of the Governing Body

It is the responsibility of the governing body to work with the headteacher and Camden to ensure that the pupils receive best possible education. The term governing body is used to mean the full governing body or its committees, where responsibilities can be delegated to a committee.

The governing body is collectively responsible for the overall direction of the school and its strategic management. This involves determining the guiding principals within which the school operates and then making decisions on how to best spend the school's budget. The governing body has a strategic role and has responsibility for setting educational and financial priorities, and for ensuring the budget is managed effectively. It is also responsible for ensuring that the school meets all its statutory obligations and, through the headteacher complies with the Camden's financial regulations and standing orders. To carry out this role effectively, the financial responsibilities of the governing body, its committees, the headteacher and other staff need to be defined. This allows the governing body to ensure that adequate systems of financial control are in place and that it receives the information it needs to carry out its role.

The Governing Body will:

- Manage the school budget, consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan.
- Decide on how to spend delegated budget depending on any conditions set out in the LA scheme within the financial year.
- Decide whether to delegate their powers to spend the delegated budget to the head teacher if so, they should establish the financial limits of delegated authority.
- Be consulted by the Local Authority (LA) on significant changes to the LA's fair funding.
- Make sure accurate accounts are kept.
- Determine the staff complement and a pay policy for the school (in accordance with School Teachers Pay and Conditions).
- Act as a 'critical friend' to the head teacher by providing advice, challenge and support.
- Establish a written performance management policy to govern staff appraisal, after making sure that all staff have been consulted.
- Annually adopt the School Evaluation Framework
- 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
- Set dates of meetings for the year ahead
- Receive Headteacher reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information and Data Protection Policies
- Agree Curriculum plans
- If required, consider the suspension of a governor

- Encourage governors to visit school
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
- 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

Committee Structure

The school has one committee for Finance, Personnel & Premises and one committee for Curriculum & Standards. There is also a committee for Pupil Discipline, Staff Dismissal & Staff Dismissal appeals (if required). For each committee the Governing Body will:

- define its terms of reference
- define extent of its delegated authority
- ensure it receives minutes of the Committee's meetings
- review the committee's remit and membership annually

A Summary of the Governing Body's Financial Management Roles

The governing body has a strategic role in the financial management of the school and therefore its key responsibilities include:

- Setting financial priorities through the:
 - School Improvement Plan (SIP)
 - 3 year financial plan
 - The annual budget
- Deciding on how the school's delegated budget should be spent, in accordance with their SIP and the statutory curriculum requirements laid down by government.
- Approving the annual budget and multi-year budgets (where required)
- Approve each term a budget monitoring report on the recommendation of the finance committee.
- Ensuring the budget is managed effectively.
- Ensuring the school meets all its statutory obligations, and through the headteacher complies with its LA's financial regulations or standing orders.
- Determining virement and expenditure thresholds.
- Evaluating the effectiveness of spending decisions.

More specific responsibilities of the Governing Body include the following:

- establishing formal procedures and a timetable for budget planning
- ensuring that only a balanced sound budget is approved
- ensuring that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary
- ensuring that all Schools Financial Value Standards are met
- responding promptly to recommendations made by auditors or inspectors

- to approve termly budget monitoring reports on the recommendation of finance committee
- ensuring that the school obtains best value for money when purchasing goods and services
- establishing and maintaining a register of business interests of governors and staff who influence financial decisions. This should be open to examination by governors, staff, parents and the LA
- authorising the disposal or write off of assets and stock with a value exceeding £1000
- authorising the writing off of debts over £1000
- approval of financial management framework and subsequent annual updates
- approval of the final budget no later than 15th May
- approval of the year end statement and balances analysis for submission to the authority by 30th June.

Operational Matters for the Governing Body

Membership (see attached)

Quorum Half of those in post (excluding vacancies)

Schedule of meetings Termly

Agreed by the Governing body on 14th November 2018.