## Governing Body of Meadows First School Terms of Reference

Date Established	September 2022	Date of Review	Sept 2023	
Chairman	Andi Lynch	Date Appointed	23/01/12	
Membership	As per the Instrument of Govern			
•	Member	Appointe	ed	
	Jane Baker	15/9/14		
	Jane Barrow	21/9/17		
	Louise Beck	5/1/04		
	Georgina Chancellor	15/9/14		
	Wendy Dwyer	1/12/15		
	Miles Jones	8/7/13		
	Andi Lynch	23/1/12		
	Elisa Parker	2/3/15		
	Samantha Preece	27/5/11		
	Polly Reed	21/9/17		
	Scott Sanderson	2/3/15		
	Carol Taylor	24/9/15		
	Caroline Tilsley	18/1/10		
Quorum	One half of the number of governors currently appointed (14)			
Meetings	Termly			
Disqualification	As per Regulation 21 and Schedule 6 of the School Governance (England)			
	Regulations 2007.	Regulations 2007.		
<b>Terms of Reference</b>	Hold at least three gover	ming body meetings	a year	
	• To agree constitutional r	natters and procedure	es	
	• To determine the strategic direction of the school			
	• To monitor and evaluate the performance of the school by receiving reports			
	from the head teacher			
	• To investigate financial irregularities (head suspected)			
	• To agree selection panel for head teacher and deputy head appointments			
	• To suspend or end suspension of head teacher			
	• To draw up the instrument of government and any amendments thereafter			
	• To set up a register of governor's business interests			
	• To recruit new members as vacancies arise and to appoint new governors			
	• To appoint or remove th	e chair and vice chair	r	
	• To appoint or remove a			
	To establish committees	of the governing boo	dy and their Terms of Reference	
	for Appeals, Discipline,	Heads Performance,	Hearings and Individual roles	
	• To appoint or remove a	clerk to each commit	tee	
	• To suspend a governor			
	• To decide which functio	ns of the governing b	body will be delegated to	
	committees, groups and	0 0		
	• 1		mmittee to whom a decision has	
	been delegated and to consider whether any further action by the governing			
	body is necessary			
	• To review the delegation of functions to individuals or committees annually			
	• To establish financial limits of delegated authority			
	• To ensure a policy review	-		

<ul> <li>To ratify the School Profile &amp; Prospectus</li> <li>To approve staff development</li> <li>To review and approve the Governor Code of Conduct</li> <li>To approve the Statement of Internal Control</li> <li>To approve the first formal budget plan of the financial year</li> <li>To approve the affect formal budget plan of the financial year</li> <li>To approve the safeguarding training with the head teacher</li> <li>With Head and staff draw up the School Improvement Plan</li> <li>Draw up an Action Plan after OfSTED inspection and make arrangements to monitor progress</li> <li>Ensure that Religious Education is provided</li> </ul> Strategy <ul> <li>To consider and advise on standards and other matters relating to the curriculum, including statutory requirements and the schools' Curriculum Policy</li> <li>To make arrangements for representation at School Improvement discussions with the LA</li> <li>Monitoring and analysis of Pupil Attainment Data and its impact upon School Development Program</li> <li>Oversee impact of Pupil Premium Funding</li> <li>Oversee induct of the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing itsues and communicating with parents</li> <li>To establish and keep under review aprotocl of the governing body</li> <li>To establish and keep under review arrangements for governor's visits to school</li> <li>To establish and keep under review aprotocl of the governing body</li> <li>To establish and keep under review aprotocl of the governing body</li> <li>To establish and keep under review aprotocl of the governing body</li> <li>To establish and keep under review arrangements for governor's visits to school</li> <li>To overse arrangements for governor involvement in formulating and monitoring the School Improvement Plan</li> <li>To make recommendations to the governing body to establish exerptional working arrangements where particular difficulty, sensitivity or emergency and offer advice to the head teac</li></ul>	
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• To make arrangements for the governing body to be represented at School	
governing body	
• To oversee arrangements for individual governors to take a leading role in	

SEN, Literacy, Numeracy		
• To receive regular reports from the above and advise the governing body		
• To oversee arrangements for educational visits		
• To act as a critical friend for curriculum development		
• To oversee arrangements for provision of Sex Education		
Personnel		
• Formulating and reviewing the school's staffing structure.		
• Setting the school staffing levels (teaching and non-teaching) and submitting projections annually to the Finance Committee.		
• Annually reviewing pay policy for all staff employed in the school, including the criteria and procedures for determination of all discretionary elements.		
• Establishing the procedures for advertising and appointing new staff.		
• Operating redundancy procedures should they become necessary.		
<ul> <li>Monitoring the procedures for the support and development of staff and Newly Qualified Teachers (NQTs).</li> </ul>		
• Ensuring that DFES procedures for performance management of teachers are followed correctly		
• Overseeing the promotion, recruitment, induction and development of		
governors, including the co-ordination of governor visits and training		