

Governing Board Moss Hall Schools Federation Roles and Terms of Reference (ToR)

The Governing Body ensures the children's care, wellbeing and learning are at the heart of all decisions and discussions it undertakes.

Roles

The role of the Governing Board

The functions of the Governing Board include the following core functions:

- ensuring that the vision, ethos and strategic direction of the Schools are clearly defined;
- ensuring that the Executive Headteacher performs their responsibilities for the educational performance of the Schools; and
- ensuring the sound, proper and effective use of the Schools' financial resources.

The Governing Board should take a strategic role, act as a constructive friend to the Schools and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

The Governing Board should ensure the children's care, wellbeing and learning are at the heart of all decisions and discussions it undertakes.

The role of the Chair of the Governing Board

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Barnet LA delegation requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Executive Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Executive Headteacher and provides strategic direction
- To represent the Governing Board at discussions with the LA and to ensure reports are received by the Governing Board.

The Executive Headteacher, Staff Governors, Staff Members are disqualified from this role

The role of the clerk to the Governing Board

- *To work effectively with the Chair of Governors, the other Governors and the Executive Headteacher to support the Governing Board*
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To maintain a record of governor attendance at meetings
- To perform such other functions as may be determined by the Governing Board from time to time.

Other Members of the Governing Board including Associate Members and the Executive Headteacher are disqualified from this role

The role of the Chair of committee

Curriculum, Pupils and Achievement (CPA)
Premises, Finance and Resources (PFR)

- In conjunction with the Executive Headteacher to agree an agenda for forthcoming meetings
- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To ensure actions are SMART (specific, measurable, achievable, realistic and timely) and that these are accurately recorded.

No member is disqualified from this role.

Terms of Reference

Also see **Scheme of Delegation**, which shows the level of authority needed for decision making

The Governing Board of the MHSF

Quorum: One half of the number of Governors in post

Terms of reference:

these matters cannot be delegated to either a committee or an individual:

- To agree constitutional matters, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To hold at least four full Governing Board meetings a year
- To appoint or remove the Chair and Vice Chair
- To appoint or remove a Clerk to the Governing Board
- To establish the committees of the Governing Board and their terms of reference
- To appoint annually the Chair of any committee
- To appoint or remove a Clerk to each committee
- To suspend a governor
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals and to review this annually (Scheme of Delegation)
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary
- To review the delegation arrangements annually.

Curriculum & Pupil Achievement Committee (CPA)

Quorum (minimum of 3, which should include two non-staff governors, committee can determine higher number).

Terms of reference:

- To hold at least 3 meetings each year
- To consider and advise the governing board on standards and other matters relating to the Schools' curriculum, including statutory requirements and the Schools' Curriculum Policies
- To monitor pupil progress and achievement across the school
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board
- To monitor and evaluate the school performance data
- To ensure the Collective Worship policy is in place, in consultation with the Executive Headteacher

- To decide (together with the Executive Headteacher) whether to provide sex education beyond what is set out in the statutory science National Curriculum, and keep a record of the decision
- To monitor the impact of pupil premium funding
- To monitor the impact of PE and sport premium funding
- To monitor the impact of the child protection policy
- To monitor the provision for social, emotional and mental wellbeing of pupils, particularly vulnerable groups
- To make sure that the necessary special education provision is made for any pupil who has SEN according to the Code of Practice, and monitor its effectiveness
- Review all statutory Policies when due for renewal and in particular to ensure an Annual Review of the Safeguarding Policy.
- *Additional items which individual Governing Bodies may wish to include*

Premises, Finance and Resources Committee (PFR)

Quorum: (minimum of 3, which should include two non-staff governors, committee can determine higher number).

Terms of reference:

- In consultation with the Executive Headteacher, to review first formal budget plan of the financial year
- The review of evidence for the annual submission of SFV Statement. The submission must then be authorised at a full Governing Board meeting and signed by the Chair of Governors
- To provide guidance and assistance to the headteacher in financial and premises matters
- Consider the SIP and development priorities and link them to the Budget
- To establish and maintain an up to date 3 year financial plan
- To consider and sign off the quarterly forecasts to year end and to consider outturn and major changes at other times
- Virements: over £10,000 EHT must consult committee. Virements under £10,000 are reported to committee via budget sheets
- To ensure that the schools operate within the Financial Regulations of the Local Authority
- To authorise disposals and write offs in accordance with 2.1 and 2.6 of the LA Scheme for Financing Schools
- To report to the Governing Board by producing minutes with additional verbal reports if required
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board and receive a report on the annual audit of amenity funds
- Receive and action the Local Authority Audit Report
- Ensure all necessary insurance cover is in place
- To annually review Lettings, Financial Management and Procedures, Charges and Remissions and Health and Safety policies and governor expenses and ensure implementation of policies and to regularly review other policies
- To monitor decision making in regard of annual service contracts
- To make decisions on expenditure following recommendations from the Executive Headteacher and other committees
- To determine whether sufficient funds are available for increments in the light of the Executive Headteacher Performance Management Group's recommendations and those pay increments recommended by the Executive Headteacher
- To establish and monitor and evaluate a Premises Development Plan covering repair and maintenance requirements
- To advise the Governing Board on priorities, including Health and Safety issues, for the maintenance and development of the school's premises
- To make recommendations to the FGB on premises-related expenditure and when required by the Executive Head Teacher, to participate in funding bids
- The Governing Board delegates lettings decisions to the Executive Headteacher who adheres to the School Lettings Policy and Health and Safety issues
- To ensure that the Health and Safety Policy is implemented and, as far as is practical, Health and Safety issues are appropriately prioritised
- To establish and keep under review Critical Incident Policy
- To draft and review the staffing structure in consultation with the Executive Head teacher
- To oversee the recruitment and appointment procedure for all staff giving consideration to the School's Recruitment policy

- To review the Appraisal and Capability policy for teaching and support staff
- To review staff professional development, training and development
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To report termly to the Governing Board by producing minutes or with additional verbal reports as required.

Pay Committee (PC)

Quorum: (minimum of 3, which should include two non-staff governors, committee can determine higher number).

Terms of reference:

- To establish and review annually the Pay Policy and staff working arrangements for all categories of staff and to be responsible for its administration
- To approve recommendations made by the Head Teacher on performance related pay
- To ensure process of PRP is fairly and robustly implemented
- To consider awards and remuneration / bursaries & staff applications for these
- Review Pay and Recruitment policies.

Named link governors

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Safeguarding & Child Protection	Patrick Richmond	Safeguarding team	FGB
SEND	Chloe Khan	Angela Dhillon and Samina Thorpe	CPA/FGB
Pupil Premium	Chloe Khan	Shane Craig and Samina Thorpe	CPA/FGB
EYFS	Holly Kal-Weiss	EYFS lead	CPA/FGB
Health and Safety	Andrea Muhammad	Melinda Gooding	PRF/FGB
Compliance/website	Patrick Richmond	Laura Wynne	FGB

These Terms of Reference were agreed at the Governing Board Meeting on 14th September 2021 and will be due for review in September 2022.

Executive Headteacher Appraisal Panel

Quorum - minimum of 2

Terms of reference:

To action the Appraisal and Capability Policy in respect of the EHT.

Membership – 3 governors drawn from the Governing Board as per the Appraisal and Capability Policy. These should be, as far as possible, non-parent governors. At least one of these members should have relevant training/experience

An appointed external advisor should be available to support target setting and reviewing evidence.

Disqualification -

The Executive Headteacher and Staff Governors

Complaints and Appeal and panels will be appointed as needed

Quorum: Minimum of 2 members, excluding the EHT and staff members

The ToR should be agreed in advance

It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.