

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL GOVERNING BODY

TERMS OF REFERENCE

General Terms of Reference for Governing Body and Committees

1. The primary purpose of the Governing Body is, in the role of 'critical friend' to the school, to support the Headteacher in determining strategy and direction of the school, the proper implementation of statutory requirements and the monitoring and evaluation of the school development plan, including through active participation in the School Improvement Programme (SIP).
2. To facilitate this the Governing Body will determine and implement the necessary and appropriate committee structure, approving the format of Committees and appointing a Chair for each.
3. Committee terms of reference are to be reviewed annually by the Governing Body and each Committee is responsible for ensuring the strategic development and monitoring of the areas of school activity and life which fall within its delegated remit (as outlined in its terms of reference).
4. The Chair of Governors and the Headteacher will be ex-officio members of all standard Committees.
5. Notice of meetings and an agenda are to be given to committee members at least 4 working days in advance of a meeting.
6. Liaison is to take place between committees on any matters, which might affect the work of those committees.
7. Committee Chairs are to convene meetings each term in accordance with the schedule of meetings agreed by the Governing Body after consultation with the Headteacher regarding the agenda contents. Formal minutes are to be taken and circulated to all governors.
8. Committees may co-opt additional, non-voting, members from time to time and as thought fit.
9. Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.
10. A quorum of 3 or 2/5ths of voting members is necessary to run a meeting but decisions are to be taken on a majority of eligible voting members.
11. Members of staff have voting rights in all areas other than those relating to pay, performance management and related decisions.
12. In its role as employer, the governing body will be responsible for the appointment of staff through the agreed recruitment procedures.

Specific Terms of Reference for the Finance and Facilities Committee

1. in consultation with the Headteacher, to oversee the preparation of the 3 year budget plan and ensure it links with the School Improvement Plan priorities agreed by the governing body
2. to engage in Strategic Financial Planning
3. to review the Finance Policy annually and recommend levels of delegation
4. to review the annual budget and recommend it for approval to the full governing body
5. to notify the approved budget to the LA by the agreed deadline
6. to agree the level of delegation to the Headteacher for the day-to-day operation of the school
7. to benchmark school financial performance and report to the full governing body
8. to evaluate and present to the governing body the annual statement of Internal Controls
9. to monitor monthly expenditure and ensure corrective action is taken where necessary
10. to evaluate spending of all public funds to agreed timescales to ensure the budget provides value for money in terms of raising standards of education
11. to analyse and report on Tenders for Contract Services
12. to review the Pay Policy annually;
13. to review the Charging and Remissions policy every three years
14. to approve transfer between budget headings (virements) within agreed limits
15. to ensure accurate accounts are kept
16. to make decisions in respect of service agreements and insurance
17. to ensure key financial decisions are properly recorded in minutes
18. to ensure that the school adheres to the LA's Scheme for Financing Schools
19. to ensure the school has, or is working towards achievement of SFVS (Schools Financial Value Standard)
20. to ensure the audit of all non-public (voluntary) funds, trading accounts, charity funds etc which must be run in accordance with LA regulations
21. to ensure recommendations arising from school audits are properly implemented
22. to keep in-school financial procedures under review
23. to establish procedures for governors to claim expenses
24. to ensure a record is kept of pecuniary interests of governors and staff
25. to advise the full governing body of any consultations to change the LA Finance Scheme
26. to have the power to make decisions on behalf of the Governing Body relating to matters of finance and facilities
27. to determine a list of premises priorities and a means of implementation
28. to monitor and review matters of health and safety
29. to monitor the policy for the use of the school premises and letting arrangements
30. to review asset register maintenance in the School

Specific Terms of Reference for the Communications and Community Committee

1. to have strategic oversight of communication with all stakeholders and interested parties including pupils, parents, staff, governors, Old Girls, PTA, prospective pupils and parents, local residents, ensuring that this is regularly reviewed and effective;
2. to consider and review the terms of the Home-School Agreement;
3. to monitor and annually review the school's admissions policy and related arrangements, making recommendations to the Governing Body; to receive, consider and monitor information on TWGGS admissions; to consider and take action on individual cases as appropriate;
4. to receive, consider and monitor information regarding attendance;
5. to receive an annual report from the school's CCF unit, reviewing its contribution to the school, and maintain an effective link between the Governing Body and the CCF;
6. to monitor and oversee the school's work in the community; to secure and build on constructive links with the wider community including local schools, voluntary groups, elected representatives (local and national), businesses and other relevant agencies;
7. to explore sources of non-Local Authority funding so as to provide for current and future requirements of the school;
8. to promote the best interests of the school through the provision of best quality information to diverse audiences through a range of media, also ensuring the school website is current and compliant;
9. to approve all proposed new residential educational visits, and to monitor existing residential trips and visits;
10. to consider, review and monitor the Educational Visits policy;
11. to consider and review findings from the parent, pupil and staff surveys undertaken every 3-4 years;
12. to consider, review and monitor policies relating to the Equalities Act 2010;
13. to consider, review and monitor the Complaints procedure;
14. to consider, review and monitor the Freedom of Information publication scheme;
15. to consider, review and monitor the Whistle-blowing policy.

Specific Terms of Reference for the Curriculum and Staffing Committee

1. to keep informed of the current statutory requirements of the National Curriculum relevant to the school and to consider dis-application where appropriate;
2. to monitor and review application and impact of the National Curriculum, making recommendations to the Governing Body;
3. to have the power to make decisions on behalf of the Governing Body relating to matters concerning curriculum and staffing;
4. to review the Pay Policy annually;
5. to monitor and regularly review the school's Safeguarding policy and related policies and arrangements, making recommendations to the Governing Body;
6. to consider and monitor policies relating to pastoral issues including anti-bullying, drugs and sex education;
7. to consider and monitor progress against the School Development Plan;
8. to approve and monitor the school's systems for assessment and tracking of pupils;
9. to receive and discuss the results of all examinations in school, including GCSE & A Level plus statistics regarding Value-added, ALPS, ASP and Pupil Referenced Data;
10. to receive and discuss Governor visit reports and SIP reports written by SLT;
11. to receive and discuss reports on the provision of Special Educational Needs and Disability;
12. to maintain an overview of all related school policies and ensure their regular re-appraisal;
13. to be kept informed of the staffing situation, review staffing structure and assist with appointments where appropriate;
14. to agree and monitor the School's Appraisal, Pay, Capability, Staff Discipline, Grievance and other staff related policies.