

Inkpen Primary School – Full Governing Body, including Finance, Premises & Curriculum Terms Of Reference

Membership

The Full Governing Body will consist of nine *Governors*, two parent, one local authority, one staff, four co-opted *Governors*, and the Head Teacher or his/her representative. The Clerk is an additional non-voting member of the committee.

Where necessary, the Chairperson has the casting vote.

Quorum

A quorum will consist of a minimum of five *Governors* (if all *Governor* posts are filled), one of whom must be the Head Teacher or his/her representative. (E.G. seven *Governors* in post, need four to be quorate, one half rounded up.)

Meetings

Meetings are held once a month (excluding August and one other month) or as required. A Chairperson and Vice Chairperson are appointed at the first meeting of the year. The Clerk, with the Chairperson, is responsible for setting and distributing an agenda at least one week before each meeting and the chairperson is responsible for chairing the meetings. The Clerk is responsible for taking minutes of the meeting. The Clerk will provide draft minutes to the Chairperson within one week of the meeting.

Finance Key Functions

- 1 In the summer term, consider the financial out-turn figures for the previous financial year and in the following spring draw up a plan for the forthcoming financial year.
- 2 In the spring term, draw up a Budget for approval by the Governing Body that is in line with the Governing Body's priorities and compliant with current LA regulations. The approved Budget should be submitted to the LA before the LA's Budget submission deadline.
- 3 Ensure that the school's finances are run in accordance with West Berkshire Council's Financial Rules of Procedure and Contract Rules of Procedure, the Audit Commission's Report "Keeping Your Balance" and WBDC Scheme for Financing Schools.
- 4 Review and approve contract arrangements and any single purchases in excess of £1,000.
- 5 Review Fair Funding buyback options, making recommendations.
- 6 Monitor the financial position of the school, making recommendations on measures to correct variations, and ensure that financial records are accurate and available for inspection.
- 7 Review any school policies with a significant financial element, making recommendations for changes.
- 8 Fully consider the staffing implications of any projected or actual financial shortfall to budget and make appropriate decisions.
- 9 To oversee arrangements for the repairs and maintenance of school premises, including Health & Safety
- 10 To oversee premises-related funding bids.
- 11 To oversee arrangements, including Health & Safety, for the use of school premises by outside users, subject to governing body policy.
- 12 To establish and keep under review a Building Development Plan

Where necessary, these functions will be carried out in conjunction with the Governor responsible for the specific area, such as Health & Safety.

Headteacher's limit of financial authority, without reference to FGB

£1,000 for single purchased items, on condition that cost is already provided for within previously budgeted cost centre.

Headteacher's virement instructions

Any accounting journal changes made by the Headteacher to be confirmed and signed off by the School Business Manager, recorded in a journal amendments log and reported to the FGB.

Curriculum Key Functions

- 1 To ensure that the national curriculum is taught in the school.
- 2 To monitor the implementation of the school curriculum policies.
- 3 To monitor target setting and pupil assessment throughout the school.
- 4 To review and discuss the progress of year groups towards their targets.
- 5 To ensure that the statutory duties of the governing body with respect to the curriculum are met.
- 6 To review and monitor areas of the school curriculum, for which the governing body is responsible. E.g. Sex and relationships education, Drugs education
- 7 To review the success of monitoring initiatives.

Where necessary, these functions will be carried out in conjunction with the Governor responsible for the specific area, such as Pupil Premium, Data.

Review

These Terms of Reference will be reviewed annually by the FGB

Date approved:

October 2017

Date Reviewed

May 2022

Next review September 2022