

TERMS OF REFERENCE
LAKESIDE COMMUNITY PRIMARY SCHOOL
GOVERNING BODY 2014-2015

The Governing Body will adhere to the laid down statutory School Governors Procedures Regulations 2003.

The Governing Body will delegate to a committee, a governor or to the principal, any of its function subject to prescribed restrictions. The governing body will review the delegation of functions annually. The governing body will remain accountable for any decisions taken, including those relating to functions delegated to the committee or individual.

The quorum for any committee meeting and for any vote must be three governors who are members of the committee or more, as determined by the governing body.

All meetings of the full Governing Body will be convened by the Clerk to Governors, have an agenda circulated at least seven days beforehand and be minuted. Special meetings of the Governing Body or one of its committees can be convened by the Clerk giving governors three days notice, on the instructions of the Chair of the Governing Body or the appropriate committee.

DELEGATION OF FUNCTIONS

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- functions relating to the alteration, discontinuance or change of category of maintained schools
- functions relating to the approval of the first formal budget plan of the financial year
- functions relating to school discipline policies
- functions relating to the exclusions of pupils
- functions relating to admissions.

The governing body cannot delegate any functions relating to:

- changes to the Instrument of Government
- appointing, co-opting or removing governors
- appointing the Chair
- appointing the Vice Chair
- removing the Chair of Governors
- deciding the arrangements for full governing body meetings
- regulating the procedures at meetings, for example - adoption of Standing Orders, Code of Conduct, or taking decisions about clerking arrangements
- decisions about the establishment, constitution, proceedings, remit and review of governors committees and the designation of individual governors to special roles . this must be determined annually
- designating the two or three Performance Management governors dealing with the Principal's appraisal

- maintaining a current Register of Pecuniary and Business interests of governors, the Principal and other staff involved in the financial management of the school
- approving the school prospectus/annual report to parents/carers
- publishing proposals for alteration, change of category or closure of the school
- commenting on/objecting to the admission arrangements of another admission authority
- fixing or consulting on admission numbers and variations to the school's standard number
- deciding the school session times
- approving the first formal budget plan to be submitted to the LA for the financial year and ensuring it is linked to the School Improvement Plan
- deciding on the arrangements for collective worship
- approving new policy or amendments to policies
- adopting and reviewing the Home School Agreement
- ensuring that sex education is delivered in a way which encourages pupils to have due regard to moral considerations and the value of family life
- prohibiting political indoctrination and securing a balanced treatment of political issues
- approval/ratification of Principal and School Leader appointments (excluding temporary appointments).

In addition to these statutory requirements, the LA recommends that the following decisions are also taken at **full governing body** level:

- setting the Individual School Range (ISR) . this relates to Principal's and School Leader's salary
- the appointment of a governor to investigate complaints against the Principal and to investigate allegations of financial irregularities where the Principal is implicated
- defining the financial responsibilities of the Governing Body, its committees, the Principal and other staff
- establishing the financial limits of delegated authority to enter into commitments and authorise payments
- determining the level of detail, minimum frequency and general format of financial information to be provided to the Governing Body, especially in relation to budget monitoring reports
- approving an annual statement on what steps the school will be taking to ensure that the expenditure reflects the principles of Best Value.

Any committee or individual to whom a decision has been delegated must report to the Governing Body in respect of any action or decision taken.

The governing body can still perform functions it has delegated: this enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated, for instance, the Governing Body can decide to move money from one budget heading to another in the light of changing circumstances, even if the function of approving and monitoring the budget has been delegated to a committee.