Lealands High School

Governing Body Terms of Reference

Membership:

- The Governing Body will be serviced by the Headteacher, or their nominated representative.
- Members of the school senior leadership team and other members of staff may be invited to the meeting whenever necessary to lead items.
- The Governing Body shall elect its Chair and Vice Chair at the Business Meeting in September with a one year term of office.
- The rules about pecuniary interest are applicable to all meetings.

Quorum:

The quorum shall be 50% of the Governors and the committee shall not meet without the Headteacher or their nominated representative being present.

Meetings:

- The Governing Body shall meet at least 6 times per academic year with one Business Meeting in September and otherwise as required.
- All meetings must be carried out according to the agreed protocols for all Governor Body meetings at Lealands High School.
- Minutes of Governing Body meetings should be circulated to all members of the Governing Body along with other background papers required.

Terms of Reference - Finance and Policies

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position of the Governing Body.
- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To review every 3 years the charges and remissions policy
- To make decisions in respect of service agreements.
- To enter into contracts – and to be informed of contracts entered into and consider process for award of contracts.
- To make decisions on expenditure following recommendations from other committees.

- To prepare financial statements for inclusions on the Governing Body report to parents.
- To ensure, as far as practical, that Health and Safety issues are appropriately priorities.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To draft and keep under review the staffing structure in consultation with the Headteacher.
- To annually review and adopt the local authority personnel handbook for schools and associated policies.
- To develop, on an annual basis, the staff structure and appointment process within which the Headteacher may make appointments during the year.
- Have regard to the local authority pay policies for all categories of staff and to be responsible for its administration and review.
- To monitor the school's selection and recruitment process and make recommendations for changes to the Headteacher, as appropriate.
- To establish and review an appraisal policy for all staff.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.
- To consider personnel related expenditure.
- To consider priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To develop a strategy for buildings maintenance (including budgeting for repairs etc).
- Develop and review the Asset Management Plans and receive reports from the Headteacher on the Condition and Suitability surveys.
- Address any premises-related expenditure.
- In consultation with the Headteacher oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy.
- To receive termly reports on health and safety issues.
- To review the school's letting policy and recommend changes.
- To ensure that Buildings insurance is arranged and that cover is adequate.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan.

- Agree pay awards annually following recommendations from the Headteacher by 30th November each year.

Terms of Reference – Strategy and Planning

- To consider standards and other matters relating to the school's curriculum, including statutory requirements and the school's curriculum policy.
- To monitor progress on relevant aspects of the Achieving Excellence Plan (AEP), progress and targets.
- To develop and review curriculum policies including sex and relationship education, drugs education, RE, collective worship and special educational needs (SEN). Where necessary to make recommendations for changes to the governing body.
- Receive from the Headteacher information about assessment results, and to consider strategies for improving achievement and to consider the impact of these strategies on improving standards
- To develop and review home school agreements.
- To act as a working party for specific curriculum and discipline issues asked for by the full governing body.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees.
- To oversee arrangements for individual Governors to take a lead role in specific areas of provision, e.g. SEN, literacy, numeracy.
- To ensure equal opportunities of all students including disabled students where physically possible and within available resources.
- To monitor authorised and unauthorised attendance.

Appraisal/Pay Committee

- Carry out the Headteacher's annual appraisal seeking advice from an external consultant. A summary report will be presented at the next Governors meeting following the appraisal meeting.
- Determine whether sufficient funds are available for pay increments and agree pay rises as recommended by the Headteacher. A summary report will be presented at the next Governors meeting following a pay committee meeting.

Pupil Discipline/Exclusion Committee

- Meet as required.
- Follow the DfE guide in relation to legislation that governs the exclusion of pupils from maintained schools.
- Consider parents representations about an exclusion, when requested and review the Headteacher's exclusion decision following the DfE guide to the legislation that governs the exclusion of pupils from maintained schools.

- Report findings and outcomes to next Governing Body meeting.

Staff Dismissal/Appeal Committee

- Meet as required
- Review staff dismissals following Luton Borough Council guidance.
- Attend Appeal hearings following Luton Borough Council guidance seeking advice and support from an appropriate HR officer.
- Report findings and outcomes to the next Governing Body meeting.

These Terms of Reference Agreed:
September 2026