



Longcause Community Special School

TERMS OF REFERENCE

Signature of Head:	Anne Hutchinson
Date:	16/07/2025
Signature of Chair of Governors:	Fred Jenkins
Date:	16/07/2025
Agreed by the Governing body on:	16/07/2025
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Longcause School

Board of Governors Terms of Reference

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with minutes available except for Part II minutes. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

Disqualification

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

The quorum for Governing body meetings is 5 (or 50% of **filled** places)

The Governing Body will;

- o Appoint or remove the Clerk
- o Elect a Chair and Vice Chair Bi-Annually
- o Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint co-opted governors
- o Set dates of meetings for the year ahead
- o Set term dates for the academic years including the selection of occasional days
- o Receive Head teacher reports
- o Review and monitor examination/national test results
- o Review the level of exclusions
- o Monitor attendance of pupils/staff/governors
- o Review, adopt and monitor a Freedom of Information Policy
- o Review pupil performance and targets
- o If required, consider the suspension of a governor
- o Provide induction for new governors
- o Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- o Review, approve and monitor the School Improvement Plan
- o Annually elect governors for specific sections of the School Improvement Plan.
- o Ensure at least 3 governors are appointed and trained to complete the Head teacher's Performance Management
- o Maintain and update annually a file of pecuniary interest declarations
- o Review, adopt and monitor a governors' expenses policy and curriculum policy
- o To review, adopt and monitor policies for Sex and Relationships.
- o Organise support and training for governors

- o To review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behaviour and discipline, and child protection, and to monitor their implementation.
- o To monitor and review the information about school performance and report according to statutory requirements.
- o To review the relative funding priorities necessary to deliver the curriculum.
- o To provide support and guidance for the governing body and the Head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- o To inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- o To review the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation.
- o The Head teacher is authorised to commit expenditure without the prior approval of the Board in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Head teacher would normally be expected to consult the Board of Governors Chair at the earliest opportunity.
- o To prepare and agree a lettings and charges policy and to monitor its implementation.
- o To establish and keep under review an Accessibility Plan.
- o To ensure any necessary liaison with the LA regarding premises issues.
- o To review, adopt and monitor a Health and Safety policy.
- o In consultation with the Head teacher to oversee any premises related funding bid.
- o In consultation with the Head teacher, to determine the staffing structure of the school.
- o To oversee the appointment procedure for all staff.
- o In consultation with staff, to oversee any process leading to staff reductions.
- o To review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- o To act as "first committee" for formal disciplinary or complaints hearings.
- o To review, adopt and monitor a Pay Policy.
- o To review, adopt and monitor the Equalities Policy
- o In consultation with the Headteacher to draft, review and monitor an annual budget taking account of the agreed priorities of the School Improvement Plan.
- o To review income and expenditure throughout the year and to advise the governing body of any significant anomalies from the anticipated position.
- o To ensure that the school operates within the Financial Regulations of the Local Authority.
- To review, adopt and monitor Finance Policy.
- To review, adopt and monitor a Charging Policy.
- To agree the level of delegation of the Headteacher for the day-to-day financial management of the school.
- Subject to the Finance Policy to approve any virement that will from time to time be necessary in response to the evolving requirements of the school.
- To monitor the income and expenditure of all public funds, to receive and, where appropriate, respond to any audit reports of these.
- To make decisions in respect of service agreement with the Local Authority
- To annually review Governors' competencies in regards to continued professional development as stated under SFVS requirements

- To keep under review staff work/life balance, working conditions and well being including the monitoring of absence.

Hold at least 5 meetings per year and are not delegating any statutory responsibilities to a committee, except for:-

- o Ensuring at least 3 governors are appointed and trained to complete the Headteacher's Performance Management (HPMG). Ensuring that 3 Governors are appointed and trained to form a Pay Committee to review teachers pay.
- o Ensuring that a minimum of 3 Governors are available to form an appeal panel as necessary. This should be made up of Governors who have not formed part of, or tainted by previous discussion of the circumstances.

Governing Body meetings will be open to the public with Minutes available except for Part II business.

- o *In the event of a tied vote the Chair will have a second or casting vote.*

Date reviewed and adopted: July 2025

Date of next review: July 2026