



**Governing Body Constitution and
Terms of Reference
2023-2024**

Authorised: Chair of Governors on behalf of Governors and all
other Chairs of Panels

Chair of Governors : Geoff Tabor

Headteacher: Sarah Richardson

Date: September 2023

DIOCESE OF WINCHESTER

The Priory CE Voluntary Aided Primary School Christchurch Instrument of Government

1. The name of the school is The Priory CE Voluntary Aided Primary School Christchurch
2. The school is a voluntary aided school in the trusteeship of the Diocese Winchester and is an exempt charity. The name of the governing body is: The Governing Body of The Priory CE Voluntary Aided Primary School Christchurch
3. The Governing Body shall consist of:
 - (a) eight foundation Governors
 - (b) two parent governors
 - (c) one head teacher
 - (d) one staff governor
 - (e) one local authority governor.Total number of Governors: 13, (note this is an ideal number – it is required that there are 2 more Foundation Governors than in other categories)
4. Foundation governors shall be appointed and may be removed by the Bishop of Winchester (or any other person exercising Ordinary jurisdiction in his name including, where the See is vacant impeded, the person or persons on whom the governance of the See has devolved).
5. This instrument of Government comes into effect on 31st August, 2015
6. This instrument of Government was approved by the Diocese of Winchester in 2015

The full statutory responsibilities of Governance are within the Education Act of 2011.

Constitution

The Priory CE Voluntary Aided Primary School Christchurch- Vision and Priorities for Effective Governance

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the Head teacher to account for the educational performance of the school and its pupils, and the performance management of staff.
3. Overseeing the financial performance of the school and making sure its money is well spent.
4. ensuring the voices of school stakeholders are heard

Governors' Responsibilities

1. The full Governing Body (FGB) decides all policy matters concerning the management of the school within the statutory requirements of current legislation. The FGB may delegate any of its statutory functions to a committee, a Governor or to the Head teacher, subject to prescribed restrictions.

The following functions may be delegated to a committee but cannot be delegated to an individual.

1. Functions relating to the alteration, closure or change of category of school
2. Functions relating to the approval of the first formal budget plan of the financial year.
3. Functions relating to school discipline policies
4. Functions relating to the exclusion of pupils (except when the Chair of Governors has the power to exercise these functions)
5. Functions relating to admissions

The FGB will review the functions annually. The FGB will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual. All decisions or actions must be reported back to the FGB.

2. The Governing Body only, must decide on the following:
 1. Election or removal of the Chair and Vice-Chair
 2. Appointment of Clerk
 3. Suspension of Governors
 4. Establishment of Committees, panels, ex officio members
 5. Delegation of functions
 6. Constitutional decisions

Meeting Structure

Governors will meet monthly.

The formal Full Governing Body will convene 5 times per year (minimum) to meet Statutory voting/submission requirements.

The Full Governing Body may split into panels/special interest committees as required.

Delegated Powers and Responsibilities

Where a committee has been formed, that committee will have full-delegated powers to implement the decisions of the FGB without further reference to the FGB except when legislation demands. In such an occurrence the committee will make recommendations to the FGB.

Chair and Vice-Chair

To secure succession planning the Chair and Vice Chair will serve for a maximum of six years.

Committee Membership (should they be required):

1. Each committee shall consist of a minimum of three Governors (but preferably five)
2. The Chair of Governors and the Head Teacher shall be ex officio members of each committee.
3. Membership of the committee shall be by election of the Governing Body
4. Each committee shall have the power to co-opt or invite additional members from within the Governing Body to serve on the committee and to consult expert advisors, e.g. senior members of staff, professional experts. Such co-opted or invited members may take full part in the discussions of the committee but shall not be entitled to vote and may be asked to withdraw when certain items are discussed.
5. The members of each committee will elect the Chair of each committee. Chairs of Committee may serve for a maximum of five years.

Meetings

The Governors will meet monthly. "Each committee will meet as required. Seven clear days' notice must be given of a meeting; however shorter notice may be given provided that all persons entitled to attend and vote at the meeting agree to short notice."

Quorum

A quorum of three members of any committee is required at each meeting or 50% of the membership rounded up to the nearest whole number, whichever is the greatest and voting may not take place unless a quorum of Governor members of a committee entitled to vote is present at the meeting.

Minutes

Draft minutes of each meeting, detailing:

1. Apologies offered (and whether accepted)
2. Governors present
3. Those in attendance

4. Questions and challenge posed,
5. Data presented
6. Decisions taken and/or action recommended
7. Date and time next meeting

Shall be produced by the Clerk to Governors and be circulated within ten days of the meeting.

Agenda and related documents to be circulated ten clear days of the meeting.

Review Arrangements

All Terms of Reference to be reviewed annually to be approved at the first FGB of the academic year.

Pecuniary Interest

Each governor will have to complete an annual/digital written declaration of interests form stating any business and/or other interests they or their family or close acquaintances may have with the school.

All committees will at the commencement of any meeting require any interest be declared and recorded in the minutes.

School Policies

In addition to specific policies mentioned in the Terms of Reference, the FGB will review those policies as per the policy review timetable.

Finance & Resources (Core Finance Group): See Appendix 1

Role of Head teacher

The Head teacher has responsibility for the overall supervision of the day to day running of the school

1. The Head teacher can delegate specific responsibilities to members of staff as appropriate to their job descriptions ensuring adequate separation of duties in both manual tasks and financial systems.
2. The Head teacher should monitor the financial position of the school on a regular basis (not less than monthly)
3. The Head teacher is responsible for the preparation and presentation to the Core Finance team and the FGB of reports on the School's Finance in accordance with a predetermined timetable as well as on an ad hoc basis.

4. The Head teacher is responsible for initiating consultations with the Core Finance Team and Chair Governors on any significant and/or exceptional financial circumstances or any financial matter that is causing concern as soon as they are aware.

5. The Head teacher should immediately report to the Chair of Governors:

1. Any failure in any material respect of any member of the school staff to comply with these procedures
2. Any circumstances which could adversely affect the school's finances
3. Any matter of concern in relation to school's finances The Headteacher can amend the agreed budget by virement between any budgets heading up to the limits set out in Section 2

Role of the Deputy Head teacher

The Deputy Headteacher will have the authority of the Head teacher to continue the day-to-day running of the school's affairs when the Headteacher is unable to do so.

Role of School Business Manager

1. Responsibility for ensuring on a day-to-day basis that the financial procedures as set out by this document and following guidance issued by the Local Authority, are followed by all who may be involved in any way in the school's finances.
2. Responsibility for monitoring all day-to-day records of the school and reconciling them with the records of the Local Authority and/or Diocese as appropriate
3. Responsibility for the regular preparation, from the school's accounting system of reports that will show the position of the school's finances as may be required by the Head teacher and Governors
4. Responsibility for reporting to the Head teacher any failure in any material respect of any member of the school staff to comply with these procedures, any circumstances which could adversely affect the school's finances and any matter of serious concern in relation to the school's finances.
5. Responsibility for the management of staff appointed to undertake duties involving any aspect of the school's finances
6. Authority to vire within Budget Headings as per limits set out in Section 2, such virements to be reported monthly to Head teacher and included in the regular virements reports to the Core Finance team and the FGB.

7. Authorise orders not exceeding the limits set out in Section 2

8. Duties commensurate with the current job description

Administration

1. Keys to safe held by Headteacher and School Business Manager

2. Cheque signatories are: Headteacher, Deputy Headteacher and School Business Manager

3. The petty cash imprest level is authorised at £250.

Section 1

Authorisation of Revenue and Leasing Contracts will be tendered and authorised by Chair of Governors and Headteacher.

Authorisation of Capital Contracts will be tendered and authorised by the Diocese of Winchester

Section 2

	FGB	Finance & Resources	Chair of Governors	Head Teacher	Deputy Head Teacher	School Business Manager	Local Authority
Approval of annual budget & 3 year plan	yes						
Virements to budget headings over £5,000	yes	yes					
Virements to budget heads under £5,000 within budget			yes	yes			
Authorise expenditure over £25,000	Yes - with legal advice if required						
Authorise expenditure up to £25,000		yes	yes				
Authorise expenditure up to £10,000			yes	yes			
Authorise expenditure up to £3,000				yes	yes		
Authorise petty cash to £250				yes	yes	yes	
Appointment and salary of all permanent teaching and teaching support staff			yes	yes			
Appoint and salary of temp staff				yes	yes		
Appoint and salary of support staff				yes	yes	yes	
Appoint & salary of Headteacher	yes						

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Write off of Assets/Debts	FGB	Finance & Resources	Chair of Governors Finance	Head Teacher	Deputy Head Teacher	School Business Manager	Local Authority
Write off Assets up to £1,000 in value				Yes			
Assets between £1,000 and £5,000 in value	Yes						
Any debts of less than £200				Yes			
Any debts between £200 and £1,000		Yes					
Any debts between £1,000 and £2,000	Yes						
Debt write off in excess of £250							Yes

School Improvement & Standards – Full Governing Body
See Appendix 2

Panels:

Admissions
Performance & Pay Review
Complaints and Grievance
Headteacher Appraisal

These meet as necessary.

Project/Special Interest Working Parties as required and agreed by FGB

APPENDIX 1

Finance & Resources

Terms of Reference for the Core Finance Group:

Purpose:

Personnel

To ensure best practice is employed within the school in all matters relating to employment of staff e.g. conditions of employment, equal opportunities, work/life balance, recruitment and selection and induction processes.

Finance

To provide financial advice and support to the Governing Body who, working together with the Headteacher, decide how the overall financial resources may be used to ensure the optimum benefit for the school and its pupils.

Premises, Health and Safety

To provide the Headteacher and Governing Body with advice and assistance on matters relating to premises and grounds. To ensure that the pupils have a safe, comfortable, clean environment fit for purpose. To ensure the effectiveness of the school's arrangements for ensuring the safety of its pupils.

Notes

Notes of the Core Finance Group meeting will:

- show the time and place of meeting
- show the names of those attending
- reflect the decisions and recommendations
- be a true and accurate record of the meeting

All information relating to Core Finance will be made available to all Governors with the agenda of the next Full Governing Body or Governor Meeting and will be included in that agenda.

Conduct of Meetings

The Core Finance Group will meet in advance of Monthly Governor Meetings or Full Governing Body meetings and at other times as appropriate and necessary.

With regard to pay and performance management issues, staff members must withdraw from meetings when relevant.

Delegated Powers and Responsibilities – Finance

To consider, annually, a draft budget for the year and make recommendations on it to the Full Governing Body. These considerations should include the requirements of the School Improvement Plan and the allocation of any unspent balance arising from previous years.

To consider the appropriate budget monitoring report at every meeting. Significant variations will be reported to the Governing Body together with a suggested course of action.

To consider proposed alterations to the budget and inform the Full Governing Body of amendments made.

This does not include the following areas in which the Headteacher has delegated authority:

- Alterations to the budget to reflect the resources made available by Local Authority, statements of SEN and for cases of extended sickness of staff members.
- Alterations to the budget, including virements, which do not exceed £2,000 and are within budget.

The Headteacher must report to the next Governors Meeting meeting when these powers are exercised.

To recommend the level of delegated spending to the Headteacher for day to day management of the school.

To consider the financial implications concerning the appointment and dismissal of staff and inform the Full Governing Body accordingly.

To consider and report to the Full Governing Body on the financial aspects of the School Improvement Plan.

To receive and report to the Full Governing Body on the activities of the unofficial fund.

To ensure that a register is up to date and maintained of Governors having a pecuniary interest.

To review all financial policies for ratification at the next FGB.

To review the cost implications of the school's lettings policy and advise on the charges.

To review and make amendments where appropriate concerning the issue of contracts / tender procedures for the purchase of goods and services.

To ensure Schools Financial Value Standards (SFVS) compliance.

To review annually the statutory policy on charging and remissions and advise the Full Governing Body on the need to revise it.

To receive audit reports on the official and unofficial funds and make appropriate recommendations to the Full Governing Body.

To prepare the annual financial statement of affairs for inclusion in the school profile to parents.

To set the Headteacher's spending limit of individual purchases in line with the delegated financial authority.

To assist the Headteacher in involving local business and industry with the school.

Delegated Powers and Responsibilities – Personnel

To ensure that staff pay and conditions of service conform with nationally agreed scales.

To ensure that all statutory and contractual obligations are in place.

To review staffing structure on an annual basis, and as required.

To ensure that any potential staffing issues are discussed and addressed to an appropriate timescale.

To ensure that selection and induction of all new staff is appropriate.

To review all HR policies for ratification at the FGB meetings

To make recommendations for Headteacher pay based on the performance of the Headteacher, having due regard for salary constraints. The salary reviews for all other staff will be dealt with by the Headteacher, after consulting with the pay panel, who will report progress to the Full Governing Body.

By means of performance management, to monitor the on-going programme of staff appraisals and to progress further training needs. Ensuring that the professional development of all the staff are being properly addressed congruent to the school's priorities.

To report to the Full Governing Body any staff problems including those related to absence.

To ensure the schools single central record of recruitment and vetting check is updated appropriately by the School Business Manager and is located in one place within the school.

The performance management of the Headteacher will be addressed by the performance review panel agreed by the Full Governing Body and in accordance with regulations.

Delegated Powers and Responsibilities – Premises and Health and Safety

The FGB will appoint representatives to carry out termly reviews of the school's Health and Safety arrangements to report to the FGB and the Headteacher. A detailed annual review will be carried out and a written report submitted to the Full Governing Body.

To review the school site at least annually and to consider suggested improvements for recommendations to the Full Governing Body.

To inspect the premises and grounds to prepare an annual statement of priorities for maintenance, including internal and external redecoration.

To devise and revise a rolling 3 year costed development for the school.

To write and review the Health and Safety policy on behalf of the Full Governing Body.

APPENDIX 2

School Development Plan and Standards - Terms of Reference for the Full Governing Body

1. Purpose

- 1.1. To consider standards of teaching and learning, curricular issues, including statutory requirements, and the whole Church of England life at the school.
- 1.2. To agree and monitor progress of the School Development Plan (SDP).
- 1.3. To oversee the school's self-assessment processes, seeking to ensure regular and rigorous assessment of educational performance which identifies strengths and weaknesses, informs strategic planning and leads to continued improvements.
- 1.4. To monitor progress towards targets through analysis of data from the school's assessments systems, national and local benchmarking and use outcomes to inform self-evaluation and the SDP.
- 1.5. To seek, consider and reflect on stakeholders opinions.
- 1.6. To consider curricular issues which have financial implications.
- 1.7. To nurture, develop and stretch all pupils and evaluate the impact on attainment and progress.
- 1.8. To monitor the provision and outcomes for all vulnerable groups, e.g., Special Educational Needs and Disabilities (SEND), Looked after Children (LAC), English as an Additional Language (EAL), and pupil Premium (PP) and evaluate on attainment, progress and welfare of such pupils.
- 1.9. To receive regular reports on Safeguarding and Child Protections matters.
- 1.10. To review, amend and adopt policies in line with Governors' agreed policy timetable to include curriculum statement, teaching and learning, religious education and collective worship, special education needs, sex education, assessment for learning, marking, homework and educational visits.

Admissions and Appeals will be addressed by the School Development Plan agreed by the Full Governing Body and in accordance with regulations

2. Quorum

50% of the membership rounded up to the nearest whole number and voting may not take place unless a quorum of Governor members entitled to vote is present at the meeting.

3. Minutes

As per Full Governing Body above

4 Conduct of Meetings – Full Governing Body

With regard to pay and performance management issues, staff members must withdraw from meetings when relevant.

The Terms of Reference will be reviewed annually and ratified at the Full Governing Body AGM meeting.