REDLAND PRIMARY SCHOOL FULL GOVERNING BODY

TERMS OF REFERENCE 2026-27

Reviewed by	FGB - 5 October 2026
Date of Issue	October 2026
Review Date	September 2027

Governing Body's Key Purpose

- Ensuring clarity of vision, ethos and strategic direction;
- Holding senior leaders to account for the educational performance of the organisation; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Governing Body Membership

The Instrument of Government of the full governing body (FGB) is reviewed on an annual basis. The governing body consists of up to:

a) 4 parent Governors
b) 1 Local Authority Governor
c) 2 staff Governors (including the Head Teacher)
d) 5 co-opted Governors.

Quorum

The quorum for any full governing body meeting is one half of the membership of the governing body (GB) rounded up and excluding vacancies.

Frequency of Meetings

At least 5 meetings each academic year.

General and Procedural Responsibilities

- Draw up Instrument of Government and any subsequent amendments
- Agree suspension of governors
- Appoint (and remove) the co-chairs of the governing body
- Determine period of office of co-chairs (between 1 and 4 years)
- Appoint (and dismiss) the Clerk to the Governors
- Consider forming, joining or leaving a Multi- Academy Trust
- Establish (and update annually) a register of Governors' business interests any trusteeships, governorships or other potential interests
- Appoint (and remove) associate members
- Review and seek agreement of the Governors' code of conduct
- Agree whether or not to exercise delegation of functions to individuals or committees
- Regulate the GB procedures (where not set out in law)
- Establish and review committees annually
- Approve and set up a Governor expenses scheme
- Agree guidance and protocol for Governor visits to the school
- Publish required Governors details on the school website
- Approve the times of school sessions and the dates of school terms and holidays
- Ensure the school meets for 380 sessions in a school year.

School Self Evaluation/School Development Planning Responsibilities

- Agree school vision and strategic plan
- Agree the outcomes of the School's Self Evaluation process
- Approve school development plan, monitoring implementation and evaluating impact

- Aim to appoint Link Governors for attendance, curriculum, whistleblowing, safeguarding, Pupil Premium/disadvantaged learners, Sports Premium, early years, website compliance monitoring, SEND, health and safety, looked after children, staff wellbeing, filtering and monitoring, online safety and cyber security and allergen awareness
- Ensure OFSTED findings are incorporated into the school development plan.

Data Analysis and Target Setting Responsibilities

- Scrutinise range of pupil performance data to evaluate the school's performance, especially the DfE's compare school performance tables, Analyse School Performance and the Inspection Dashboard Summary Report
- Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them
- Scrutinise analysis of examination results and key stage assessments against agreed targets
- Ensure rigorous assessment processes are in place.

Extended Services Responsibilities

- Decide whether to offer additional services and what form these should take
- Decide whether to cease provision of additional services
- Review provision and impact of additional services.

Staffing Responsibilities

- Formally approve appointments of Head Teacher and Assistant Head Teacher
- Ensure that at least one Governor on the selection panel for Head Teacher appointments has completed safer recruitment training
- Appoint selection panel for Head Teacher and Assistant Head Teacher appointments
- Nominate 2/3 Governors to conduct Head Teacher's performance management
- Agree the appointment of an external adviser to assist with the performance management of the Head Teacher
- Nominate a named Governor for the staff whistle blowing policy
- Approve and keep under review a school pay policy/teachers pay policy
- Approve the schools staffing complement and structure
- Ensure that the required staffing policies and procedures are in place and implemented.

Finance Responsibilities

- Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)
- Ensure that the budget is only spent for school purposes
- Agree the first budget plan, prioritised against school development priorities
- Approve transfer between budget headings above £10,000
- Make any decisions referred to full governing body by Finance and Premises Committee
- Monitor adequacy of financial management competency amongst staff and Governors
- Approve signatories for authorising orders and payments
- Ensure that the school is compliant with the Schools Financial Value Standards (SFVS) by 31 March each year
- Establish and keep under review a charging and remissions policy

- Receive an annual report on the audited accounts of the School Fund
- Evaluate the impact of the use of Pupil Premium funding and other resources to overcome barriers to learning
- Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and sport provision
- Agree budget allocation for Governor training and evaluate the impact of spending.

Premises Responsibilities

- Agree long term strategy for use of school premises
- Make any decisions referred to full governing body by the Finance and Premises Committee.

Pupils, Parents and Community Responsibilities

- Agree a Statement of Behaviour Principles and ensure that is published on the school website
- Receive attendance and exclusions data from the Head Teacher, including impact of initiatives in place to improve poor attendance
- Monitor exclusion rates and those in Elective Home Education
- Approve the school behaviour policy and publicise to staff, students and parents
- Establish (and keep under review) a policy on sex and relationships education (Personal Social and Health Education and Relationships and Sex Education Policy) and ensure that parents are informed of their right to withdraw their children
- Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.
- Ensure legally required information is published online: including SEN policy, curriculum arrangements, pupil premium spending, reading schemes, latest OFSTED report, links to DfE school performance tables
- Agree parental complaints procedure and publicise to parents
- Consider parental complaints against Head Teacher (as outlined in complaints procedure)
- Ensure the governing body can demonstrate its accountability to parents
- Establish a data protection policy in line with the General Data Protection Regulation (GDPR) and review it annually.

Health, Safety/Child Protection/Safeguarding Responsibilities

- Keeping Children Safe in Education from 1 September 2026
- Approve the Safeguarding and Child Protection policy and review its effectiveness at least annually
- Consider school's safeguarding audits and monitor subsequent action plans
- Approve the school's SEND policy and publicise to parents and carers and report annually to parents on provision with pupils with SEND
- Establish an accessibility plan and review it at least every 3 years
- Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the Safeguarding and Child Protection policy.

Policies

- Ensure that all statutory policies are in place and review within prescribed timescales
- Ensure that all non-statutory policies agreed by the FGB are in place and review within the prescribed timescales
- Ensure that all legally required curriculum policies are in place and monitor the effectiveness of their implementation.

These Terms of Reference for the academic year 2026-27 was approved by Full Governing Body at their meeting on 5 October 2026
Signed: *Luke Cummings and Cathy Oliver* Co-Chairs of Governors
Due for review - September 2027