



# Yew Tree Primary School

## GOVERNING BODY ROLES & RESPONSIBILITIES OVERVIEW

<b>Full Governing Body Role:</b> <ol style="list-style-type: none"> <li>1. Ensuring clarity of vision, ethos and strategic direction</li> <li>2. Holding Head Teacher to account for the educational performance of the school and its pupils</li> <li>3. Overseeing the financial performance of the school and making sure its money is well spent</li> </ol>		
FINANCE, PERSONNEL & PAY	QUALITY OF EDUCATION	SITE, PREMISES & SAFEGUARDING
<p><b><u>KEY PURPOSE:</u></b> To oversee the financial performance of the school, monitor compliance with procedures and support best value approaches. To support personnel development within the school, monitor the effectiveness of personnel systems and approve pay recommendations.</p>	<p><b><u>KEY PURPOSE:</u></b> To ensure the curriculum of the school is in keeping with the vision and ethos agreed by Governors and to hold the school to account for its educational performance by ensuring there is a good quality of education for pupils.</p>	<p><b><u>KEY PURPOSE:</u></b> To monitor the effectiveness of the school's health and safety procedures and systems and to ensure safeguarding systems are robust, rigorous and effective.</p>
TERMS OF REFERENCE		
<ol style="list-style-type: none"> <li>1. Recommending of annual budget to FGB and ensuring appropriate link to SIP priorities.</li> <li>2. To oversee the termly budget monitoring, forecasting &amp; best value processes</li> <li>3. Approve expenditure &amp; virements of sums over £10,000 inc. reviews of leases &amp; contracts</li> <li>4. Ensure compliance with SFVS, financial procedures/policies &amp; any tender regulations (inc. audit of School Fund &amp; voluntary funds held within the school).</li> <li>5. Review Pay &amp; Conditions decisions &amp; processes made by the school</li> <li>6. Ensuring the school is adequately protected against risks (inc. review of insurances)</li> <li>7. Ensuring appraisal/performance management processes are robust and meet SIP priorities.</li> <li>8. Review staffing structures, taking account of Head Teacher recommendations, for efficiency &amp; affordability inc. flexible working requests, variations to contracts &amp; absence requests outside of Head Teacher remit</li> <li>9. Evaluate performance management/appraisal systems and practice to ensure they are robust</li> <li>10. Ensure the school is compliant with HR policies</li> <li>11. Monitor the workload &amp; wellbeing approaches at the school inc. the monitoring of absence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitoring the school's improvement planning process &amp; impact (inc. SEF)</li> <li>2. Monitoring &amp; reviewing outcomes inc. oversight of national performance data &amp; progress towards agreed SIP/LA targets</li> <li>3. Monitoring impact of ring-fenced funding (e.g. Sport Premium &amp; Pupil Premium) and ensure appropriate reporting systems</li> <li>4. Ensuring curricula provision is in place and meets statutory requirements</li> <li>5. Ensuring adequate systems are in place across the school to monitor the effectiveness of teaching &amp; learning</li> <li>6. Monitoring provision for children with SEND to ensure it meets statutory requirements &amp; children make progress</li> <li>7. Ensuring the school delivers a curriculum that meets the needs and context of the community and is compliant with national guidance</li> <li>8. Monitoring of the effectiveness and development of the curriculum (inc. SMSC)</li> <li>9. Reviewing community engagement approaches inc. feedback from stakeholders (inc. pupils)</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitoring of behaviour policy/practice and exclusions</li> <li>2. Monitoring &amp; reviewing attendance data and ensuring rigorous and robust systems are in place to reduce absence &amp; promote attendance</li> <li>3. Ensuring safeguarding procedures and practice are robust and secure</li> <li>4. Ensuring that there is an effective maintenance and development and premises programme in place for the premises and site</li> <li>5. Monitoring the H&amp;S policies &amp; procedures (inc. risk assessments) at the school to ensure compliance with statutory responsibilities and development of best practice</li> <li>6. Reviewing reports &amp; monitoring of any enforcement authority and ensuring appropriate action is taken</li> <li>7. Monitoring arrangements for the safety and wellbeing of visitors and contractors on to the site</li> <li>8. Ensuring appropriate training is in place for all relevant stakeholders related to H&amp;S</li> <li>9. Maintaining a knowledge of local and national guidance related to H&amp;S</li> </ol>

