



## **HILLVIEW NURSERY SCHOOL TERMS OF REFERENCE**

The Governing Board works as a 'whole team', without any separate committees. An agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing Board will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes.

In addition to 'commissioning' activities or actions on their behalf, the Governing Board may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Improvement Plan.

In each case where a function has been delegated there is a statutory duty to report any action or decision to the Governing Board at the next meeting.

### **Membership**

The Governing Board will comprise 10 governors. The Headteachers will automatically be a member.

### **Quorum**

The quorum for meetings of the Governing Board is 6 governors. *The meeting will not take place unless the Headteachers or her/his representative is present.*

### **Clerking**

The clerk to the Governing Board is in post.

### **Meetings**

The Governing Board will meet at least once a term, with additional meetings as necessary

**Responsibilities:** The Governing Board has the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the Governing Board to fulfil its strategic role. The Governing Board will, in consultation with the Headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school development plan and relevant policies.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State.
- To review the curriculum and programme of activities for children, to ensure that these will promote their educational, social and emotional development.

- To ensure that appropriate strategies are developed to promote stakeholder engagement and to review the ways in which the Nursery invites and acts on feedback, including complaints.
- To oversee the school finances ensuring that the school operates within the financial regulations of the local authority, school finance policy and procurement code and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money.
- To monitor the suitability and safety of the physical environment by overseeing the maintenance and development of the school site and premises.
- To adopt and implement staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled.
- To ensure that appropriate arrangements are in place in respect of child protection and welfare.
- To approve and monitor quality assurance measures in relation to statutory duties, good practice and peer review and/ or benchmarking.
- To take appropriate action on any other relevant matter referred by the Governing Board.
- To ensure that appropriate strategies are developed to promote stakeholder engagement and to review the ways in which the school invites and acts on feedback, including complaints.
- To approve and monitor quality assurance measures in relation to statutory duties, good practice and peer review and/ or benchmarking.
- To ensure appropriate mechanisms for the reporting and investigation (or referral for investigation) of incidents, accidents/ near misses, suspected cases of child abuse or neglect, possible breaches of health and safety legislation within the school, and statutory reporting (e.g. of notifiable diseases).

Terms of Reference agreed by the Governing Board on 23 September 2020