

THE GOVERNING BODY OF WILLOW NURSERY SCHOOL

Terms of reference

1. Membership

The governing body shall consist of 7 governors.

2 parent Governors-	Constantina Buta (Elected Autumn 2023) Vacancy
1 Local Authority Governor	Gloria Martin
1 Staff Governor	Clair Prickett
1 Head teacher	Leigh Davies
2 co-opted governors	John Hassall Ann Hassall

The chair of governors was elected in Autumn 2023

Vice Chair was elected in Autumn 2023

Length of appointment :2 Years

2. Quorum

The quorum shall be four, but no decision should be taken without the Headteacher being consulted.

3. Meetings

The committee shall meet termly or otherwise as required.

4. Policies

The governing body will:

If necessary form working groups to draft appropriate policies (e.g. purchasing policy, procurement policy, virement policy), and present these to the full Governing Body for approval.

Consider policies for approval, written by the Headteacher or other Staff.

Oversee operation of such policies, ensuring they operate as intended.

Review such policies as necessary to take account of medium and long-term plans. Any changes of substance to be presented to the Governing body for approval.

The governing body will :-

Establish and oversee operations of such financial procedures as are necessary to ensure the proper application and administration of all school public funds.

Receive and respond to any internal audit report

5. Budget

The governing body will :-

Set an annual school budget and spending plan, in accordance with the schedule required by the DfE, which takes account of the school improvement plan and ensures positive balances at all times.

Monitor monthly expenditure statements and expenditure of all public funds in accordance with the agreed annual budget.

Consider termly budget reports on income and expenditure incurred relative to the budget written by the headteacher.

Delegate, as appropriate, to other school officers the power to authorise expenditure on its behalf.

6. Audit

The governing body will:-

Ensure an audit of all school funds is carried out in accordance with legal and other DfE requirements.

Review an annual statement of account, prepared for governors and for the parents regarding the previous year.

7. Salaries .

The governing body shall consider and decide upon all matters relating to staff pay in accordance with the whole school salary policy agreed by the Governing Body in respect of the following staff :-

(i) School teachers;

(ii) Local Government Services Staff;

iii) Any other staff as determined by the Governing Body.

In reaching decisions in respect of pay, the Committee shall have regard to :-

the advice of the Headteacher;

the advice of the LA;

salaries in other broadly equivalent schools;

the implications of national pay decisions and the relevant legislation

Members of the governing body shall form into panels as necessary, for example for grievance procedures. The governing body will need to make provision for an appeals panel also, so governors need to divide into two appropriately skilled groups from the outset of the process.

8 Other.

The governing body will:-

Provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.

Create a working group to carry out an annual inspection of the school premises

Recommend an annual programme of repairs and maintenance

Recommend any major capital works and improvements

Oversee the letting of contracts in accordance with the LA's standing orders

Make decisions with regard to the level of maintenance the school wishes to buy from service providers

Oversee the lettings and charges policy

Ensure the premises are adequately insured

Oversee policies for security, fire safety and health and safety, including risk assessments

Monitor services for gas, water and electricity

Reviewed by Governors: November 2023

Next review: Autumn 2024