



Lowther Endowed School with Little VIPs Governing Body

Terms of Reference – September 2024

Core Purpose

Ensuring clarity of vision, ethos and strategic direction;

Holding leaders to account for the performance of the school, Little VIPs, its pupils and children, and the well-being and performance management of staff;

Overseeing the financial performance of the school and Little VIPs, making sure its resources are allocated appropriately and its money is well spent; and

Engaging with stakeholders and hearing their voices.

Lowther Endowed School Governing Body is also the Responsible Body for Little VIPs Daycare, operated as a Governor Led Nursery under Section 27 of the 'Community Powers' of the Education Act 2002.

The Core Features of Effective Governance

Lowther Endowed School Governing Body will conduct its business in line with DfE's [Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/maintained-schools-governance-guide) and the Lowther School and Exhibition Foundation principles.

Our governance arrangements will be characterised by:

- Corporate decision-making in the best interests of its pupils and future pupils
- Integrity, objectivity and honesty in the best interests of the school
- Ensure that the school and Little VIPs operate within statutory safeguarding, health and safety and Special Educational Needs regulations
- Having the right people with the necessary skills, time and commitment, and sufficient diversity of perspectives to ensure internal challenge, all actively contributing in line with clearly defined roles and responsibilities
- Clear governance structures with tightly defined remits, particularly in relation to functions delegated to committees or other bodies
- Clear separation between the strategic and operational in terms of the role of the board and its school leaders
- A positive relationship between the board and its school leaders enabling robust constructive challenge on the basis of a good understanding of objective data particularly on pupil progress, staff performance and finances

- Access to support and advice from LA governor services and a clerk to governors
- Robust processes for financial and business planning and oversight and effective controls for compliance, propriety and value for money
- Processes for regular self-evaluation, review and improvement including; skills audits, training and development plans, and independent external reviews as necessary.

Membership

The Governing Body Instrument of Government provides that that Governing Body shall consist of:

- Two parent governors
- One Local Authority governor
- Two staff governors (one of whom will be the Headteacher in ex officio role)
- Eight Foundation governors
- One co-opted governor

The total number of governors is fourteen. The Foundation governors shall be in a majority of two over all other categories of governor.

Term of Office

The term of office of all categories of governor is four years.

Quorum

In line with the School Governance (Roles Procedures and Allowances) (England) Regulations 2013 - Part 4 meetings and proceedings of the governing body: the quorum for a meeting of the Governing Body and any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the Governing Body.

The number counted in the membership of the Governing Body for the purposes of the quorum **does not include** vacant positions on the Governing Body.

Every question to be decided at a meeting of the Governing Body is to be determined by a majority of the votes of the governors present and voting on the questions.

Meetings

The Governing Body must hold at least three meetings in every school year. Other delegated committees will also hold at least one meeting per term.

Advice given to the school by governors is incidental to their professional expertise and is not being given in their professional capacity.

Structure

The Governing Body may delegate business to sub-committees. Lowther Endowed School has two such committees:

- Curriculum and Staffing
- Finance, Health & Safety and Premises

Each committee has a Terms of Reference

Duties of the Governing Body

In order to comply with its core functions the Governing Body shall

1. Elect a Chair and Vice Chair on an annual basis at the Autumn meeting and whose term of office shall be one year
2. Appoint a Nominated Person to oversee Little VIPs Daycare
3. Appoint link governors for Safeguarding (including Prevent), Special Educational Needs and Early Years
4. Delegate the functions of the Governing Body to the Chair or Vice Chair in cases of emergency
5. Appoint and remove the Clerk
6. Appoint and suspend governors in consultation with the Lowther School Exhibition Endowment
7. Delegate, where applicable, its functions to a committee, any governor (save for Headteacher governor) or the Headteacher
8. Receive and review reports from Committees and from others who have received delegated functions
9. Determine the constitution, membership and terms of reference of any committee and review them annually
10. Appoint a clerk to each committee
11. At each meeting to review Pecuniary, Business and Other related interests
12. Agree and monitor the School Development Plan
13. Set an annual budget detailing planned spending
14. Monitor the budget regularly
15. Produce a policy review schedule and review Policies
16. Approve a staffing structure
17. Approve staff performance pay increases
18. Ensure that the School curriculum is balanced and broadly based and meets all of the National Curriculum requirements
19. Ensure that Little VIPs curriculum is balanced and in line with the Early Years Statutory Framework
20. Approve appropriate targets for pupil achievement
21. Receive reports on pupil's achievement in assessments and examination results
22. Draw up an action plan following Ofsted and other inspection and monitor implementation
23. Appoint staff including the Headteacher ensuring the implementation of personnel procedures including safer recruitment
24. Set standards for regulating staff capability and conduct
25. Set up procedures to hear, manage and resolve complaints and grievances
26. Agree a policy for the health and safety of the pupils and staff
27. Agree a plan to ensure the maintenance and development of school assets including premises
28. Adopt arrangements to ensure high levels of attendance and good standards of pupil behaviour
29. Identify and monitor key success indicators
30. Review the impact of Pupil Premium, Early Year Pupil Premium and PE Premium and other specific funded initiatives

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