

## Terms of Reference Northwood School Governing Body

- To abide by the Code of Conduct and act at all times within the guidelines set down by the Partnership Learning Trust Board and in the Scheme of Delegation.
- To establish and promote the aims and ethos of Northwood School.
- To consider safeguarding, equalities and diversity implications when undertaking all its functions.
- To ensure the safety and well-being of students and staff.
- To determine the strategic direction of Northwood School and agree annual/three year strategic plans.
- To ensure that the budgets delegated to the Northwood School are managed within the Trust's Scheme of Delegation.
- To support the Headteacher in maintaining and improving academic standards and performance.
- To support the Headteacher to monitor student behaviour and consider appeals against any decision to exclude students from attendance.
- To support in the appointment of staff to Northwood School through such procedures as agreed with the Headteacher.
- To hold the Headteacher to account by questioning and evaluating school data and practices.
- To support the Headteacher in preparation for Ofsted Inspections.
- To establish any sub-committees, with a power to co-opt additional members where appropriate. Other working groups may be established as deemed necessary.
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To comply with all regulations affecting the Trust (including charity law, company law, GDPR, employment law and health and safety).
- To annually complete a register of business interests and declare any conflicts of interest at meetings.
- To visit the school at least two times a year to help support and monitor strategic

plans.

- To complete relevant training and professional development.

#### MEMBERSHIP (as specified in the Partnership Learning Scheme of Delegation)

- The Governing Body shall include the Headteacher or his/her representative, up to 4 members from the community, one staff member and up to 2 parent members. Governors will serve for the agreed term (currently 4 years). The roles of Chair and Vice Chair will be nominated/elected at the first meeting of each academic year.
- Only full members of the Governing Body shall have the right to vote on any resolution placed before it.
- With the exceptions listed below, the quorum for Governing Body meetings and decisions shall be 3 governors who are members at the time of the meeting.

The exceptions are:

- any vote on the removal of a person from the Governing Body
- any vote on the removal of the Chair of the Governing Body

When the quorum shall be two thirds (rounded up) of all persons entitled to vote on the matter.

#### MEETINGS

- The Governing Body shall usually meet twice per term, although there may be occasions where there is a need for additional meetings. The agenda for the meeting shall be distributed at least seven days before the meeting.

#### DECLARATIONS OF PECUNIARY OR OTHER POTENTIAL CONFLICTS OF INTERESTS

- Each year governors will be required to sign a declaration of pecuniary and other interests. They should then continue to keep the Clerk to the Governors informed of any changes to this declaration.
- At each meeting members of the Governing Body must declare any conflicts of interests at the appropriate point on the agenda. Where there is a conflict between the interests of any governor and the interests of the governing body, that person may be required to withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

S= Standing Item

F = Flexible

Standing Items	Term 1	Term 2	Term 3
Pecuniary Interests	S		
Declarations of Interest	S	S	S
Terms of Reference	S		
Policies	S	S	S



Headteacher's Report and SEF	S	S	S
SDP	S	S	S
Data protection	S	S	S
Safeguarding	S	S	S
Agree and monitor budget	F	F	S
Staffing	F	F	S
Governor links and committee feedback	S	S	S

These Terms of Reference proposed	22/09/25
Chair of Governing Body	Jessica Payne
<i>Clerk to Governing Body</i>	Mr Ian Lowe
These Terms of Reference ratified by the Governing Body	22/09/25
<i>Next Review Date</i>	September 2026



## **Terms of Reference for the Resources Committee**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### Membership

- The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The committee shall have such co-opted members as the governing body shall appoint. The committee may take recommendations for these appointments. The convenor is the Chair of the Committee.

### Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

### Meetings

- The Governing body is free to determine how often the committee meets and may delegate this to the committee
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## Financial policy and planning

- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan.
- To review service level agreements as when recommend by the Headteacher
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

## Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at **least** termly budget monitoring reports from the Headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

## Premises

- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
- The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building

## Development Plan

- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

## Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- Agree the strategic staffing plan. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To keep under review, the work/life balance, working conditions and well-being of staff, including the monitoring of absence
- Conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.

## Suggested timeline for Agenda Items

S = Standing item

F = Flexible item

Standing Agenda Items	Term 1	Term 2	Term 3
Policies	S	S	S
Budget monitoring reports	S	S	S
Presentation of 3 year budget plan			S
Health and Safety update	S	S	S
Premises and Grounds update	S	S	S

Annual Inspection Report on Premises and Grounds			S
Service Level Agreement decisions	F	F	F
Staffing update	S	S	S
Staff Appraisal	S		
Safer Recruitment Practice and procedures		F	
Review of CPD			F
Staff well-being and absence	F	F	F

*Approved by the FGB 22/09/25*