Ormesby Village Schools Federation
Instrument of Government and Terms of Reference
September 2026

Governing Body Structure

The Instrument of Government lays down how the governing body is made up, its type

and size. The Governing Body comprises of 10 members (including Head) as follows:

- Head
- Elected member of staff
- Local Authority
- Parent
- Co-opted

Full Governing Body (meets each half-term)

Chair

Lauren Gardiner

Co-opted Governors

Annette McMylor

Anthony O'Connor

Jessica Rollingson

2 x vacancies

Parent Governors

Byron Shulver

Jessica Cleevely

Local Authority Governor

Lauren Gardiner

Staff Governor

Lizzi Angel

Terms of reference for full governing board without committees:

The Governing Board has a strategic role, challenges and supports the school, is accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Terms of Reference

- To agree constitutional matters*, including procedures where the Governing Board has discretion
- To seek to fill vacancies as they arise and to appoint new governors* where it is possible for the governing board to do this, e.g. Community governors
- To hold at least five Governing Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees or working party of the Governing Board and their Terms of Reference*(where a committee is required)
- To elect the Chair of any committee, or to delegate this to the committee itself
- To appoint or remove a Clerk to each committee or working party*
- To suspend or remove a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals, and review these annually*
- To work effectively for succession planning
- To be able to make effective and timely decisions, to allow on exceptional occasions the ability for a governor to attend through the use of Skype, Facetime or on speaker phone where a key vote is crucial
- To receive reports from any individual governor to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- To approve the first formal budget plan of the financial year
- To keep school policies and practice under review and to make revisions where appropriate unless delegated to a committee. (See Policy schedule for delegation)
- Maintain a current pecuniary/ business interest register for governors
- Provide induction and support and training for governors
- To ensure that Governors fulfil their monitoring responsibility
- To ensure three governors have been suitably trained to undertake the Head Teacher's performance management
- To ensure that Governors fulfil their responsibilities for safeguarding under section 157/175 of the Education Act including accessing relevant training
- Monitor incidents of racism, disability discrimination and safeguarding
- Annually agree the Pupil Admission Number (PAN)
- Annually agree Governors with statutory responsibilities

Quorum

- At least 50% of the number of governors in post

Core responsibilities

- To ensure that all aspects listed in each responsibility area are undertaken and reported back through minutes, clear monitoring reports and followed up where necessary through delegated actions
- To review as necessary all policies/ documents according to the policy and document schedule
- To make decisions that are delegated to the FGB
- To abide by the governor protocols concerning conduct and visits to the school

Responsibilities: School Improvement

- To ensure the School Self Evaluation is accurate and up to date and to develop sections relevant to the need for focused governor monitoring in conjunction with the senior leaders
- To respond as an FGB on matters relating to the preparation for, or action following, an OFSTED inspection
- To monitor key issues of the School Improvement Plan • To receive and, where necessary, recommend action on reports of:

    - behaviour of pupils both in lessons and around the school
    - bullying
    - views of pupils and parents

Responsibilities: Financial policy planning and monitoring

- To provide guidance and assistance to the headteacher in all matters relating to budgeting and finance, with reference to the ‘Norfolk Scheme for Financing Schools’
- To review, adopt and monitor a Finance Policy.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To recommend the level of delegation to the headteacher for the day to day financial management of the school

- To review any internal / external audit reports as to the effectiveness of the financial procedures and controls
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement 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 board for adoption an annual school budget considering the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements and to consider the awarding of contracts by tender according to the stated amount within the Finance Policy
- To ensure that enough funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan and to approve any budget virements that will from time to time be necessary in response to the evolving requirements of the school
- To monitor the impact of spending decisions upon educational achievement in school
- To receive at least half termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date and provide them with the information they need to perform their duties.
- To review, complete and submit the School Financial Value Standard (SFVS). To undertake any remedial action identified as part of the SFVS. To receive and act upon any issues identified by a local authority audit.
- To recommend the amount which can be spent between budget headings by the headteacher without prior agreement of the board.
- To consider each year's School Improvement Plan (or post-Ofsted Action Plan) priorities, and to draw up an annual budget plan for reporting to the *full* governing board.
- To ensure the audit of unofficial school funds (where in place)
- The chair of governors should ensure a skills matrix has been completed by those governors directly responsible with financial management and signpost training where required

Responsibilities: Premises

- To provide support and guidance for the governing board 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 board 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 Premises Development Plan
- To review, adopt and monitor a Health and Safety policy.

Responsibilities: Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school development plan and the effective operation of the school.
- 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 recommend to the governing board staff selection procedures, ensuring that they conform with safer recruitment practice and the requirements of 'Keeping Children Safe in Education', and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Responsibilities: Safeguarding in line with Part 2 of 'Keeping Children Safe in Education'.

To monitor and review all requirements under Safeguarding to ensure that the FGB complies with their duties under legislation. To do this, they must ensure that:

- policies, procedures and training in their schools or colleges are always effective and comply with the law;
- they have a senior board level (or equivalent) lead to take leadership responsibility for their school's or college's safeguarding arrangements;
- appropriate policies and procedures in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare including an effective child protection policy that is updated at least annually and is compliant with national and local guidance;
- appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, are in place to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risk of them going missing in future.
- a proportionate risk-based approach is in place to the level of safeguarding information that is provided to temporary staff and volunteers;
- policies and procedures, adopted by governing bodies and proprietors, and particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- all staff undergo safeguarding and child protection training (including online safety) at induction. The training should be regularly updated in line with local guidance
- all staff should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

- that children are taught about safeguarding, including online safety;
- recruitment and selection policies and procedures prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised;
- there are procedures in place to manage concerns/allegations, against staff (including volunteers) that might indicate they would pose a risk of harm to children.
- To receive regular reports on Safeguarding and act where necessary to address any issues.

* **These matters <u>cannot</u> be delegated to either a committee or an individual. Currently this Governing Board operates as a Full Governing Board.**

Other committees are established for areas of specific need e.g. Headteacher's Performance Management Panel, panels for exclusion, discipline, complaints etc. These are formed as the need is required for specific instances.

Signed: (Chair of Governors) ……

Date of FGB when agreed: ……