



Bloomsbury Nursery School

Governing Body and Committee Terms of Reference 2022

The governing body of Bloomsbury Nursery School recognises and values the contribution made by all members of the nursery and wider community to the range of services and quality of the care, education we aim to provide. We are committed to working together in a spirit of openness, trust and respect to include everyone who wants to be involved in the work of the Nursery.

These values underpin our work and reflect the nursery's commitment to working together to ensure that:

- Everyone feels welcomed, safe, respected, included and valued.
- We provide quality services that respond to the individual needs of children and families in our community.
- We create a learning community where individuals are nurtured to achieve their dreams and hopes.

Membership of the Full Governing Body should be as per the Instrument of Government dated 24th August 2017 and shall consist of the following:-

Membership of the Governing Body;

2 parent Governors – **Anne Marie Dwyer & Zahra Karim**

1 LA Governor – **Tamarah March**

1 Staff Governor – **Craig Jones**

4 Co-Opted Governors – **Janet Jones, Sharon French & Tamar Cohen**

Associate Governors as required – **David Hill & Claire Henebury**

1 Headteacher Governor (unless the Headteacher resigns the office of Governor)

The total number of Governors is 9

The term of office of Parent Governor is 3 years

The term of office of LA governor is 3 years

The term of office of staff Governor is 3 years

The term of office of co-opted governor is 3 years

This instrument of Government came into effect on the **24th August 2017** ; made by order of Birmingham Local Authority

The term of office was extended to 3 years in the FGB meeting, on the 29th September 2021.

Quorum:

The quorum for Full Governing Body meetings shall be 3 voting members

Chair

The Governing Body shall appoint a Chair and a Vice Chair at **its first meeting of the academic year**. The Chair/ Vice Chair shall be a voting member of the Governing Body (although not the Head teacher) In the absence of the appointed Chair, the Vice Chair shall act as Chair for the meeting.

Clerk to the Governing Body

The clerk to the Full Governing Body is provided through **Nova Consultancy** ; with full responsibility for all clerical duties for the full Governing Body & Committee Meetings

Meetings of the Governing Body

The Governing Body shall meet once a term or otherwise as required

Committees

In September 2020, it was agreed that two committees are formed to do particular pieces of work on behalf of the Governing Body as needed through the school year. These terms of reference apply to our **Finance Committee and Curriculum Committee** and are guidelines to the role and remit of them.

Terms of Reference of the Full Governing Body:

The Governing Body shall have the following responsibilities;

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies and all staff of staff governor vacancies
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree staff training days
- Provide induction for new governors
- Organise support and training for governors
- Encourage governors to visit the school and centre and to review, adopt and monitor a governors' visit policy and feedback procedure e.g Document Learning Walks
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy
- Review annually the delegation of functions and committee structure
- Receive reports from committees and make decisions accordingly
- To monitor, keep under review and make recommendations on, policies dealing with personnel issues and report to the full governing body.
- To review the staffing structure whenever a vacancy occurs and at least annually in relation to the schools improvement plan.
- To review and update School Pay Policy in line with LA guidelines.
- To monitor the Performance Management Policy and report to the full governing body.
- To establish the annual and longer term salary budgets and other costs relating to personnel, for example, staff development.
- To review staff salaries annually and to make decisions on pay taking due regard to the Performance Management Policy.
- To review the head teacher's job description.
- To make arrangements for interviewing and appointing staff.
- To establish grievance and discipline procedures.
- To draft and review, in consultation with staff, criteria for redundancy for approval of the full governing body.

Monitoring

- Annually contribute to the School Evaluation Form & School Development Plans
- Review and monitor progress made towards Development Plans
- Receive and scrutinise Head teacher reports
- Ensure at least 2 governors are appointed to complete the Head teacher's Performance Management
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor statutory policies

Terms of Reference for a Finance Committee

Membership

- The Committee shall consist of at least 5 governors plus the Head Teacher in her voting capacity. The Committee can ask the Governing Body to appoint up to 2 non-voting members with appropriate financial skills.

Quorum

- The quorum shall be 3 governors who are voting members of the committee, excluding the Head Teacher

Meetings

- The committee will meet at least 3 times per year.
- Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

Minutes

- The Clerk to the Committee is Claire Jukes, Nova Consultancy Ltd. In the absence of the Clerk the Committee can appoint a member (but not the Head Teacher) to act as Clerk to the meeting. Draft minutes of the previous meeting will be distributed at least 7 days prior to the next meeting together with any supporting papers

Chairing

- The Committee shall elect a Chair/Vice Chair annually, usually at the first meeting of the academic year
- The Chair, in conjunction with the Head Teacher, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.
- In the absence of the appointed Chair the Committee can appoint another member of the Committee to act as Chair for the meeting

Reporting to the Governing Body

- The Chair of the Finance Committee will report to the full Governing Body on the main decisions taken and any recommendations that the Governing Body needs to vote on.

Areas of responsibility

- The Committee will be responsible for the preparation and approval of the Annual Budget (Note: The Governing Body can, if they wish, delegate to the Finance Committee the authority to approve the annual budget. If this is the case it should be clearly documented within these Terms of Reference for the Finance Committee). It will establish formal procedures and timetables for planning the budget and will require the Head Teacher to produce estimates of expenditure and income sufficiently in advance of each financial year, even if the details of the school's funding have not been finalised, so it can determine priorities in accordance with the School Improvement Plan.

It is the responsibility of the Finance Committee, in preparing the Draft Annual Budget, to work within the indicative budget, for the forthcoming year and for it to indicate clearly any use that it is proposing to make of contingency reserves and any surplus balances carried forward from previous financial years so that where appropriate, the Governing Body is fully informed of the final decision.

- The Committee will receive Budget Monitoring Reports, from CMIS, from the Head Teacher or School Business Manager, for consideration, prior to them being reported to the Governing Body. The Budget Monitoring Reports will include the following system reports
 - A Cost Centre Group Report or Account Summary Report (or equivalent)
 - A Virement Report,
 - A copy of the latest Suspense File
 - A system report showing cumulative expenditure of £10,000 or more with an individual supplier over three financial years.
 - The Finance Committee will monitor income and expenditure throughout the financial year and provide an overview of the financial position of the school to Governing Body on at least a termly basis.

- The Finance Committee will review virements and budget revisions made by the Head Teacher to a maximum value of £10,000

- The Finance Committee will approve requests for virements and budget revisions between £10,001 and £20,000 per item. In the event of there being an emergency request the Chair of Finance will have the authority to approve such requests and then report back at the next Finance Committee meeting under 'Chair's Actions'

- The Finance Committee will give the Head Teacher responsibility for administration of the budget and its day-to-day control and monitoring.

- The Finance Committee, with the Head Teacher, will assess at least once a year, financial progress towards achieving the objectives in the School Improvement Plan and, consistent with this aim, will review projected expenditure for future years in accordance with the School Improvement Plan, working wherever possible on a three year rolling programme.

- The Finance Committee, on an annual basis, will adopt and agree to adhere to the Local Authority Financial Regulations and Procedures.

- The Finance Committee, on an annual basis, will prepare and submit for discussion to the Governing Body, a Statement of Internal Control identifying any key areas of weakness within the financial control systems of the school and propose actions that need to be taken to address issues around financial control and probity.

Expenditure

- The Head Teacher can authorise orders to a value of £10,000 subject to there being appropriate funding available within the budget, without reference to the Finance Committee and subject to obtaining quotations for expenditure over £5,000 in accordance with the Local Authority Financial Regulations and Standing Orders as outlined in the Schools Financial Procedures Manual
- The Finance Committee will approve orders between £10,001 and £20,000 if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders
- The Head Teacher will ensure that where expenditure is likely to exceed £213,477 for supply and £5,336,937 for services (both inclusive of VAT) the tendering procedure will be implemented in accordance with the Local Authority Financial Regulations and Standing Orders.
- The Finance Committee will review all cumulative expenditure over three financial years with suppliers in excess of £10,000.
- The Finance Committee, on advice from the Head Teacher, will review the financial implications on the budget of the Teachers Pay and Conditions document.
- Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.

Payments

- The Finance Committee will monitor compliance with the schools financial procedures, particularly with reference to segregation of duties between purchases and payment
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve the amount of petty cash to be held by the school.
- Review annually all current school contracts.
- The Committee must ensure that the Local Authority Financial Regulations and Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.

Assets

- The approval of the Committee is required for the writing off or disposal of any surplus stock.

General

- Ensure the withdrawal of an individual if she/he has a pecuniary or personal interest in the business of the Committee.
- Agree to undertake training to keep up to date with national and local trends and policies.
- The Committee is responsible for ensuring that the school undertakes a self-assessment against the DfE Schools Financial Value Standard on an annual basis with particular reference to the governance arrangements and financial management roles and responsibilities.

NB: These Terms of Reference will be reviewed and updated on an annual basis for approval by the Governing Body, or as required.

Curriculum Committee – as of September 2021

The Curriculum Committee shall consist of 3 voting members, which must include the Headteacher of the Nursery School and at least 2 full members of the Governing Body. In addition to the voting members, the Committee may appoint further Associate Members as it sees fit.

Quorum

The quorum for Committee meetings shall be 3 voting members

Chair of the Committee

The Committee will appoint a Chair at its first meeting of the academic year. The Chair shall be a voting member of the Committee (although not the Head teacher). In the absence of the appointed Chair, the Committee can appoint a member to act as Chair for the meeting.

Clerk to the Committee

The Clerk to the Committee is **Claire Jukes, Nova Consultancy Ltd.** In the absence of the Clerk, the Committee can appoint a member to act as Clerk to the meeting.

Meetings of the Committee

The Committee shall meet once a term or otherwise as required.

Operating Arrangements

The Curriculum Committee shall operate as an appointed Committee of the School's Governing Body, with reference to the School Governance (Procedures) Regulations (2003) (As amended). The Governing Body shall review the establishment, terms of reference, constitution and membership of the Committee on an annual basis, but may do this at any time. The Governing Body may remove the Chair of the Committee from office at any time.

Purpose of the Committee

The purpose of the Curriculum Committee is to act as a critical friend to the nursery school; to contribute to and support all decisions affecting the nursery school curriculum and development. The committee is responsible for contributing to and setting aims, priorities and objectives; and to review, agree and monitor nursery school policies.

The committee will pay particular attention to the monitoring and scrutiny of nursery school assessment data; including pupil progress and the monitoring of pupil and staff attendance.

Terms of Reference

The Committee shall have the following delegated responsibilities in respect of the Nursery School;

Responsibility to monitor, review and make decisions in respect of:

- Ensuring Safeguarding Children is fundamental to the ethos, vision and practice of the Nursery School
- Contributing to, and monitoring of Nursery School Development Plans, Priorities & Policies
- Scrutinise assessment data to ensure all children make expected progress, paying particular attention groups of children (SEN, Boys, Girls, FSM, PP)
- Participate in the Performance Management Cycle; to include Learning Walks and moderation of Performance Management
- Contributing to Curriculum Development
- Monitoring staff Continuous Professional Development; suggesting possible CPD opportunities/needs in line with School Development Plan
- Access relevant training as appropriate
- Monitoring pupil, staff and governor attendance
- Supporting the recruitment and retention of staff; through involvement in Performance Management, particularly that of the Headteacher, and recruitment processes
- Encouraging and enabling parent participation and involvement

Reporting Arrangements

The Chair of the Committee will ensure that the Governing Body receives regular reports relating to the work of the Committee and in particular decisions taken by the Committee that fall within its terms of reference. The approved minutes of Committee meetings shall be made available by the Clerk on the request of the Governing Body.

These terms or references were last reviewed by the full Governing Body on: 28th September 2022

Signed:

(Chair of the Governing Body)