



## **Bloomsbury Nursery School**

### **Governing Body and Committee Terms of Reference**

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 24<sup>th</sup> August 2017 and shall consist of the following:-

#### **Membership of the Governing Body;**

2 parent Governors

1 LA Governor

1 Staff Governor

3 Co-Opted Governors

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

The total number of Governors is 8

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

**Quorum:**

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

**Chair of the Committee**

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 Meetings

**Meetings of the Governing Body**

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

**Committees**

It was agreed that one specific committee is formed to do particular pieces of work on behalf of the Governing Body as needed through the school year. These terms of reference apply also to our Curriculum Committee, and are guidelines to it's role and remit.

## **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

## **Finance ( Incorporated within Full Governing Body as of September 2018)**

The Full Governing Body will give the Head Teacher responsibility for administration of the budget and it's day to day control as per the Structure of Financial Management for the Head Teacher

The Financial Controls delegated by Full Governing Body are as follows:-

- Review virements/budget revisions made by the Headteacher up to £5000
- Approve orders/virements/associated budget revisions between £5000 and £10,000
- Orders/virements/associated budget revisions above £10,000 require full Governing Body approval with orders being subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders
- Ensure the tendering procedure is implemented where expenditure is likely to exceed £75,000

### **Specific Financial Terms of Reference**

- To oversee and agree the financial spend for all Nursery School services and identify potential additional funding sources.
- Be responsible for the preparation and approval of the annual budget and review the same throughout the year taking account of local and national guidance.
- To ensure effective use is made of funding, including any carry forward balances to meet identified priorities in the centre improvement plan through a regular review of spending.
- To ensure that the setting financial management follows all LA guidance through periodic audit of financial procedures and recommend appropriate corrective action.
- To prepare and submit bids/applications for additional funding for large scale developments of the setting.
- To annually review the financial implications on the budget of the Teachers' Pay & Conditions document.
- Review annually all current school contracts
- To receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.
- To assess the school's insurance cover to ensure that it provides adequate protection against risks.
- To approve the writing off or disposal of any surplus stock.
- To ensure the withdrawal of the individual if she/he has a business or pecuniary interest
- To review and approve the amount of petty cash to be held by the setting.
- To review and agree charging policy for childcare and extended provision.
- Adopt and agree to adhere to the Local Authority Financial Regulations and Procedures annually and ensure that Best Value principles are adhered to at all times.
- Prepare and submit to the Governing Body on an annual basis a Statement of Internal Control identifying any key areas of weakness within financial control systems and propose actions that need to be addressed.
- Ensure that the school achieves the DCSF Financial Management Standard with particular reference to the governance arrangements and financial management roles and responsibilities.

**The Full Governing Body will review the following at each meeting:-**

- a cost centre summary review statement or equivalent from the MIS
  - details of virements and budget revisions undertaken
  - details of cumulative expenditure with suppliers in excess of £10,000
  - details of valid suspense charges
- and provide an overview of the financial position of the school to full Governors on at least a termly basis.

**Curriculum Committee**

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: 25<sup>th</sup> September 2019**

**Signed:**

**(Chair of the Governing Body)**