



The Governing Board of Harpole Primary School

Terms of Reference September 2025

The core functions of the governing body are to ensure:

- ensure there is clarity of vision, ethos and strategic direction;
- hold the executive leaders to account for the educational performance of the organisation and its pupils; and the performance management of staff;
- oversee the financial performance of the organisation and makes sure its money is well spent and
- ensure the voices of school stakeholders are heard.

A governing body and its governors **must**, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2):

- act with integrity, objectivity and honesty and in the best interests of the school;
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties.

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

The Governing Board needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Quorum: One half of the number of Governors in post, rounded up.

Review Date: The first meeting of each new academic year.

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- To agree constitutional matters, including procedures where the Governing Board has discretion;
- To recruit new members as vacancies arise, dependent up skill audit matrix and constitutional needs, and to appoint new governors, where appropriate;
- To hold at least three 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 suspend a governor;
- To decide which functions of the Governing Board 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 Board is necessary;
- To approve the annual budget plan of the financial year;
- To keep the Health and Safety Policy and its practice under review and to make revisions, where appropriate;
- To monitor and evaluate the effectiveness of leadership and management including continuous professional development impact;
- To monitor the effectiveness of provision for children with special educational needs, both from the academic and financial perspectives;
- To appoint the Headteacher;
- To approve the staffing structure for the school;
- To review policies identified within the school's policy review programme;
- To approve the school's statutory policies.
- Safeguarding
 - To monitor and evaluate:
 - the effectiveness of the school's safeguarding arrangements
- Curriculum & Standards:
 - To monitor and evaluate:
 - the impact of quality of teaching on rates of pupil progress and standards of achievement;
 - the quality of the curriculum in securing high standards of achievement;
 - the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEN, gender, free school meals, ethnicity, EAL, children in care etc);
 - Identify and celebrate pupil achievements.

- To assess the impact of the school's attendance and behaviour policies.
- Ethos:
 - To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning;
 - To monitor and evaluate:
 - the quality of the school's provision for personal development and well-being;
 - the effectiveness of care, guidance and support for learners;
 - the extent to which pupils feel safe;
 - the extent to which pupils contribute to the school and wider community;
 - the extent to which pupils develop workplace and other skills that will contribute to their future economic well-being;
 - the extent of pupils' spiritual, moral, social and cultural development;
 - the effectiveness with which the school promotes equal opportunity and tackles discrimination;
 - the effectiveness of the school implementing practice compliant with the Equality Act 2010 and considering how the school are supporting their pupils with regard to the protected characteristics – specifically the Board should consider the Public Sector Equality Duty [PSED], which helps to focus on key issues of concern and how to improve pupil outcomes.
 - the effectiveness with which the school promotes community cohesion;
 - the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment).
- Finance, Premises and Personnel:
 - To approve the annual budget plan of the financial year;
 - To monitor and evaluate the budget allocated to the school to achieve value for money;

- To set priorities for improvement, monitoring and evaluating the impact of improvement plans;
- To agree the level of financial delegation to the Headteacher;
- To ensure that the principles of 'best value' are adhered to;
- To review, monitor and evaluate the annual maintenance programme;
- To monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes;
- To review staff pay and conditions;
- To agreeing procedures for staff conduct and discipline;
- To secure the effective implementation of performance management procedures.

These terms of reference agreed by the Governing Board on:

Date: _____ **17/09/2025** _____

Signed: _____ **D Jones** _____ **Chair of Governors**