



Ridgeway Primary School and Nursery
Full Governing Board Terms of Reference

Introduction

The core functions of the governing board include but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined.
- that the headteacher performs their responsibilities for the educational performance of the school.
- the sound, proper and effective use of the school's financial resources.
- the voices of stakeholders are heard.

A governing body and its governors must:

- 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.

Responsibilities

The governing board has a corporate responsibility for the operation of the school. The work of the governing board and the agenda content will cover:

- agreement of constitutional matters, including procedures where the governing board has discretion.
- review of the standing orders on an annual basis
- appointment of the Co-Headteachers, Deputy Head teacher and School Business Manager
- deciding which functions of the governing board will be delegated to committees, groups and individuals and carry out an annual review.
- approval of the first formal budget plan of the financial year
- keeping the Health and Safety Policy and its practice under review and to make revisions where appropriate
- taking an active role in reviewing the Self Evaluation Form and School Development Plan
- recruitment and induction of new governors to include an induction pack and procedures as vacancies arise.
- Consideration of training requirements on a regular basis to include both the whole governing board and individual governor training
- ensuring all documents required under statutory regulation are published on the school's website.
- ensuring statutory policies are in place.
- establishing governor panels as required to hear matters such as complaints, grievances or pupil discipline.



Membership

The Full Governing Board (FGB) comprises a maximum of 17 governors consisting of:

- 4 parent governors
- 1 staff governor
- 1 Local Authority governor
- 10 co-opted governors
- The headteacher (ex-officio)

Quorum shall be at least one half of the governors (not including vacancies).

Processes for convening meetings are detailed in the standing orders.

Appointment and particular responsibilities

The FGB shall appoint a Chair and Vice Chair annually at the first meeting of the year.

Staff governors are not eligible to hold the position of Chair or Vice Chair.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the FGB, the Chair (or the Vice Chair in their absence), shall take appropriate action on behalf of the FGB. The decisions taken and the reasons for urgency shall be explained fully at the next meeting of the FGB.

The length of service of all governors (except the headteacher) shall be four years. Subject to remaining eligible, governors may be re-elected or reappointed at the end of their term.

The FGB shall appoint, from among its numbers individuals with specific responsibilities which must include those for:

Safeguarding

Special educational needs and disabilities (SEND)

Wellbeing

The FGB shall appoint a Clerk who is not a member of the FGB or school staff.

Minutes

Attendance, discussions and decisions at meetings shall be recorded in minutes which will be approved by the chair and circulated to all members of the board.

Approved non-confidential minutes shall be made available on request.

Committees of the Full Governing Board

The FGB has agreed to establish Learning and Achievement and Resources committees to carry out certain functions of the FGB.

The FGB must determine the constitution, membership and terms of reference of any committee it decides to establish and review them annually.



Terms of Reference

Resources Committee

Membership/Meetings

The membership shall be agreed by the FGB and the quorum for the committee shall be at least three non-staff governors.

A Chair and Vice Chair shall be elected from among the committee members (excluding staff members) at the first meeting of each academic year.

An independent, professional clerk will be appointed.

The committee shall meet at least once a term.

Purpose

To assist the decision making of the governing board, by enabling more detailed consideration to be given to the best means of fulfilling the governing board's responsibility to ensure sound management of the schools finances and resources, including premises and infrastructure and management of health and safety, including proper planning, monitoring and probity and compliance with the relevant legislation.

To make appropriate comments and recommendations on such matters to the Full Governing Body on a regular basis.

Major issues will be referred to the Full Governing Body for ratification.

Responsibilities

Finance

- To review an annual budget ensuring resources are allocated in line with the school's strategic priorities and curriculum plans.
- To maintain a realistic 3-year financial plan which takes into account the school's vision, known risks and opportunities.
- To present an annual budget to the full governing board for approval
- To consider an actual income and expenditure report including virement decisions at least quarterly and to report significant anomalies from the anticipated position to the governing board
- To receive and review the Cash-flow report prior to presentation to the governing board on a minimum of an annual basis.
- Monitor the impact of Pupil Premium and PE and Sport Premium funding.
- To ensure that sufficient funds are allocated for staff pay increments.
- To undertake detailed scrutiny of the Schools Financial Value Standard (SFVS)
- To ensure local authority financial procedures are complied with.
- To receive and at upon any issues identified by a local authority audit
- To ensure that value for money practices is used when acquiring goods and services.
- To benchmark income and expenditure against that of similar schools

Staffing

- To review the staffing structure annual to ensure that it meets the requirements of the school development plan and is affordable.



- To review staff work-life balance, working conditions and wellbeing
- To oversee the operation of the appraisal policy, including making arrangements for the co-headteachers' performance management
- To review pay decision data to ensure that pay increments are awarded fairly.
- To ensure that staffing procedures including recruitment, comply with equality legislation and safer recruitment practices.
- To monitor the provision of staff training and CPD ensuring sufficient budget is allocated.

Premises

- To ensure that safeguarding policies, procedures and training is effective and compliant at all times.
- To ensure appropriate risk assessments are carried out and reviewed on a regular basis.
- To monitor the completion of actions and recommendations arising from risk assessments.
- To receive an annual health and safety audit report and monitor any actions arising from it.
- To receive a regular report on accidents and incidents
- To ensure that inspections of the school site, buildings and equipment take place at appropriate intervals and that a report is received.
- To review, adopt and monitor all policies delegated by the full governing board.



Terms of Reference

Learning and Achievement Committee

Membership/Meetings

The membership shall be agreed by the FGB and the quorum for the committee shall be at least three non-staff governors.

A Chair and Vice Chair shall be elected from among the committee members (excluding staff members) at the first meeting of each academic year.

An independent, professional clerk will be appointed.

The committee shall meet at least once a term.

Purpose

To assist the decision-making of the governing board, by enabling more detailed consideration to be given to the best means of fulfilling the responsibility to ensure provision of a well-balanced curriculum and positive experience for the students at the school.

To make appropriate comments and recommendations on such matters to the governing board on a regular basis.

To refer major and contentious issues to the Full Governing Board for consideration and ratification

Responsibilities

- To review the curriculum offer, ensuring that statutory requirements are met.
- To ensure that the curriculum offer reflects the school's values.
- To ensure that the curriculum meets the needs of all pupils regardless of ability, age, sex or ethnicity.
- To ensure that the requirement of pupils with special educational needs and disabilities (SEND) are met, as laid out in the SEND Code of Practice
- To ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness.
- To ensure that required information relating to the school's curriculum is published on the school's website.
- To monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in assessments.
- To evaluate the impact of the curriculum in terms of pupil's preparedness for the next stage of education
- To monitor and review the progress and attainment of specific groups of pupils including those in receipt of Pupil Premium funding, pupils with SEND and other vulnerable pupils.
- To monitor and evaluate the impact of continuing professional development on the quality of teaching.
- To advise the Resources committee on the funding priorities necessary to deliver the curriculum
- To consider recommendations relating to teaching and learning from external reviews of the school and ensure an appropriate plan is in place to act on any recommendations.



- To review and monitor any policies delegated by the full governing board.
- To oversee arrangements for educational visits, including the appointment of a named coordinator
- To approve risk assessments for educational visits and curriculum areas

The terms of reference were agreed by the full governing board on Tuesday 23rd September 2025.