



## Terms of Reference for the Governing Body of Ronald Tree Nursery School

The FGB will carry out the core functions of a governing body. These are to:

1. *Ensure clarity of vision, ethos and strategic direction*
2. *Hold the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff*
3. *Oversee the financial performance of the school, making sure its money is well spent and ensure appropriate financial management including meeting the Schools Financial Management Standard (SFVS)*
4. *Ensure the voices of stakeholders are heard.*

The FGB will have a clear, transparent and open culture with all stakeholders ie children, parents/carers, staff, community and local and national government. The FGB will maintain relationships with other schools and the wider neighbourhood community in order to enhance the quality of education provided by the school.

The FGB will meet a minimum of 3 times per school year. The quorum for all business of the governing body is one half of the total number of governors in place. Inquorate meetings will be discontinued unless there are no matters of business requiring a voting decision. At the beginning of the academic year a Chair and Vice-Chair will be elected. Meeting dates will be set for the FGB and each committee at the final meeting of the previous school year.

The FGB will adopt and comply with statutory NNC and DfE policies and ensure delegated policies are up to date and implemented. Using the most current available list of statutory policies for maintained schools, the FGB agree to delegate the authority for all policy reviews to the Head teacher with the exception of:

- *Admissions Policy*
- *Behaviour Policy and Principles*
- *Child Protection and Safeguarding Policy and Procedures*
- *Complaints Policy and Procedures*
- *Health and Safety Policy*
- *SEN Policy and Information Report*
- *Staff Discipline, Conduct and Grievance Policy*
- *Supporting Children with Medical Conditions Policy*
- *Teachers' Pay Policy*

The Head teacher will inform governors of other policy updates and reviews.

The FGB will evaluate their performance and undertake a skills audit on a regular basis to inform governor elections and appointments which will be decided as necessary at a governing body meeting.

In accordance with Statutory Guidance governors will publish the following information on the school's website in a readily accessible form:

- *The structure and remit of the governing body and any committees and the full name of the chairs of each.*
- *Full name, date of appointment, term of office and who appointed them.*
- *Relevant business and pecuniary interests including governance roles in other educational institutions, any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).*
- *Attendance record at governing body and committee meetings over the last academic year.*

The FGB will adopt a circle model to oversee finance, personnel, premises and development.

The FGB can set up working groups, sub committees or panels, if necessary, to provide information and/or make recommendations to the governing body. Working groups established for specific purposes, e.g. Head Teacher Recruitment, Redundancy, Disciplinary and Appeals, will be discontinued when their work has been completed.

The FGB will adopt the following annually:

- The NGA Code of Conduct
- The ICO Freedom of Information Publication Scheme
- NNC Staff Employment and HR policies

The FGB will approve and monitor the School Improvement Plan.

To review, agree and publish annual reports relating to Early Years Pupil Premium expenditure and progress, Equality, Special Educational Needs and the annual Parental Questionnaire. To monitor responses on the Ofsted Parentview website and benchmark these against other nursery settings.

### **Governing Body structure:**

The governing body of the nursery school must be constituted in accordance with 2013 regulations as a governing body of a maintained school. The total membership of the governing body must be no fewer than seven governors. The governing body of Ronald Tree Nursery School comprises:

- Head teacher
- 2 elected Parent Governors
- 1 elected Staff Governor
- 1 appointed Local Authority Governor
- 4 Co-Opted Governors

The governing body may also appoint Associate Members.

The governing body also appoints a clerk to the governing body.

Agreed at the Full Governing Body Meeting on 24<sup>th</sup> September 2024