BROWICK ROAD PRIMARY AND NURSERY SCHOOL

TERMS OF REFERENCE – FULL GOVERNING BOARD

Membership:	Helen Laflin (HL) - Headteacher Oliver Burwood (OB) Jeremy Wiggin (JW) Vicki Wild (VW) Rachel Christian (RC) Richard Goodenough (RG) Lydia Salako (LS) Mike Marrison (MM) Andrew Smith (AS)
Quorum:	5
Chair:	Oliver Burwood
Vice-Chairs:	Rachel Christian and Lydia Salako
Clerk of Committee:	Johanne Bolver
Date of review*:	October 2026

Agreed at meeting of the Full Governing Board on 6th October 2026.

* These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Terms of Reference for the Governing Board	
The Governing Board has resolved to conduct all its business as a Full Governing Board, and to work without committees. The main responsibilities to be managed by the Governing Board are outlined below: **Items in bold cannot be delegated.**	
Operational	● **To draw up the Instrument of Government and any amendments thereafter.** ● **To operate, at all times, in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation.** ● **To follow the agreed Governor's Code of Conduct for our school.** ● **Elect (or remove) the Chair and Vice Chair.** ● **To appoint (or dismiss) the Clerk to the Governing Board.** ● **To hold at least 5 Governing Board meetings each year.** ● **To appoint and remove co-opted governors and any associate members.** ● **To suspend or remove a governor.** ● **To decide which functions of the Governing Board will be delegated and to whom.** ● **To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Board is necessary.** ● **To review the delegation arrangements annually.** ● To recruit new governors as vacancies arise. ● To set up and publish a register of Governors' Business Interests. ● To review and approve a Governors' Expenses Policy. ● To arrange a suitable induction process and mentoring for newly appointed or elected governors. ● To agree an annual cycle of business and set meeting dates for the school year. ● To audit individual and collective development needs and promote appropriate training. ● To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role. ● To receive reports on bullying, homophobic and racist incidents.
General	● Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. ● To take an active role in school self-evaluation, identifying success and areas requiring improvement. ● To update and review regularly the School Improvement and Development Plan, identifying monitoring opportunities for the Governing Board. ● To review regularly how the school is regarded by pupils and parents. ● To understand the performance of the school in learning and teaching, being aware of areas for action, and providing constructive challenge to the Headteacher and SLT to drive improvement. ● To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. ● To approve policies on review. ● To approve all school trips involving an overnight stay away from home. ● To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.

	● To discharge duties in respect of pupils with special needs by appointing a SEND governor. ● To keep school safeguarding practice under review and support the Headteacher and all staff in fulfilling their safeguarding duties effectively. ● To ensure that the school treats all children, staff, parents and visitors equally and without prejudice, as set out in our Equality and Diversity Policy. ● To ensure the school has a Complaints Policy and Procedure for parents and that parents know how to raise concerns and make a complaint. ● To ensure that the Governing Board complies with all other legal duties placed upon them. ● To be available and respond to matters of particular difficulty, sensitivity or concern, and offer advice to the Headteacher.
Finance	● **To approve the first formal budget plan each year.** ● **To agree a 3-year budget.** ● **To analyse and recommend the annual budget.** ● **To annually review and approve the Finance Policy and recommend levels of delegation.** ● To annually review and approve the Charging and Remissions Policy. ● To make decisions in respect of service agreements and insurance. ● To ensure the school complies with the SFVS guidelines. ● To review and take account of any consultations to change the LA Finance Scheme.
Personnel	● **To make Headteacher and Deputy Headteacher appointments.** ● **To suspend or dismiss the Headteacher.** ● **To end the suspension of staff or the Headteacher.** ● **To establish a Pay Committee to oversee the pay and appraisal process on behalf of the Full Governing Board.** ● **To establish a governor panel (First Committee) to hear staff appeals against dismissal, redundancy or grievances.** ● **To establish a governor panel (Second Committee) to determine complaints, appeals and pupil exclusions.** ● To agree a Pay Policy and pay discretions. ● To adopt, and keep under review, staff appraisal policies including the criteria for pay progression. ● To ensure that the appropriate arrangements for pay decisions are in place, can be applied consistently, and that pay decisions can be objectively justified.
Pay **(Pay Committee)**	● To annually review the impact of and implementation of the Pay Policy. ● To annually review the salaries of all staff. ● To approve teachers' salaries, following recommendations from the Headteacher on whether to award performance pay in line with the school's Pay Policy. ● To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly. ● To review the Headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the Headteacher's appraisal. ● To undertake salary reviews at any other time the Governing Board directs that there is a need to do so. ● To consider the salary appropriate for new posts within the school, in line with similar posts already in place.

Grievances, Complaints and Dismissals (First Committee)	● To make any initial decision relating to staff conduct, capability or a grievance/complaint (where this is not delegated to the Headteacher). ● To make a decision to suspend a member of staff (where this is not delegated to the Headteacher). ● To make a decision to dismiss a member of staff.
Complaints, Appeals and Exclusions (Second Committee)	● To hear an appeal against any decision made by the Headteacher or any other committee of the Governing Board ● To hear a complaint in accordance with the school's Complaints Policy where this has not been resolved at a previous stage. ● To consider the decision of the Headteacher to exclude a child/pupil from the school in accordance with the regulations governing exclusion.
Curriculum: Communication Investigation Expression	● To ensure the National Curriculum is taught to all pupils. ● To monitor the effectiveness of curriculum implementation. ● To agree or reject and monitor curriculum policy. ● To monitor standards of teaching and support continuous improvement. ● To prohibit political indoctrination and ensuring the balanced treatment of political issues. ● To establish a Charging and Remissions Policy for activities.
Appraisal and Performance Management	● To establish, review and approve annually the Appraisal Policy. ● To determine the timing of the Headteacher appraisal review cycle and appoint a Headteacher's Appraisal Committee to act as reviewers alongside an external advisor.
Premises and Health & Safety	● **To institute and maintain a Health and Safety Policy.** ● To ensure that health and safety regulations are followed and appropriately prioritised. ● To receive an annual Health and Safety Inspection Report and agree any actions. ● To develop a Premises Development Plan and contribute to LA Asset Management planning arrangements. ● To procure and maintain buildings, including a properly funded maintenance plan. ● To seek advice from the LA, where appropriate, to ensure adequate levels of buildings insurance and personal liability.
School Organisation	● **To set the time of the school sessions and the dates of school terms and holidays.** ● **To publish proposals to change category of school.** ● **To propose to alter or discontinue voluntary, foundation or special school status.**
Parental Engagement	● To ensure that the school keeps parents and prospective parents informed and engaged in school life. ● To adopt and review home school agreements.
Extended Services	● To decide to offer additional activities and agree what form these should take. ● To cease providing extended services provision.
Equality	● To monitor adherence to relevant aspects of equality and diversity legislation, and to consider how activity within the scope of this portfolio contributes to a proactively inclusive school environment.