



Farnborough Road Infant School

School Improvement Board: Constitution and Terms of Reference September 2025

Membership

1. The Governing Board is made up of ALL Governors
6 parent governors, 7 co-opted governors, 1 Local Authority Governor, 1 Staff Governor and The Headteacher
2. For the purposes of succession planning and securing a wide skill base **associate members** may be invited to join the governing body. Associate members do not have a vote
3. The Board will therefore consist of:
 - a. 16 governors (as constituted) including the head teacher (or their representative)
 - b. Associate members nominated by head teacher and/or governors and agreed with FGB
4. The Chair and Vice Chair will lead this committee and be subject to review annually

Quorum

1. 6 Governors to include the Head teacher (or nominated representative) will represent a quorum.

Meetings

1. The Board will normally meet 4 times during the academic year or otherwise if required. The initial meeting of the school year in September is to agree the School Improvement Plan (SIP) and the final meeting of the year to review progress against each priority in the SIP
2. The agenda will be agreed by the Chair with the Clerk and in liaison with the Headteacher, with reference to the Terms of Reference, annual planner, previous agenda and other internal / external issues. The agenda will normally be sent to committee members at least 7 days before the meeting with relevant papers.
3. The meetings will be minuted by the clerk. The minutes will highlight questions asked by the governors to support and challenge the school. The minutes will be available to committee members within 10 working days of the meeting being held and remain as draft minutes until agreed at the next meeting of the committee.
4. The Clerk to Governors will keep a record of all meetings.

Focus:

1. Establish and develop the strategic direction of the school in collaboration with the Head teacher/leadership team, staff, parents/carers, pupils and other stakeholders
2. Receive reports from the Lead Governor with responsibility for Safeguarding and Health and Safety/Premises, including , scrutinise and revise where necessary the school policies and procedures relating to Safeguarding and Health and Safety/Premises
3. To undertake financial planning and monitoring receiving termly budget reports from the School Finance Officer with a view to:
 - Considering and approving the schools budget
 - Planning to use DFC and ensuring value for money

<ul style="list-style-type: none"> • Approval of maintenance arrangements including tenders where appropriate • Establishing and maintaining a 3 year financial plan taking into account SIP priorities, roll projection and local and national funding arrangements • Ensuring that sufficient funds are available for pay increments • Reviewing and approving SLAs • Reviewing levels of financial delegation • Monitoring income and expenditure, identifying problems or anomalies at the earliest opportunity and approving virements where necessary • Ensuring the annual auditing of non-public funds • Reviewing the Schools Financial Value Standard, financial management skills matrix and arrangements for guarding against fraud • Responding to issues identified through audit procedures
4. Act as a critical friend to the school and be accountable for its decisions
5. Review FGB 'Instrument of Government' as appropriate to ensure the governing body has the skills and capacity to move the school forward (including regular audit of skills required of the governing body)
6. Agree and review the mission and aims of the school as required and/or deemed appropriate
7. Review (annually) the overall progress made by the school, based upon an agreed annual cycle of committee meetings and lead governor reports which monitor and review delegated SIP priorities
8. To continue to develop the partnership with parents, carers and the pupils and to seek their views in helping the governing body, senior management and all staff in moving the school forward
9. Ensure effective succession planning for both the governing body and the school
10. Appointment and review of the work of the clerk to governors
11. Ensure the effective induction of new governors
12. Approve the annual budget taking account of: <ul style="list-style-type: none"> a) The need for financial stability b) Appropriate deployment of resources including staffing levels and deployment c) Succession Planning d) Meeting the requirements of external bodies
13. Maintain a schedule of statutory policies and ensure committees monitor and review such policies against agreed timescales, and ensure such policies are in place
14. Ensure school website includes 'requirements' (information/documentation) of governing body
Focus:
STAFFING
15. To ensure that the school is sufficiently staffed for the fulfilment of the schools improvement plan and the effective operation of the school.
16. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
17. To ensure that job descriptions are provided for all staff and reviewed in accordance with the appraisal policy.
18. To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (<i>to be updated every three years</i>).

19. To ensure there is a designated Safeguarding and Child Protection Officer who is appropriately trained.
20. To ensure that there are procedures in place for dealing with allegations of abuse against staff.
21. To ensure the suitability of all adults working with children on the premises at all times (including contractors, visitors and external groups)
22. To ensure that staff and governors undertake the appropriate level of Safeguarding and Child Protection awareness training.
23. To ensure that all staff undertake the appropriate level of training for The Prevent Duty and Channel.

APPOINTMENTS TO POSTS OTHER THAN HEAD AND DEPUTY / ASSISTANT HEAD

Members of the committee will participate in the appointment of staff in accordance with the delegation grid below

Level of Post	Headteacher	Governor involvement	Others who may be involved
Leadership Team	YES	At least one governor	As directed by the headteacher
Mainscale Teachers	YES	At the discretion of the governing body	As directed by the headteacher
Classroom support staff	YES	At the discretion of the governing body	As directed by the headteacher
Administrative staff	YES		As directed by the headteacher
Cleaning and maintenance staff	YES		As directed by the headteacher

APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL

To make decisions that could result in dismissal	Initial decision to be taken by headteacher	Initial decision to be taken by relevant committee of the governing body (see committees and responsibility doc)
Consider redundancy of an employee		✓
Termination of employment of an employee on the grounds of performance capability		✓
Termination of employment of an employee on the grounds of ill health		✓
Disciplinary sanctions or dismissal of an employee		✓
TO MAKE DECISIONS RELATING TO:		
Staff grievances not involving the headteacher	✓	
Staff grievances involving the headteacher		✓
To hear appeals regarding leave of Absence		✓
To hear appeals regarding requests for variation to contracts		✓

Key Statutory requirements and school polices to be monitored and reviewed by the School Improvement Board:

- School Improvement TOR
- Register of business/pecuniary interests
- Code of Conduct for Governors
- Instrument of Government
- Freedom of Information
- Information on the school website

Standing Items

- Headteacher report including monitoring the progress for priorities identified in the SIP and review of Safeguarding
- To receive reports from the lead governors Health and Safety/Premises
- Report from the School Finance officer
- Feedback from recent governor training to inform the work of the board

Lead Governors

- Lead Governor for Safeguarding
- Lead Governor Mental Health and Wellbeing
- Lead Governor Health and Safety/Premises
- Lead Governor Personnel
- Lead Governor Finance

Key Questions for governors to support and challenge the school

- Is the mission and aims of the school being achieved?
- Do we need to review the mission and aims of the school to ensure they are appropriate and relevant to the pupils and the community we serve?
- Does the budget enable the school to achieve the strategic vision, aims and SIP priorities?
- Does the budget represent value for money?
- Do the governors have a clear and shared view about the strategic direction of the school?
- Does the governing body have the capacity and skills to support and challenge the school and deliver the TOR?
- How do we ensure the SIP priorities are challenging and appropriate?
- Is the school making sufficient progress in addressing priorities eg as identified in the SIP and external reviews such as Ofsted, LA audits etc?
- Are we planning effectively for succession planning eg school leadership and management, staffing, governance?
- Is the pay policy being applied appropriately?
- Are salary awards justified in relation to evidence used to determine pay?
- How does the school support 'British Values' and takes account of 'Prevent'?

- Are the school policies effective and address statutory requirements?
- What % of the school budget has been spent to date?
- Which areas of the school budget are overspending and why?
- Why has the school requested virements?
- Has the School Fund been audited?
- How much is the school owed on bad debts?
- What is the % of budget before claw back?
- How do we ensure the effective monitoring of finance?
- Does the school provide value for money?
- Is the pay policy being applied appropriately?
- Are salary awards justified in relation to evidence used to determine pay?