

Terms of Reference for the Governing Body of Parklands Nursery School

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

- *set the vision and strategic direction of the school;*
- *hold the headteacher to account for its educational performance; and*
- *ensure financial resources are well spent.*

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 governors of Parklands Nursery School will collaborate in a reciprocal agreement with the governors of Wellingborough Nursery Schools Federation in the case of a complaint being received against the governing body of either school.

The FGB will meet a minimum of 3 times per school year with the option of calling an extra meeting(s) if necessary. 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 NCC 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 Headteacher with the exception of:

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

The Headteacher 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 monitor premises development and maintenance and monitor and oversee the work of the Finance & Personnel Committee, Playgroup Committee and Children & Families Committee in terms of financial performance, outcomes for children and staff. Each committee will have delegated powers within limits set by the FGB and should meet at least 3 times a year and report to the main FGB meetings (with the exception of the Pay Sub-Committee which meets once a year).

The FGB can set up a working group if necessary to provide information and/or make recommendations to the governing body. Working groups established for specific purposes will be discontinued when their work has been completed.

The FGB will review the structure and membership of each committee annually. Committees will review their Terms of Reference at the beginning of each academic year, to be agreed at the next FGB meeting.

The FGB will adopt the NGA Code of Conduct annually.

The FGB will monitor Early Years Pupil Premium expenditure and evaluation.

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 Parklands Nursery School comprises:

- Headteacher
- 3 elected Parent Governors
- 1 elected Staff Governor
- 1 appointed Local Authority Governor
- 3 Co-Opted Governors

The governing body may also appoint Associate Members.

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

Agreed at FGB meeting 17th October 2017