

**Terms of Reference for the Full Governing Body (FGB) of
Foundations for Children Nursery Schools Federation
December 2021 to August 2022**

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

- *set the vision and strategic direction of the schools;*
- *hold the headteacher to account for their educational performance;*
- *ensure financial resources are well spent; and*
- *ensure stakeholders' voices 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 governors of Foundations for Children Nursery Schools Federation (FfC) will collaborate in a reciprocal agreement with the governors of Wallace Road Nursery School in the case of a complaint being received against any of the schools.

The FGB will meet a minimum of 4 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 two Vice-Chairs will be elected. Meeting dates will be set for the FGB and each committee at the final meeting of the previous school year.

Governors have agreed on 2nd December 2021 that decisions can be made by e-mail (to the Clerk) if it is not possible to convene a full governor body meeting at short notice. E-voting will be limited to single resolutions, previously notified at least 3 days beforehand. Non-responses will be chased where possible but each vote will have a response deadline.

The FGB will adopt and comply with statutory local authority and DfE policies and ensure delegated policies are up to date and implemented. See Appendix 1 (Policy Approvals) for full details of the policy approval process to be adopted by the governing board, including a list of all policies subject to governor review.

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 full 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 and oversee the work of the Resources and Curriculum committees, in terms of financial performance, premises development and maintenance, and outcomes for children and staff. Each committee will have delegated powers within limits set by the FGB, should meet at least 3 times per year and will report to the main FGB meetings.

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 FfC Governor Code of Conduct and the FfC Staff Code of Conduct annually.

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

2-3 designated members of the FGB will annually agree Performance Management objectives for the Executive Headteacher and review past achievements in conjunction with an advisor.

The FGB will, with the Local Authority, monitor compliance with and progress towards the stated outcomes of the Service Level Agreement in place at Camrose Early Years Centre.

The FGB will review all risk assessments related to the schools' response to the COVID-19 pandemic, to ensure they are robust and promote the safety and wellbeing of pupils, staff and the wider community.

Governing Body structure:

The governing body of the federation must be constituted in accordance with 2013 regulations as a governing body of maintained schools. The total membership of the governing body must be no fewer than seven governors. The governing body of the Foundations for Children Nursery Schools Federation comprises:

- Executive Headteacher
- 2 elected Parent Governors
- 1 elected Staff Governor
- 1 appointed Local Authority Governor
- 11 Co-Opted Governors
- **Total** **16**

The governing body may also appoint Associate Members.

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

Reviewed at FGB Meeting: 2nd December 2021

Amended: 28th January 2022

Appendix 1 – Policy Approvals

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 Executive Headteacher, with the exception of:

- Accessibility Plan (including audit checklist)
- Administering Medicines Policy / Medication Policy (*Camrose*)
- Admissions Policies
- Attendance Policy (Children) (*Camrose*)
- Behaviour Policies
- Business Continuity Plans x 3 (*Croyland, Highfield and Parklands*)
- Complaints Policies
- Critical Incident Policy (*Camrose*)
- E-Safety & Acceptable Use Policies
- Early Years Pupil Premium (EYPP) Policy
- Equality, Inclusion & Diversity Policies
- Financial Management Policy
- Food & Drink Policy (*Camrose*)
- GDPR Policies
- Health & Safety Policies
- Home Visiting Policy (*Camrose*)
- Inclusion/SEND Policies (incorporating SEND Information Report)
- Income & Charging Policies
- Induction, Supervision, Training & Volunteering Policy (*Camrose*)
- Information Audit (GDPR)
- Informing Ofsted Policy (*Camrose*)
- Instrument of Government
- Lettings Policies
- Supporting Children with Medical Conditions Policies
- Money Policy (*Camrose*)
- Photography Policy (*Camrose*)
- Physical Contact Policy (*Camrose*)
- Privacy Notices (for School Website Users, Students, Workforce)
- Safeguarding / Child Protection Policies & Procedures
- Safer Recruitment Policies
- Sickness, Absence & AL Policy (*Camrose*)
- Staff Codes of Conduct
- Staff Discipline, Conduct & Grievances Policy
- Student Policy (*Camrose*)
- Teachers' Pay Policies
- Volunteers Policy (*Camrose*)
- Whistleblowing Policies

The FGB delegates the authority for review and ratification of the following policies from the above list to the Curriculum Committee:

- Attendance Policy (Children) (*Camrose*)
- Home Visiting Policy (*Camrose*)
- Student Policy (*Camrose*)

The FGB delegates the authority for review and ratification of the following policies from the above list to the Resources Committee:

- Accessibility Plan (including audit checklist)
- E-Safety & Acceptable Use Policies
- Food & Drink Policy (*Camrose*)
- GDPR Policies
- Health & Safety Policies
- Income & Charging Policies
- Induction, Supervision, Training & Volunteering Policy (*Camrose*)
- Information Audit (GDPR)
- Lettings Policies
- Money Policy (*Camrose*)
- Privacy Notices (for School Website Users, Students, Workforce)
- Sickness, Absence & AL Policy (*Camrose*)
- Volunteers Policy (*Camrose*)

The following policies from the list will be reviewed by the Resources Committee and then ratified at the next FGB meeting:

- Financial Management Policy
- Safer Recruitment Policies
- Staff Codes of Conduct
- Staff Discipline, Conduct & Grievances Policy
- Teachers' Pay Policies
- Whistleblowing Policies

All other policies listed above will be reviewed and ratified by the FGB. The Executive Headteacher will inform governors of updates to and reviews of all other policies not listed above.

Any newly created policies will be taken to the next FGB meeting for review/ratification and will be added to the above policies list in the next academic year's FGB Terms of Reference.

Policies will be circulated to governors via the Governor Hub system. Governors will submit their comments and questions either on Governor Hub or by email, with a view to ratification of the policy at the next relevant committee or FGB meeting (as outlined above). An annual Policies Schedule will be used to schedule and track policy reviews through the year.