

Full governing board terms of reference

FULL GOVERNING BOARD OF PURWELL PRIMARY SCHOOL

Purpose: Our board has three strategic core functions

- Ensuring clarity of vision, ethos, and strategic direction
- Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/school and making sure its money is well spent.

The main responsibilities to be managed by the board are outlined below.

Membership: A chair and vice-chair will be elected, and a clerk will be appointed.

Quorum: There are eleven positions within the governing body constitution.

Meetings: The board will meet at least nine times a year. This will include meeting in person and via Teams. Minutes of the meetings will be shared with the board and made available to the public.

Policies and compliance: The board will review and ratify the relevant school policies.

This would include but is not limited to:

- Approving the special educational needs policy and information report
- Approving the child protection policy
- Approving the supporting pupils with medical conditions policy
- Approving the safeguarding policy
- Approving the curriculum focused policies
- Approving the children looked after policy
- Approving the code of conduct for employees and governors
- Approving the anti-radicalisation policy
- Approving the equality policy
- Approving the inclusion policy
- Approving the emergency response plan policy
- Approving the online and E safety policy
- Approving the health and safety policy
- Approving the social media and twitter use policy
- Approving the schedule of finance delegation policy
- Approving the attendance policy
- Approving the capability procedure policy
- Approving the emergency response plan policy
- Approving the marking policy
- Approving the pay and appraisal policy
- Approving the behaviour and discipline policy

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- Approving the harassment and bullying policy
- Approving the safer recruitment policy
- Approving the drugs and substance abuse policy
- Approving the bad debt policy
- Approving the charging and remissions policy
- Approving the accessibility plan policy
- Approving the sex and relationships policy
- Approving the whistleblowing policy
- Approving the health and attendance policy
- Approving the leave of absence policy
- Approving the complaints procedure policy

Monitoring: The board will be responsible for:

This will include but is not limited to:

- Monitoring pupil premium spending.
- Ensuring that the National Curriculum is taught to all pupils.
- Monitoring the school development plan.
- Checking that the statutory required information is published on the school's website.
- Ensuring that health and safety regulations are followed.
- Ensuring special educational needs pupils are fully supported.
- Ensuring that governors and staff are maintaining the expected levels of training.
- Monitoring budgets and spending.
- Monitoring school financial values standards.
- Monitoring attendance and pupil numbers.

Approved by the governing board:
22nd September 2026

Next review date: September 2027