

The Go Shine Church of England Federation

GOVERNING BODY TERMS OF REFERENCE

The Governing Body has 3 strategic core functions:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the Executive Headteacher to account for the educational performance of the member schools and their pupils, and the performance management of staff.
3. Overseeing the financial performance of the schools and making sure that money is well spent.

Therefore, the Governing Body will:

1. Review the Instrument of Government annually and, if judged to be in the Federation's and the school members' best interests, arrange for it to be amended.
2. Ensure that membership of the Governing Body is in accordance with the Instrument of Government. Seek to attract new members with backgrounds, skills and experience which complement those of existing members, to be nominated for appointment by the relevant authorities in accordance with the Instrument of Government.
3. Ensure that a Chair and Vice Chair are elected for agreed periods and a Clerk is appointed.
4. Hold at least termly Governing Body meetings each year. The quorum will be one half (rounded up to the nearest whole number) of the membership of the Governing Body, excluding any vacancies.
5. All Governors are subject to the eligibility requirements for Governors and to the Federation's Governance Code of Conduct.
6. Appoint committees of the Governing Body as might be required, and their terms of reference, including membership, and appoint a Chair, Vice Chair (if not delegated to the committee itself) and a Clerk.
7. Confirm the terms of reference of the school Local Advisory Bodies (LABs) in keeping with the principles agreed at the formation of the Federation. Any changes to the composition or remit of LABs require the consent of LDBS. If the Federation Governing Body wishes to propose any changes to the composition or remit of the LABs it would:
 - Seek advice from LDBS and have due regard to that advice;
 - Consult upon the changes with all LABs;
 - Consider the feedback from the LABs;
 - Submit the proposal (updated as necessary following LAB feedback) to LDBS for approval, demonstrating how it has responded to LDBS advice and to feedback from the LABs.Subject to the above points being satisfied, and the proposals being compliant with DfE policy and not in conflict with LDBS policy, it is noted that approval of LDBS would not be unreasonably withheld or delayed.
8. Appoint link Governors to the school Local Advisory Bodies and special interest Governors (including any required by legislation or statutory guidance).
9. Receive and consider regular reports from any Committees, from special interest Governors and from the Local Advisory Bodies.
10. Ensure that the schools' ethos, as Church of England schools, is maintained and that the important relationships between the schools and their local parishes is fostered and grown.

11. Annually agree performance goals with the Executive Headteacher and review performance at year-end.
12. Ensure that there are effective safeguarding policies and procedures in place
13. Approve the schools' annual budgets and receive, consider, approve and act upon regular financial monitoring reports.
14. Consider longer term financial planning to ensure that any necessary cost management steps are taken in good time.
15. Monitor the effectiveness of financial procedures and controls.
16. Ensure that there are HR and other policies to ensure the effective recruitment, employment and deployment of staff, supporting staff development and wellbeing.
17. Consider and agree any necessary changes to staffing structures and the outcomes of annual teacher appraisals.
18. Award contracts (up to the limit specified in the statement of financial internal control). Monitor and approve ongoing contracts, SLAs and other regular commitments.
19. Consider and approve applications for and spending of capital funding.
20. Monitor Health & Safety to ensure that appropriate policies are in place and being followed, e.g. regular safety checks on premises and equipment, accident monitoring, first aid, fire safety, etc. Ensure that each school has access to and follows professional advice where relevant, e.g. HR, Health & Safety.
21. Annually agree a Federation School Improvement Plan for the school members, receive regular progress updates, and a report at year-end.
22. Regularly review and adopt all statutory and other policies, including oversight if review and adoption has been delegated.
23. Scrutinise all matters relating to pupil outcomes, including the curriculum, the quality of teaching and learning, pupil attainment and progress, pupil attendance and behaviour and attitudes.
24. Ensure that the curriculum meets the needs of the schools' pupils, and that its 'intent', 'implementation' and 'impact' result in a high quality, well-taught curriculum so that pupils 'know more and remember more'.
25. Ensure that academic targets are ambitious and stretching so that every child achieves to his or her potential.
26. Ensure that there are good processes to achieve effective validation of standards, e.g. senior leaders' management of teaching standards, moderation of pupils' work, external professional inspection of standards (from Ofsted, LDBS, the local authorities and others), with written reports to Governors.
27. Ensure that there are formal and informal processes for receiving feedback from pupils, parents and staff, and that reports are provided to Governors.
28. Consider the content of audit reports and any recommended / required actions.

These terms of reference were agreed by the Federation Governing Body on 3rd June 2025