BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

TERMS OF REFERENCE 2026-2027
FGB (EDS and FPP)

Agreed at FGB 15 September 2026

TERMS OF REFERENCE p1

FORMERLY STANDING ORDERS

1. Annually the Governing Body will refresh the multi-year strategy for the School and agree the School Development Plan (SDP)

- SDP priorities to be made available to the FGB over the course of the summer for strategic input.
- HT presents a draft SDP, covering a period of three years, at the FGB Admin meeting in September.; to be finalised at the December FGB meeting. Progress will be reviewed at the FGB meetings in March and July.
- In September – HTPM panel shapes HT next year objectives to support strategic and operational priorities.
- SSG will steer preparations for governors to contribute at the strategic level to SEF from Term 5.
- Annually, a written update on the school's SWOT will be documented on a School Self-Evaluation Form (SEF). The SEF is completed by the Headteacher at the operational level and presented to Governors for review at the Term 6 (Evaluation Meeting): HT make available School Evaluation Form 7 days before FGB for strategic input.

TERMS OF REFERENCE p2

FORMERLY STANDING ORDERS

2. Following an annual timetable, the Governing Body will undertake Governor Self-Evaluation to monitor:

- the strategy
- compliance with statutory responsibilities including committee performance
- progress against Governor Development Objectives
- the areas requiring improvements.

- Governor Self-Evaluation outcomes will feed into the SEF and into the SDP for the following year.

3. Scheme of Delegation

- The Full Governing Body (FGB) will delegate authority for statutory responsibilities and policies to sub committees and Individuals through the use of 'The Scheme of Delegation' which will be reviewed annually and amended where necessary. The FGB will follow the principle of delegations to functional Link Governors where feasible to ensure meetings remain effective and focussed.

- Clerk to distribute previous years' documents with any statutory amendments 10 days ahead of the (Admin meeting in September

- The September FGB Admin meeting to discuss and sign off amendments.

TERMS OF REFERENCE p3

4. Sub Committees

Chair of committee:	**To be appointed by the governing body.** **In 2026/27 Janine Reid Hutchings, the Vice Chair of Governors, will chair the Education Development and Safeguarding (EDS) sub committee and Bernadette Boulton will chair the Finance People and Premises (FPP) sub committee**
Professionals:	The Wiltshire SIA (School Improvement Adviser) may be invited to attend EDS. The School Business Manager will attend each FPP meeting. The Clerk will take minutes at each meeting.
Papers:	The agenda and any other meeting papers will be circulated to all committee members seven days in advance of the meeting. Non confidential papers will be made available to all members of the FGB.
Membership:	Appointed by the Chair based on Link Governor responsibilities.
Meetings:	Normally 3 x p.a. Meetings may be online or in person.
Other attendees:	Other members of staff may be invited to attend on a meeting-by-meeting basis.
Quorum:	3 governors.
Reporting	Each Committee will report to FGB after each meeting by providing detailed and comprehensive minutes. These may, at the discretion of the Chair, be supplemented by a written or verbal report to the next FGB.

TERMS OF REFERENCE p4

4.1 EDS Sub Committee

Prime Purpose:

To hold the School Leadership to account for providing:

- a high standard of Safeguarding throughout the School in line with latest legislation and Government Guidance, which includes considering the annual Safeguarding audit return and monitoring subsequent action plans
- a high standard of education that is inclusive and accessible by all pupils

To carry out a thorough review of the Link Governor reports

To review & evaluate the educational aspects of the School Development Plan and fulfil all its responsibilities as per the Governing Body Scheme of Delegation relating to:

- School Self Evaluation/School Improvement Planning
- Data Analysis and Target Setting
- Discipline/Exclusions
- Health, Safety/Child Protection/ Safeguarding including monitoring that external hirers are operating in accordance with the School's safeguarding policy, vision and aims
- Curriculum/Inclusion/ Equality/SEND

TERMS OF REFERENCE p5

4.2 FPP Sub Committee

Prime Purpose:

To hold the School Leadership to account for:

- The financial performance of the School including policies, budget monitoring and contract management
- The staffing complement & structure (performance & wellbeing)
- Health & Safety
- The maintenance of the premises to a safe standard

To carry out a thorough review of the Link Governor reports

To fulfil all its responsibilities as per the Governing Body Scheme of Delegation relating to:

- School Development Plan (funds/people/premises)
- Extended Services Responsibilities
- Premises Responsibilities
- Staffing Responsibilities
- Finance Responsibilities (within £p limits laid down)
- Health, Safety legislation & compliance

TERMS OF REFERENCE p6

FORMERLY STANDING ORDERS

5. Link Governors

- To fulfil statutory responsibilities and build strategic oversight of the curriculum and the welfare of the school community, the FGB will appoint Link Governors.
- The FGB are responsible for maintaining Link Governor Policy and Process that is fit for purpose utilising latest guidance. Chair of EDS has responsibility for coordination of subject Link Governor process and data collation. Chair of FPP has responsibility for coordination of FPP Functional Link Governor process and data collation.
- Governors will make themselves familiar with and provide continual feedback on BEDS Link Governor Role & Process
- Governors will provide a short summary of Link Governor activity at each FGB
- LG meetings ~~may~~ should take place in person per the monitoring schedule, but may take place online or on the telephone, some contact is better than no contact
- Governors will input a summary of their meeting into the relevant Link Governor monitoring document for review by the relevant staff member and the HT
- Governors are responsible for evaluating with their relevant staff member on the effectiveness of the Link Governor process in readiness for the SEF.

6. Annual Targets

- BEDS aspiration is for 100% of our children to reach expected level in all areas, however being a fully inclusive school there will be situations where this is not possible
- The HT will provide a baseline summary by year group and predicted progress by end of year at each EDS meeting and to the FGB
- In the End of Year July FGB meeting, the HT will provide the actual progress within the academic year and will discuss with FGB.

TERMS OF REFERENCE p7

FORMERLY STANDING ORDERS

7. Communication

- FGB will make available to parents/ carers at the end of the Summer Term a Chair's letter.

8. Recruitment, Skills, Training and Succession Planning

- FGB will conduct a Governor Skills Audit annually for review at the Admin Meeting.
- All Governors have a responsibility to create their own training plan from their own skills audit.
- This training plan, Governor aspirations and support plan may be discussed at an annual 1-2-1, if requested with Chair of Governors.
- Governors will provide evidence of all training to the Clerk who is responsible for maintaining the record of Governor training.
- The Chair and Vice Chair of Governors has responsibility for leading the recruitment of co-opted Governors. The school will lead on the elections for parent governors and the staff governor. All new Governors will be appointed by the FGB.
- Succession Planning is to be discussed by- the FGB annually to ensure that succession moments are proactively identified and managed.