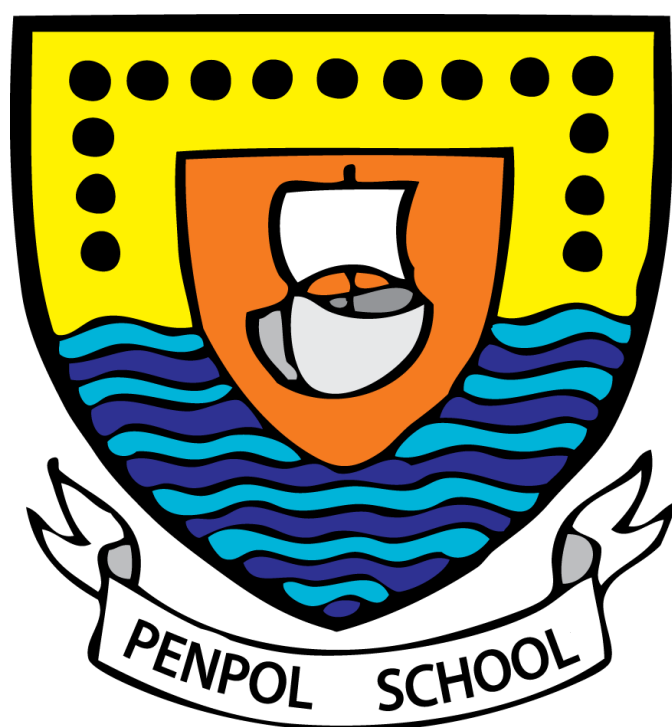


Terms of Reference

for

The Governing Body



2023/2024

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and Council delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff, Pupils,

The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference***
- To appoint the Chair of any committee *(if not delegated to the committee itself)*
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To oversee the process leading to staff reductions
- To oversee the appointment procedure for all staff

*these matters cannot be delegated to either a committee or an individual

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body

26.09.2023

Name of Governor	Type of Governor	End of term of Office
Chris Chislett	Staff	
Nic Stanlake	Staff	10/07/2026
Jaco Coetzee	Parent	09/11/2026
Mark Harvey	Co-Opted	27/03/2027
Rachael Woodhead	Co-opted	03/10/2025
Mike Dale	Co-opted	03/10/2025
Madeleine Bennett	Co-Opted	03/10/2025
Leanne Hemming	Parent	15/09/2026
Lesley Brewer	Co-Opted	29/06/2027
Laura Vallance	LA	05/12/2025
Tiffany Pope	Associate Member	31/08/2024

Chair of the Governing Body	Rachael Woodhead
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Vice-Chairs of the Governing Body	Laura Vallance and Madeleine Bennett
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Clerk (s) to the Governing Body	Linda Cackett
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Quorum:	(5) One half of the number of Governors in post
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First Committee (Staff / Pupil Discipline / Complaints)

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplication's, and the operation of the Governing Body's charging policy:
- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)

***cannot be delegated to an individual**

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Body	26/9/2023
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Name of Governor	Date Appointed to the Committee
Leanne Hemming	September 2023
Madeleine Bennett	September 2023
Mark Harvey	September 2023

Chair of the Committee	Madeleine Bennett
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Clerk to the Committee	Linda Cackett
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2001	Date of review:	September 2024
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Second Committee (Appeals)

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First Committee*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

*cannot be delegated to an individual

Membership – no fewer members than the Hearings Committee**Disqualification – The Headteacher**

Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Body	31/10/23
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Name of Governor	Date Appointed to the Committee
Rachael Woodhead	September 2023
Mike Dale	September 2023
Laura Vallance	September 2023

Chair of the Committee	Rachael Woodhead
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Clerk to the Committee	Linda Cackett
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2001
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Date of review:	September 2024
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Staffing Committee

Terms of reference:

- To oversee the appointment procedure for all staff

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference agreed by the Governing Body	31.10.2022
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Chris Chislett	G	September 2023
Leanne Hemming	G	September 2023
Jaco Coetzee	G	September 2023
Rachael Woodhead	G	September 2023

Chair of the Committee	Rachael Woodhead
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Clerk to the Committee	Linda Cackett
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2001
Date of review:	September 2023

Headteacher's Pay & Performance Review Group

Terms of reference:

- To arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance targets
- To decide, with the support of the SIP, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To establish and review a Performance Management policy for all staff*

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	31/10/22
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Name of Governor	Date Appointed to the Group
Mike Dale	G
Leanne Hemming	G
Jaco Coetzee	G
Rachael Woodhead	G

Chair of the Group	Rachael Woodhead
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Quorum (minimum of 2 suggested)	2
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Date Group established	Sept 2004
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Date of review:	September 2023
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

Disqualification – The following functions **CANNOT be delegated to an **individual**:**

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Area Of Responsibility	Name of Governor	Reporting to
Safeguarding	Rachael Woodhead /	Full Governors
SEND	Laura Vallance and Jaco Coetzee	Full Governors
Health & Safety	Nic Stanlake	Full Governors
Whistleblowing	Rachel Woodhead	Full Governors
Governor for Children In Care and Children Previously in Care	Lesley Brewer	Full Governors

These terms of reference agreed by the Governing Body		26.9.2023
Date Delegation Agreed		26.9.2023
Date of next review:	September 2024	

