

GOVERNING BODY

Structure and Terms of Reference

The 3 strategic functions of the governing body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the headteacher to account for the education performance of the school and its pupils
3. Overseeing the financial performance of the school and making sure its money is well spent.

The Governing Body was reconstituted in September 2015 and comprises of 14 Governors, splits across the following categories:

- 1 Local Authority Governor
- 2 Staff Governors including the Headteacher
- 2 Elected Parent Governors
- 8 Foundation governors
- 1 co-opted governor

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- Curriculum and Achievement
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- Disciplinary Committee
- Complaints Committee

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GOVERNING BODY AND COMMITTEE TERMS OF REFERENCE

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 review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- Ensure statutory information is sent to parents
- Annually ratify the School's Self Evaluation Form/Document
- Set dates of meetings for the year ahead
- Approve term dates for the academic year and agree the occasional days
- Receive Head teacher reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree Curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the Strategic School Improvement Plan
- Annually appoint governors for the following responsibilities:-

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- Link with LA and Diocese, SEN, Health and Safety, Safeguarding inc Child Protection, Parent Link and Equality and Diversity
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors

GENERIC TERMS OF REFERENCE FOR ALL COMMITTEES

Membership

- Not less than three governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.
- The committee may make recommendations to the Governing Body for co-option of non-governor members
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be an Associate member or a non-governor member. NB a staff governor/headteacher may chair a committee but must not be responsible for taking minutes.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

- Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

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- Three governors who are appointed members of the committee.

Meetings

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall choose a clerk at the beginning of each meeting.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- Ensure governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can effectively contribute to the school's self-evaluation process;
- To contribute to the School Improvement Plan.
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Safeguarding, are delegated to specific committees, all committees should consider relevant aspects of these.

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TERMS OF REFERENCE

ADMISSIONS COMMITTEE (Voluntary Aided schools)

Membership: The membership of the Committee will consist of at least three governors appointed by the Governing Body. the headteacher may attend on an advisory basis.

The Committee will meet when necessary and minutes must be taken by a Clerk appointed by the governing body. (The Clerk does not need to be the Governing Body Clerk and must not be a governor, an associate member or the Headteacher.) The Chair of the Committee will be appointed by the Governing Body/Committee.

Quorum: Three governors.

Terms of reference:

- The Admissions Committee will consider any changes required to the schools admissions criteria taking account of input from the Governing Body, Diocese and DfE, it will submit any changes to the Governing body for approval.
- The Admissions Committee will have delegated responsibility for considering and making decisions on individual admissions.
- The Admission Committee will ensure that all procedures regarding the notification to the parents of the refusal of a place and the right to appeal are carried out.
- Any decisions must be made in accordance with adopted procedures.
- The Committee will be responsible for supporting the preparation of the case to be made in defence of the governors' refusal to admit a pupil (or pupils) at an independent Appeals Committee hearing.

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TERMS OF REFERENCE

CURRICULUM & ACHIEVEMENT COMMITTEE

Name of Committee:	Curriculum and Achievement Committee
Number of Governors:	Minimum of 3 Governors
Quorum:	3 Governors (including headteacher)

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self evaluation, monitoring and evaluation, support and challenge by linking the work of committees to areas of the current SES and key priorities in the School Development Plan.

Membership

The membership of the Committee will consist of the Headteacher and at least two other governors appointed by the Governing Body.

The committee may make recommendations to the governing body for co-option of non-governor members

Quorum

3 governors including the Head teacher or Senior Leader

Meetings

The committee will meet at least once a term prior to the main governing body meeting, and otherwise as required.

The committee will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation.

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Terms of reference

- To monitor the implementation of the school's curriculum, and ensure that meets all statutory requirements.
- To make recommendations to the full Governing Body on the curriculum
- To monitor the complement of teaching and support staff to ensure its sufficiency for the effective delivery of the curriculum.
- To undertake other curriculum related activity as delegated by the Governing Body.
- As and when required, to consider delivery, impact and progress relating to aspects of the School Evaluation Summary and the School Development Plan that have been allocated to the Committee
- To monitor school based, local and national performance data relating to the school and evaluate achievement and progress throughout the school
- To monitor the views of pupils and to evaluate the ways in which the school actively responds to pupil views.
- To monitor provision having regard to the Special Educational Needs Code of Practice, to review the published policy annually and to ensure that the statements of children with special needs are met.
- To monitor provision for looked after children and evaluate their progress and achievement
- To monitor provision for all groups of vulnerable children, for example young carers, to ensure that their needs have been identified and addressed, and to evaluate their progress and achievement
- To regularly review and develop curriculum and assessment policies and to ensure that the policies are operating effectively
- To keep under review the Equality Policy, in particular in relation to the assessment, achievement and progress and to report any emerging issues to the governing body
- To recommend targets for school improvement to the governing body
- To consider recommendations from external reviews of the school, for example, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to evaluate regularly the implementation of any plan agreed.

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TERMS OF REFERENCE

ESTATES AND INFRASTRUCTURE COMMITTEE

Name of Committee:	Estate and Infrastructure Committee
Number of Governors:	Minimum of 3 Governors
Quorum:	3 Governors (including Headteacher)

The Committee will meet and provide minutes of the meetings for distribution to all Governors prior to the next full meeting of the Governing Body. The Governing Body/Committee will appoint a Chair and a Clerk. The Committee may also co-opt up to two non-voting members with financial/audit skills as appropriate.

Functions:

- To establish a three year budget plan taking into account the agreed priorities of the School Development / Improvement Plan
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement Plan.
- To make decisions in respect of the service level agreement with the Local Authority (Trading Fair).
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises

Financial Monitoring - Public Funds

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS.
- To receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- To report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan.
- Subject to the local scheme of delegation to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.

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- To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.

Non-public funds

- To receive reports and monitor the income and expenditure throughout the year.
- To appoint an external auditor of these funds.
- To receive and respond to the audit report on these funds.

Financial Management Standard in Schools (SFVS)

- To review the School's self-assessment in preparation for the external assessment.
- To annually complete the Statement of Internal Control
- To annually review Governors' competencies in regards to continued professional development as stated under SFVS
- To receive and respond on any report issued by the external assess or following an external assessment.

Relationship with other committees

- To receive reports from other committees that may have financial implications on the operation of the school.

Finance Policy and Local Scheme of Delegation

- To ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.
- To review, adopt and monitor the impact of:
 - Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.

To recommend a charging policy to the full Governing Body and oversee its implementation

To make arrangements for the Governors to inspect the premises on a regular basis

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To ensure necessary work is carried out in a proper manner and within the financial limits of the school and complies with best value requirements.

To carry out the Governing Body's responsibilities in relation to Health and Safety ensuring a Health and Safety Policy Statement is drawn up.

To carry out other premises related tasks as delegated by the full Governing Body

PAY REVIEW COMMITTEE

The Pay Review Committee will have delegated powers to consider and decide all matters concerning pay within the Pay Policy determined by the Governing Body.

The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers' Pay and Conditions Document. The Committee will be advised by an external adviser in relation to the progression of the Headteacher up the individual school range (ISR). [only advises on performance of Head against objectives, always leaves when we discuss pay] Should a member of staff appeal against the decision of the Pay Review Committee, the Pay Appeal Committee will consider the appeal.

Decisions must be minuted and reported without comment to the Governing Body, as confidential items, in order to protect the appeal procedure. Each member of staff will be given a written statement of the Pay Review Committee's decision relating to his/her pay with effect from 1 September each year.

Membership: At least three governors annually elected by the Governing Body, together with the Headteacher or his representative in an advisory capacity and other person(s) as the governors deem appropriate to the tasks. The Chair of the Committee will be appointed by the Governing Body. No person employed in the school will sit on any Pay Committee.

Quorum: Chair of the Committee plus two other governors and the Headteacher in an advisory capacity.

DELEGATED FUNCTIONS

The Pay Review Committee will:-

1. Oversee the formulation and implementation of the whole school pay policy to meet the school's aims.
2. Review the Pay Policy annually for recommendation to the Governing Body.
3. Review the school's unit totals and group size for organisational and salary purposes, as a minimum once every three years in accordance with the School Teachers' Pay and Conditions Document.
4. Arrange the annual pay review for the Headteacher, Deputy Headteacher and all other teaching and non-teaching staff.
5. Report all decisions on pay to the Governing Body.
6. Ensure compliance with the School Governance (Procedures) (England) Regulations 2003, especially with regard to agenda and minutes as well as Staffing Guidance under Sections 35(8) and 36(8) of the Education Act 2002.

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7. Ensure that detailed records and minutes are kept of all matters relating to pay.
8. Ensure that the policy is operated in a fair, consistent and objective manner.
9. Be accountable for decisions taken on matters relating to pay.
10. To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis
11. To approve and review a Performance Management policy for all staff
12. To review and agree policies relating to Personnel as delegated by the Governing
13. To oversee the process leading to staff reductions
14. To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
15. To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
16. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
17. To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
18. To consider any appeal against a decision on pay grading or pay awards

In partnership with the Headteacher:

19. To draft and keep under review the staffing structure in consultation
20. Ensure that when new appointments or awards are made, costs remain within the budget.
21. Ensure that the Governing Body complies with the appraisal regulations.
22. Ensure each member of staff has a clear job description.
23. Ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting appeals to the governors' Appeal Panel.
24. Identify the criteria for progression up the pay spine and for withholding progress, enhancement or pay related to extra responsibility, regrading and discretionary payments.
25. Inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time.

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COMPLAINTS COMMITTEE

Name of Committee:	Complaints Committee
Number of Governors:	Minimum of 3 Governors
Quorum:	3 Governors (including Headteacher)

Membership:

The Committee shall consist of at least three eligible governors. Every governor (other than the Headteacher and staff governor(s)) is eligible for membership.

Governors with detailed knowledge of a case should not sit on the Committee when that case is being considered.

Quorum: Three governors

Meetings: The Complaints Committee shall meet on an as required basis.

Chair:

The committee shall agree a Chair at each meeting

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Terms of reference:

- To make any determination or decision under the Governing Body's General Complaints Procedure for parents and others.
- To communicate the process and outcome of the hearing to concerned parties.

PUPIL DISCIPLINE COMMITTEE

Membership: Three governors

Quorum: Three.

1. In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

DISCIPLINARY COMMITTEE

Membership: Three governors

Quorum: Three.

1. To consider disciplinary cases in line with the governing body's disciplinary procedures
2. To consider grievances in line with the governing body's grievance procedure.
3. To consider appeals in line with the governing body's procedures

PUPIL DISCIPLINARY APPEALS COMMITTEE

Membership: Three governors

Quorum: Three.

1. To consider appeals against fixed term exclusions which aggregate 15 days or more for any one pupil in a single term.
2. To consider appeals against permanent exclusions.
3. To consider any other appeals against fixed term exclusions