

## Full Governing Body Terms of Reference

### **Governing Body's Key Purpose**

Ensure that the school provides the best possible education for all pupils by establishing the school's strategy, challenging and supporting the headteacher and ensuring accountability in line with our Christian ethos.

### **Governing Body Membership**

As detailed in the school's instrument of government

### **THE FULL GOVERNING BODY**

*Composition:*

- 1 LA Governor
- 8 Foundation Governors (must outnumber all other governors by 2)
- 2 Parent Governors
- 2 Staff Governors including the Headteacher
- 1 Co-Opted Governor
- 1 Clerk (non-voting)

### **Quorum**

The quorum for any full governing body meeting is one half of the membership of the governing body (rounded up and excluding vacancies).

### **Chairing/Clerking Arrangements**

Meetings will be chaired by the chair of governors or the vice chair of governors in the chair's absence. The appointed clerk to the governing body will take the minutes.

### **Frequency of Meetings**

At least 3 meetings a year. We aim to meet 6 times a year including one afternoon meeting.

### **COMMITTEES' TERMS OF REFERENCE**

Each governors' committee has delegated powers of decision making on policy matters relating to the specific areas of school organisation. Each committee is accountable to the full governing body and should report to them via **formal minutes of meetings**.

Each committee may from time to time co-opt persons with particular expertise

## **Staffing and Curriculum Committee Terms of Reference**

### **Committee's Key Purpose**

Fulfil the range of governing body responsibilities related to staffing and the school curriculum, except those performed by the full governing body or delegated to the head teacher.

### **Committee Membership**

At least 4 governors, including the head teacher

### **Quorum**

3 governors

### **Chairing/Clerking Arrangements**

The chair of the committee (currently Michaela Johns) will be elected at the first full governing body meeting of each academic year.

### **Frequency of Meetings**

At least 3 meetings a year.

### **Delegated Responsibilities**

See governing body decision planner.

### **Aim**

To fulfil the staffing responsibilities as set out in the Scheme of Delegation and meet the following aims for the curriculum:

#### Curriculum

- To review the content, balance and structure of the Schools' curriculum
- To consider suggestions from the head about changes in the school's curriculum policy and contribute to future planning by making suggestions to the headteacher.
- To review and monitor the curricular aspects of the School Development Plan
- To hear parents complaints over the curriculum
- To be active in drawing up a behaviour policy for the school and ensuring that behaviour within the school allows the delivery of the national curriculum
- To establish a sex education policy (called personal relationships in our school) and ensure that copies of the policy are freely available to parents
- To ensure that collective worship is taking place in accordance with the church voluntary aided status of the school
- To ensure that Religious Education is taking place in accordance with the guidelines for VA schools and to monitor at least once per year.

## Communications

- To oversee press releases, marketing and school publicity
- To ensure the school brochure / online information is kept fully updated

## Special Needs

- To appoint one governor to work closely with the SENCO and monitor special needs provision in the school

## Staffing

- To assist in all staff appointments
- To decide the number of staff and the level of the posts, to decide overall procedures for appointing staff, to advertise vacancies and to decide the specification for any vacant post all in consultation with the whole governing body and head teacher
- To use the county capability procedures to deal with incompetent teachers
- To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff
- To dismiss an employee or suspend after consultation with the full governing body and headteacher according to procedures laid down by government

## Frequency of meetings

- To observe lessons three times per year and to attend three collective worships per year
- To meet as a committee at least once per term and thereafter as needed.
- To attend staff meetings where necessary to fulfil obligations
- To all attend the annual School Development Plan Review meeting

## Timeline of Actions

September- approve curriculum aspects of SDP

November – Annual review of Performance Management Policy

December – Headteacher’s Performance Management

December / January – Agree Pay Policy and Staffing Structure

January – review SDP

March – review self-evaluation

March – June – Review staffing needs in line with budget and school requirements

June – analyse curriculum results

June – Headteacher’s mid year Performance Management

August – HT to finalise SDP and main curriculum focus

**There will be policies to be reviewed at every meeting.**

## **Finance and Premises Committee Terms of Reference**

### **Committee's Key Purpose**

Fulfil the range of governing body responsibilities related to school finance and premises, except those performed by the full governing body or delegated to the head teacher.

### **Committee Membership**

At least 5 governors including the head teacher and chair of the governing body.  
The committee will nominate a Health and Safety Governor

### **Quorum**

3 governors

### **Chairing/Clerking Arrangements**

The chair of the committee (currently George Cordle) will be elected at the first full governing body meeting of each academic year.

### **Frequency of Meetings**

At least 3 meetings a year.

### **Delegated responsibilities**

See governing body decision planner plus the following:

- The Committee shall:
- Ensure that the financial conditions and arrangements laid down by the DfE and other relevant authorities are complied with.
- Report its actions and / or recommendations, wherever possible in writing, to each ordinary meeting of the Governors.
- Recommend to the Governing Body the annual allocation of funds to individual cost centres.
- Have executive powers to:
  - Consider monthly statements of income and expenditure and decide on any corrective action, including minor virements.
  - Make recommendations to the Governing Body on any major virement of funds.
- Require advance information from other committees of the Governing Body or from the School on all matters which can be deemed to have a material financial implication if implemented.
- Review other financial matters as appropriate.
- Ensure that the fabric of the school building is maintained to a proper standard.
- Ensure the safety of all pupils, staff and visitors with regard to building and grounds.
- Consider and carry out improvements and replacements that are necessary or desirable (up to a limit of £5,000).
- Deal with matters of health and safety.
- Review all school accounts.
- Meet regularly as it decides.

- Provide at least one member to serve on the Pay Panel.
- Ensure that the minutes of all meetings are kept and distributed, as the Governing Body requires.

### **Finance Aims**

- To recommend an annual budget to best meet the needs of our pupils.
- To monitor spending in order to advise other committees and make any necessary virements.
- To exercise internal financial control.
- To comply with all SFVS requirements and to submit an annual return.

### **Premises Aims**

- To prepare long term proposals for the development of the school.
- To formulate the long term strategy to develop and maintain the premises.
- To prioritise, initiate and evaluate programmes of improvement and development.
- To monitor spending of the BRM Budget and our Capital funding (DFC).
- To ensure that the school is compliant with all health and safety legislation.
- To obtain and check buildings, contents and public liability insurance.

### **Voting Procedure**

Only Governors may vote. In the event of a tie, the Chairman of the meeting shall have a casting vote.

### **Timeline of Actions for Finance**

Budget monitoring is termly by SBM

I and E Reports are quarterly – September, December, March, (nothing in June)

Accuracy of the draft budget is dependant on the timing of software upgrades

September- approve budget headings in SDP

December – school fund check (not in committee time)

January – Benchmarking (data released mid November),

February - 1<sup>st</sup> draft budget (not in committee time)

February – review inventory check by IT Technician (not in committee time)

March – Delegated Funding certificate, 2<sup>nd</sup> draft budget

New Financial year

April / May – 3<sup>rd</sup> draft budget, allocate draft budgets for curriculum

June – Finalise Budget for approval by FGB, go through pre-certification checklist, approve SIC, approve Best Value statement and submit Budget by 30<sup>th</sup> June

August – HT to finalise SDP and budget headings

### **Timeline of Actions for Premises**

Premises policies (Lettings/ no smoking etc) every 3 years except Health and Safety (annual)

September- Draft bids for LCVAP funding.

December – Walk around school site and note general condition.

January – Health and Safety Risk Assessments

March – Review issues from the H&S Risk Assessments, plan any buildings maintenance / development ready for new SDP

April / May – Agree any additional maintenance / developments with Diocese

August – HT to finalise SDP and premises issues headings

### **Staffing Panel Terms of Reference**

#### **Panel's Key Purpose:**

Fulfil the range of governing body responsibilities relating to individual members of staff as set out in adopted staffing procedures and as required in school governance legislation.

#### **Panel Membership**

At least 3 non-staff governors from the Staffing & Curriculum Committee

#### **Quorum**

3 governors

#### **Chairing/Clerking Arrangements**

The chair of the committee will be elected as and when necessary. Minutes of staffing panel meetings will be taken by the clerk to governors.

#### **Frequency of Meetings**

Meetings will be convened by the chair of the committee as required.

#### **Delegated responsibilities**

See governing body decision planner.

Consider matters relating to individual members of staff, as required in the range of adopted staffing procedures e.g. redundancy, termination of employment, discipline, grievance.

## **Staffing Appeals Panel Terms of Reference**

### **Panel's Key Purpose**

Fulfil the governing body's responsibility to establish an appeals process for individual members of staff who wish to appeal against decisions made by the staffing panel.

### **Committee Membership**

At least 3 governors **Three OTHER non-staff Governors (NOT members of the Staffing Panel)**

### **Quorum**

3 governors

### **Chairing/Clerking Arrangements**

The chair of the panel will be elected as and when necessary. Minutes of appeal panel meetings will be taken by the clerk to governors.

### **Frequency of Meetings**

Meetings will be convened by the clerk to governors as required.

### **Delegated Responsibilities**

See governing body decision planner.

Consider matters relating to individual members of staff, as required under the range of adopted staffing procedures e.g. redundancy, termination of employment, discipline, grievance.(when member of staff is appealing against decision of staffing panel).

## **Pupil Discipline Committee Terms of Reference**

### **Committee's Key Purpose**

Fulfil governing body responsibilities relating to the exclusion of individual pupils.

### **Committee Membership**

At least 3 governors

### **Quorum**

3 governors

### **Chairing/Clerking Arrangements**

The chair of the committee will be elected as and when necessary. Minutes of meetings will be taken by the clerk to governors.

### **Frequency of Meetings**

Meetings will be convened by the clerk to governors as required.

### **Delegated Responsibilities**

See governing body decision planner.

Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days a term or at risk of being unable to sit a public examination

### **Follow statutory exclusions guidance (effective from Sept 2017).**

- a. Where a student has been excluded from school for 5 (but less than 15) days or had a series of exclusions which total 5 (but less than 15) days, any one governor from the Panel to meet with the Headteacher and Parents to discuss a student's behaviour and issue a formal warning, according to school and LA policies.
- b. Where a student has been excluded for 15 days or more in any one term, they and their parents should meet with three of the Panel. The Panel will receive information from the school about the exclusion and consider the views of the parents in deciding whether to uphold the exclusion or recommend reinstatement.
- c. When all other meetings, negotiations, sanctions and a formal warning have failed to improve a student's behaviour, any three members of the Panel meet to receive information, hear evidence and reach a decision concerning a student's future education or decide whether a permanent exclusion should be recommended.



## **Parental Complaints Panel Terms of Reference**

### **Panel's Key Purpose**

Fulfil governing body responsibilities outlined in parental concerns procedure.

### **Committee Membership**

At least 3 governors

### **Quorum**

3 governors

### **Chairing/Clerking Arrangements**

The chair of the panel will be elected as and when necessary. Minutes of meetings will be taken by the clerk to governors.

### **Frequency of Meetings**

Meetings will be convened by the clerk to governors as required.

### **Delegated Responsibilities**

As defined in the parental complaints procedure

## **PR and Marketing Committee Terms of Reference**

### **Committee's Key Purpose**

- To oversee the development of the website
- To target PR and marketing via the local press
- To develop relationships with the local community

### **Committee Membership**

At least 3 governors

### **Quorum**

2 governors

### **Chairing/Clerking Arrangements**

The chair (currently Luci Phillips) will be elected at the first full governing body meeting of each academic year. A clerk will be nominated from amongst the governors present at each meeting.

### **Frequency of Meetings**

Meetings will be convened as required.

### **Ongoing Actions**

- Decide on events to target for PR & marketing opportunities
- Review community links
- Review website

## **Admissions Committee Terms of Reference**

### **Committee's Key Purpose (can be dealt with via e-mail as necessary)**

#### **Aims**

- To consider any applications for admissions which fall outside of the normal procedure
- In the event of an Appeal, one governor to consult with the Diocesan Board of Education to obtain advice on arrangements for appeals.
- To review, recommend and implement the Admissions Policy.
- To recommend the PAN to the FGB.
- To appeal against LA directions to admit pupils.

### **Committee Membership**

At least 4 governors

### **Quorum**

3 governors

### **Chairing/Clerking Arrangements**

The chair of the panel (currently Amanda Brockway) will be elected at the first full governing body meeting of each academic year. A clerk will be nominated from amongst the governors present at each meeting.

### **Frequency of Meetings**

Meetings will be convened by the clerk to governors as required.

**Governor subject monitoring responsibilities 2018 - 2019**

<b>Curriculum subject</b>	<b>Governor responsible</b>
Art	LH
Data and Assessment	PH
DT	LW
EYFS	LP
French	LP
Geography	JB
Health & Safety	TK
History	JB
ICT	MJ
Literacy	GC
Music	SF
Online Safety	CB
Numeracy	TK
PE	GC
PSHE	KH
Pupil Premium	JB
RE	CB
Safeguarding	CB
Science	JB
SEN /AGT	LP

## Composition of Sub-Committees 2018-2019

### **Finance and Premises**

Michael Gibb  
Amanda Brockway  
Andi Chalk  
George Cordle (Chair)  
Louise Hall  
Keith Hitchings  
Peter Hornsby  
Tim King (H&S)

### **Curriculum and Personnel**

James Barnett  
Revd Catherine Blundell  
Amanda Brockway  
Annie Cadge  
Sharron Fortnam  
Michael Gibb  
Louise Hall  
Michaela Johns (Chair)  
Luci Phillips (SEND, PR)  
Leanne Willshire

### **PR and Marketing**

Luci Phillips (Chair)  
Amanda Brockway  
Andi Chalk

### **Online Safety**

Revd Catherine Blundell  
Amanda Brockway  
Michael Gibb

### **Pay Panel**

George Cordle  
Michael Gibb  
Louise Hall  
Peter Hornsby

### **HT Performance Management**

Revd Catherine Blundell  
Michael Gibb  
Louise Hall  
Peter Hornsby

### **Review Officer (in case of appeal from HT)**

Tim King

### **Admissions**

Amanda Brockway (Chair)  
Andi Chalk  
Michael Gibb  
Louise Hall

### **Ethos**

Amanda Brockway (Chair)  
Louise Hall  
Revd Catherine Blundell

### **Pupil Discipline Panel**

3 Governors decided as and when necessary

### **Staffing Dismissal Panel**

3 Governors decided as and when necessary

### **Staffing Dismissal Appeals Panel**

3 Governors decided as and when necessary

### **Parental Complaints Panel**

3 Governors decided as and when necessary