



Thorns Community



Infant School

**Park Hill Thorns Federation Governing Body**

**Terms of Reference**

**Updated: October 2016**

Successful, confident learners. Responsible, compassionate individuals.

<b>The Full Governing Body</b>	
<b>The role of the governing body</b>	The Full 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, evaluate and review policies, targets and priorities.
<b>Quorum</b>	The quorum for a full governing body meeting and vote must be one half (rounded up to the nearest whole number) of the membership of the governing body when complete excluding any government vacancies, with staff members not in the majority.
<b>Reporting arrangements</b>	Reporting arrangements <u>must</u> be established between the governing body and its standing committee which ensures a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body
<b>Terms of Reference</b>	<i>*These matters below cannot be delegated to either a committee or an individual</i>
	To agree constitutional matters*, including procedures when the governing body has discretion
	To appoint new governors where appropriate* and recruit new members as vacancies arise
	To hold at least eleven governing body meetings a year*
	To appoint or remove the Chair and Vice Chair*
	To appoint or remove the Clerk to the governing body*
	To establish the committees of the governing body and their terms of reference*
	To suspend a governor*
	To appoint or remove the Executive Head teacher and Heads of Teaching and Learning.
	To decide which functions of the governing body will be delegated to committees, groups and individuals*
	To receive reports from any individual, group 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 Special Education Needs Policy and to approve revisions where appropriate*
	To approve the first formal budget plan of the financial year
	To approve the Health and Safety Policy and to approach revisions where appropriate*
	To review the delegation arrangements annually*
<b>School Improvement</b>	To agree, monitor and evaluate the application and impact of the Federation Learning Improvement Plan (FLIP) and recommend changes where necessary
	To ensure that the school's self-evaluation processes are regularly reviewed and updated
<b>Curriculum</b>	To consider standards and other matters relating to the school's curriculum, including statutory requirements and the <b>School's Curriculum Policy and Teaching and Learning Policy</b>
	To monitor and evaluate the impact of governing body policies including the statutory <b>Sex Education Policy</b> , religious education, collective worship and drug education
	Monitor and evaluate the application and impact of how the school promotes the pupils' spiritual, moral, social and cultural development
	To monitor and evaluate pupil achievement against a range of targets (school, local, national)
	To review <b>SEN policy</b> and monitor and evaluate the application, impact of

	activities relating to education, assessment, funding and review of children with Special Educational Needs and have regard to the SEN Code of Practice
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)
<b>Pupils, parents and community</b>	To approve and review the school information published on a website and ensure that it meets legislative requirement
	To adopt the <b>school behaviour policy</b> , including the <b>school anti-bullying policy</b> . To approve and review the <b>Written Statement of Behaviour Principles</b>
	To monitor and evaluate periodically the application and impact of the school's role in the community, including the school's public relations
	To adopt the school <b>equal opportunities policy</b> and to monitor and review the impact regularly
	To review, at least annually, the overall pattern and use of exclusions within the school
	To monitor and evaluate the governing body's other policies to ensure inclusion (in regard to gender, social disadvantaged, race equality and disability discrimination)
	To regularly monitor and review pupil attendance and where necessary review strategies for improving attendance
	To monitor and evaluate the application and impact of provision for children looked-after by the local authority
	To monitor and evaluate the school's compliance with the welfare requirements of the Early Years Foundation Stage.
<b>Finance</b>	In consultation with the Executive Headteacher, to draft any budget plans for the financial year
	To review the supporting evidence and approve annually the school's statement under the Schools Financial Value Standards (SFVS)
	To monitor income and expenditure against budgeted plans, drawing attention to significant anomalies from the anticipated position
	To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate
	To ensure economy, efficiency and effectiveness of resources
	To review and approve annually the details and applications of the school's Financial regulations, Scheme of Delegation, Asset Register, Asset Management Plan, Best Value Statement and Financial Risk and Control
	To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds and monitor and approve the audit reports
	To review regularly the register of business interests of teachers and governors
	To monitor and evaluate the impact of the Pupil Premium Funding
	To monitor and evaluate periodically the application and impact of the <b>charging and remissions policies</b> ; to approve changes to the policies
	To review periodically appropriate financial benchmarking data, in order to compare the schools with others, and make recommendations
<b>Staffing</b>	To monitor and evaluate annually the application and impact of the performance management policy including for the whole school; to approve changes to the <b>Teacher Appraisal Policy</b>
	To assess the resource implications of proposed staffing arrangements
	To agree, monitor and evaluate periodically the application and impact of the

	arrangements for the appointment of all members of staff
	To approve applications for early retirement, secondment and leave of absence not covered by local arrangements
	To agree, monitor and evaluate periodically the application and impact of the policy on the management of staff absence
	To review periodically the provision for the support of NQTs and receive general reports about the progress of NQTs
	To monitor and evaluate periodically the application and impact of the schools' statement of procedures for dealing with allegations of abuse against staff
	To be involved in the appointment of all teachers with a governor part of the selection and interview panel.
<b>Health and Safety</b>	To monitor and evaluate periodically the application and impact of <b>Health and Safety Policy</b> and procedures
	To approve off-site visits and activities of more than 24 hours or which involve hazardous pursuit or journey by air or sea and to ensure that the school follow the procedures as laid down in the Local authority's Off-Site Activities guidelines
<b>Premises</b>	To monitor and review periodically the adequacy, application and impact of premises and asset management and associated documents
	To agree, monitor and review periodically the application and impact of the hiring/lettings policy
	To agree the <b>Accessibility Plan</b> and monitor its application and impact
	To monitor and evaluate the application and impact of out of school provision (Brambles and Capellas)
<b>Headteacher's Performance Review</b>	To carry out the Governing Body's functions relating the performance review of the Executive Headteacher
<b>Data Protection</b>	To monitor and evaluate the <b>Data Protection Policy</b> and the <b>Freedom of Information Publication scheme</b>
<b>Safeguarding</b>	To monitor and review annually the adequacy, application and impact of the <b>Safeguarding policy</b> and procedures; to approve changes to the policy and procedures; to report annually to the LA including the <b>Central Record</b> or recruitment and vetting checks
<b>Complaints</b>	To monitor and evaluate periodically the application and impact of the schools' <b>complaints and appeals policies</b> and procedures; to approve changes to the policies and procedures including the <b>Complaints Procedure statement</b>
<b>Other</b>	To carry out any other premises-related tasks as delegated by the governing body
	<b>Governors will follow the NGA Code of Conduct (Appendix 1)</b>

## Hearings Committee

**Terms of reference:**

- To make any determination to dismiss any member of staff (*unless delegated to the Executive Head Teacher*)
- To make any decisions under the governing body’s personnel procedures e.g. disciplinary, grievance, capability where the Executive Headteacher is the subject to action\*
- To make any decisions relating to any member of staff other than the Executive Headteacher, under the governing body’s personnel procedures (*unless delegated to the Executive Head Teacher*)
- 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 disapplications, and the operation of the Governing Body’s Charging Policy
- *Additional items which individual governing bodies may wish to include*

**\*cannot be delegated to an individual**

**Membership** – Not less than 3 members of the governing body plus 2 reserves  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**NOTE:** It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member

<b>These terms of reference agreed by the governing body</b>	/	/
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<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
As required	
(reserve)	

<b>Chair of the Committee</b>	
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<b>Clerk to the Committee</b>	
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<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	
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<b>Date Committee established</b>	/	/	
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## ***The Appeals Committee***

**Terms of reference:**

- *To consider any appeal against a decision to dismiss a member of staff made by the Hearings 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\**
- *Additional items which individual governing bodies may wish to include*

**\*cannot be delegated to an individual**

**Membership** – No fewer members than the Hearings Committee including 2 reserves

**Disqualification** –       The Executive Headteacher  
                                       Any members of the Hearings Committee

**NOTE:** It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member

<b>These terms of reference agreed by the governing body</b>	/	/
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<i><b>Name of Governor</b></i>	<i><b>Date Appointed to the Committee</b></i>
As required	
(reserve)	

<b><i>Chair of the Committee</i></b>	
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<b><i>Clerk to the Committee</i></b>	
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<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	
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<b><i>Date Committee established</i></b>	/	/	
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<b>Date of review:</b>	/	/	
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## ***Pupil Discipline Committee***

**Terms of reference:**

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)\* *There is now no requirement to meet parents*
- 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 within 50 school days of 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 within 15 school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the “Exclusion from Maintained Schools, academies and Pupil Referral document is practised in the school, with specific reference to the role assigned to the governing body
- Liaise with the governing body, and make recommendations on changes to the behaviour policy

**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 Executive Headteacher  
   Any governor with prior knowledge of the pupil or the incident

**NOTE:** It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member

<b>These terms of reference agreed by the governing body</b>	/ /
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<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
As required	
(reserve)	

<b><i>Chair of the Committee</i></b>	
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<b><i>Clerk to the Committee*</i></b>	
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<b>Quorum</b>	<b>3</b>
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<b><i>Date Committee established</i></b>	/ /
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<b>Date of review:</b>	/ /
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***Pay***

***Committee***

**Terms of reference:**

The Pay Committee will have full delegated powers from the Governing Body/Academy Trust Board to take all decisions relating to pay in accordance with the approved school pay policy. Specifically this will include:

- i. Ensuring that the whole school pay policy observes all statutorily and contractual obligations, notable including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy)
- ii. Reviewing the whole school pay policy and making recommendations to the full Governing Body/Academy Trust Board for amendment where necessary
- iii. Reviewing the school pay structure on an annual basis to consider the impact of an changes to nationally recommended pay rats and reporting to the Governing Body/Academy Trust Board as appropriate
- iv. Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff
- v. Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the Executive Headteacher and where appropriate other members of the school leadership team
- vi. In accordance with the pay policy, determine appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate
- vii. Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy
- viii. Recommend the annual pay budget, including pay progression to the governing body
- ix. Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Executive Headteacher
- x. Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- xi. To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the full Governing Body/Academy Trust Board

**Committee Membership**

The Pay Committee will consist of at least 4 governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 3 governors.

<b>These terms of reference agreed by the governing body</b>	2 / 11 / 2016
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<i><b>Name of Governor</b></i>	<i><b>Date Appointed to the Committee</b></i>
Patrick Arben	12 <sup>th</sup> September 2016
Jonathan Cousins	12 <sup>th</sup> September 2016
Rachael Costello	12 <sup>th</sup> September 2016
Peter Talbot	12 <sup>th</sup> September 2016

<i><b>Chair of the Committee</b></i>	Patrick Arben
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<i><b>Clerk to the Committee</b></i>	Claire Jackson
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## Appendix 1

### Model Procedures:

## Code of Conduct

Legislation, policies and procedures



### National Governors' Association

The National Governors' Association (NGA) is an independent charity representing and supporting governors, trustees and clerks in maintained schools and academies in England. The NGA's goal is to improve the well-being of children and young people by increasing the effectiveness of governing boards and promoting high standards. It does this by providing information, guidance, research, advice and training. It also works closely with, and lobbies, UK government and educational bodies, and is the leading campaigning national membership organisation for school governors and trustees.

The NGA online Guidance Centre is the information hub for governors. It supports you in your role as a governor, giving you access to up to date guidance and advice covering all aspects of school governance, including finance; staffing; Ofsted; curriculum; special educational needs; legislation and school improvement.

Practical governance resources include sample documents; templates; checklists; information summaries; insights; case studies and much more.

To join NGA and receive regular updates, contact:

T: 0121 237 3780 | E: [membership@nga.org.uk](mailto:membership@nga.org.uk) | [www.nga.org.uk](http://www.nga.org.uk)

# Code of Conduct for School Governing Boards

## 2016 Version

This code sets out the expectations on and commitment required from school governors, trustees and academy committee members in order for the governing board to properly carry out its work within the school/s and the community. It can be amended to include specific reference to the ethos of the particular school. Unless otherwise stated, 'school' includes academies, and it applies to all levels of school governance.

This code can also be tailored to reflect your specific governing board and school structure, whether that is as a maintained school or academy, either as a single school or group of schools. Where multiple options are given, i.e. lead executive/headteacher and governor/trustee/academy committee member, please amend to leave the option relevant to your governing board.

### **The governing board has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the lead executive/headteacher
- Monitoring progress towards targets
- Performance managing the lead executive/headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

## As individuals on the board we agree to the following:

### Role & Responsibilities

- We understand the purpose of the board and the role of the lead executive/headteacher.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the lead executive/headteacher.

### Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the lead executive/headteacher and undertaken within the framework established by the governing board.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.

- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Edubase).

## Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors/trustees/academy committee members.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the lead executive/headteacher, staff and parents, the trust, the local authority and other relevant agencies and the community.

## Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

## Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

## Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

### The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

Adopted by the governing board of Park Hill Thorns Federation on 4<sup>th</sup> October 2016.