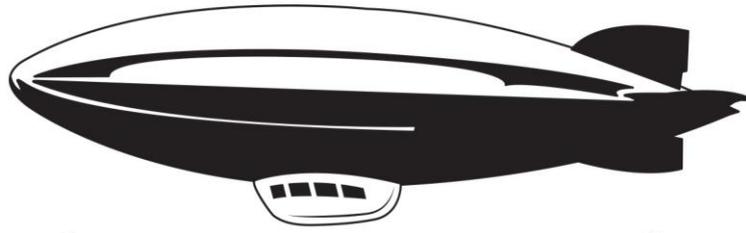


Shortstown



Primary School

**TERMS OF REFERENCE**

**SHORTSTOWN PRIMARY SCHOOL**

**Beuvais Square**

**Shortstown**

**Bedford MK42 0GS**

**2016**

## 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 Bedfordshire County 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 Governors, Pupils, Staff Members**

## 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 second expertise where appropriate to full board of governors and to committees, even if they are not a member of the existing full board of Governors**

**\*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** | Jan 2016

Name of Governor	End of term of Office
Corinne Royden	Sept 2017
Lesley Adam	Sept 2017
Kate Hudson	Sept 2017
Christine Jobson	Sept 2017
Gina Bobbett	Sept 2017
Miriam Jameson (associate member)	Sept 2017
Karen Chamberlain	Sep 2019
Ellie Gauntlett	Sep 2019
Simon Steele	Sep 2019

**Chair of the Governing Body** | Corinne Royden

**Vice-Chair of the Governing Body** | Christine Jobson

**Clerk (s) to the Governing Body** | Graham Lampard

**Quorum:** | **One half of the number of Governors in post**

# Steering or Chairs' Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher and the Chairman of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective. **If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such import they should be transferred to the Governing Body.***

## **DUTIES TO BE UNDERTAKEN BY FULL GOVERNING BODY**

### **Terms of reference:**

- To meet soon after the LA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Simon Steele	September 2019
Corinne Royden	September 2019
Denise Cottam	September 2019
Kate Hudson	September 2019
Christine Jobson	September 2019

<b>Chair of the Committee</b>	Corinne Royden
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<b>Clerk to the Committee</b>	Graham Lampard
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	
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<b>Date Committee established</b>	26 / 09 /13
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<b>Date of review:</b>	-/01/2018
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# Hearings Committee

**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 decisions relating to any member of staff other than the Headteacher, under the Governing Body’s personnel procedures (*unless delegated to the Headteacher*)
- 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:

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

**Membership** – not less than 3 members of the Governing Body  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher

(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)

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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Name of Governor	Date Appointed to the Committee
(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, committee can determine higher number)</b>	
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<b>Date Committee established</b>	/ /	<b>Date of review:</b>	-/01/17
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**TO BE DECIDED AS AND WHEN NECESSARY**

# 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\*

\*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** | Jan 2016

Name of Governor	Date Appointed to the Committee
(reserve)	

**Chair of the Committee** |

**Clerk to the Committee \*** |

**Quorum (minimum of 3, committee can determine higher number)** |

**Date Committee established** | / /

**Date of review:** | -/01/17

TO BE DECIDED AS AND WHEN INCIDENT OCCURS

# 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*)
- 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 6<sup>th</sup> and 50<sup>th</sup> 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 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- 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

## 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)

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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Name of Governor	Date Appointed to the Committee

<b>Chair of the Committee</b>	
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<b>Clerk to the Committee *</b>	
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<b>Quorum:</b>	3
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<b>Date Committee established</b>	
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<b>Date of review:</b>	-/01/17
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TO BE DECIDED AS AND WHEN INCIDENT OCCURS

# Finance & Personnel Committee

## **Finance Terms of reference:**

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To receive and where appropriate respond to any internal audit reports
- The Deputy Head will have the authority of the Head Teacher to continue the day to day running of the school's financial affairs when the Head Teacher is unable to do so
- To document selection criteria for quotations, clearly identifying the reasons for the choice of preferred supplier in each case.
- To ensure that procedure for the write off, disposal or reporting losses of equipment are recorded, distributed and followed.
- The committee will, at the first meeting of the academic year:
  - make recommendations on the appointment of the committee chair
  - review the terms of reference and remits for the committee
  - report on these to the next full meeting of the GB
- The committee will ensure that each meeting is clerked and agenda and minutes produced
- The committee will hold at least one meeting each term

## **Personnel Terms of reference:**

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff\*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- The committee will, at the first meeting of the academic year:
  - make recommendations on the appointment of the committee chair
  - review the terms of reference and remits for the committee
  - report on these to the next full meeting of the GB
- The committee will ensure that each meeting is clerked and agenda and minutes produced
- The committee will hold at least one meeting each term

\* 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

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Karen Chamberlain	G	Sep 2019
Denise Cottam	G	Sep 2019
Lesley Adam	G	Sep 2019
Corinne Royden	G	Sep 2019
Christine Jobson	G	Sep 2019
Trish Mullholland	AM	Sep 2019
Gina Bobbett	G	Sep 2019

<b>Chair of the Committee</b>	Christine Jobson
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<b>Clerk to the Committee</b>	Graham Lampard
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	26.9.13	<b>Date of review:</b>	-/01/2019
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## Curriculum Committee

### Terms of reference:

- 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 oversee arrangements for educational visits, including the appointment of a named co-ordinator
- The committee will, at the first meeting of the academic year:
  - make recommendations on the appointment of the committee chair
  - review the terms of reference and remits for the committee
  - report on these to the next full meeting of the GB
- The committee will ensure that each meeting is clerked and agenda and minutes produced
- The committee will hold at least one meeting each term

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Corinne Royden	G	Sep 2019
Lesley Adam	G	Sep 2019
Denise Cottam	G	Sep 2019
Christine Jobson	G	Sep 2019
Ellie Gauntlett	G	Sep 2019
Kate Hudson	G	Sep 2019
Gina Bobbett	G	Sep 2019

<b>Chair of the Committee</b>	Corinne Royden
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<b>Clerk to the Committee</b>	Graham Lampard
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	26.9.13
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<b>Date of review:</b>	-/01/2019
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# Premises & Health and Safety

## Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- The committee will, at the first meeting of the academic year:
  - make recommendations on the appointment of the committee chair
  - review the terms of reference and remits for the committee
  - report on these to the next full meeting of the GB
- The committee will ensure that each meeting is clerked and agenda and minutes produced
- The committee will hold at least one meeting each term

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Denise Cottam	G	Sep 2019
Lesley Adam	G	Sep 2019
Simon Steele	G	Sep 2019
Corinne Royden	G	Sep 2019
Kate Hudson	G	Sep 2019
Ellie Gauntlett	G	Sep 2019

<b>Chair of the Committee</b>	Simon Steele
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<b>Clerk to the Committee</b>	Graham Lampard
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	26.9.13
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<b>Date of review:</b>	-/01/2019
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# Personnel Committee

This Committee was absorbed into the Finance Committee to form the Finance & Personnel Committee on 22<sup>nd</sup> March, 2012. [See Committee details above]

# Headteacher's Performance Review Group

**Terms of reference:**

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, 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 make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- The committee will, at the first meeting of the academic year:
  - make recommendations on the appointment of the committee chair
  - review the terms of reference and remit for the committee
  - report on these to the next full meeting of the GB
- The committee will ensure that each meeting is clerked and agenda and minutes produced
- The committee will hold at least one meeting each term

**Membership – 3**

**Disqualification** – The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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Name of Governor	Date Appointed to the Group
Lesley Adam	Sep 2019
Corinne Royden	Sep 2019

<b>Chair of the Group</b>	Lesley Adam
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<b>Review Officer</b>	
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<b>Quorum (minimum of 2 suggested)</b>	2
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<b>Date Group established</b>	26.9.13
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<b>Date of review:</b>	-/01/2019
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# Pay and Review Committee

## Terms of reference:

- To draft the Pay Policy for the school, with the purpose of recommending adoption by the governing body.
- Each year, to review the salaries of all staff up to and including the Deputy Headteacher, with effect from 1st September, in accordance with existing arrangements and the School Teachers' Pay and Conditions Document, and after taking the advice of the headteacher in relation to the meeting of performance objectives where appropriate.
- To agree the award of additional points of responsibility/management points to teachers.
- To ensure that teachers are informed, in writing, of the basis upon which their place on the existing pay spine has been determined.
- To undertake salary reviews at any other time the governing body directs that there is a need to do so.
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
- Following the above action, to inform the Finance Committee of approved salaries, for inclusion in the budget.
- The committee will, at the first meeting of the academic year:
  - make recommendations on the appointment of the committee chair
  - review the terms of reference and remits for the committee
  - report on these to the next full meeting of the GB
- The committee will ensure that each meeting is clerked and agenda and minutes produced
- The committee will hold at least one meeting each term

*(NB. The full governing body should not approve salaries as this does not leave a group of governors able to act in any appeal situation)*

**Membership** – 3 plus Headteacher

**Disqualification** – Persons other than the headteacher who are employed at the school may not be members of this committee

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Lesley Adam	Sep 2019
Corinne Royden	Sep 2019
Denise Cottam	Sep 2019
Christine Jobson	Sep 2019

<b>Chair of the Group</b>	Christine Jobson
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<b>Review Officer</b>	
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<b>Quorum</b>	3
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<b>Date Group established</b>	Sep 2013
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<b>Date of review:</b>	01/2019
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# Pay and Review Appeals Committee

**Terms of reference:**

- To consider and decide on any appeals against the decision of the first committee in respect of pay awards, in accordance with Local Authority procedures and taking account of the current School Teachers' Pay and Conditions Document and any relevant information and advice provided..
- The committee will inform all parties of decisions in writing, within one working day of the appeal meeting taking place.

*(NB. There must be no fewer governors on the Pay Appeal Committee than there were on the Pay Committee. The committee may wish to have a Personnel officer of the Local Authority present to offer advice.)*

**Membership – 3**

**Disqualification –** The headteacher and any persons who are employed at the school. Any persons who were on the Pay Committee.

<b>These terms of reference agreed by the Governing Body</b>	Jan 2016
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>

<b>Chair of the Group</b>	
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<b>Review Officer</b>	
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<b>Quorum</b>	3
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<b>Date Group established</b>	
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<b>Date of review:</b>	-/1/17
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TO BE DECIDED AS AND WHEN NECESSARY

# 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	Liaising with	Reporting to
Safeguarding	Lesley Adams	Safeguarding Lead	Governing Body
SEND & Inclusion & Child Protection	Lesley Adam	SENCO/Headteacher, Child Protection Co-ordinator	Steering/Curriculum/Gov.Body
Link Governor - Training	Graham Lampard	LA Governor Support	Governing Body
P1 - Leadership and management	Corinne Royden	Head Teacher	Steering/Curriculum/Gov.Body
P2 – Outcomes for learners and other children	Ellie Gauntlett	Head Teacher, Assistant Head for Curriculum	Steering/Curriculum/Gov.Body
P3 – Progress of vulnerable groups	Karen Chamberlain	Head Teacher	Steering/Curriculum/Gov.Body
P4 – Quality of Teaching learning and assessment	Kate Hudson	Assistant Head MJ	Steering/Curriculum/Gov.Body
P5 – Expansion of Early years provision	Christine Jobson	EYFS Leader	Steering/Curriculum/Gov.Body
Health & Safety	Simon Steele	Site Manager	Steering/Curriculum/Gov.Body
Staff Development	Christine Jobson	Head Teacher, Chair of Governors	Steering/Curriculum/Gov.Body

**These terms of reference agreed by the Governing Body**

<b>Date Delegation Agreed / Reviewed</b>	Jan 2016
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**Date of review:** -/01/2019