



# TERMS OF REFERENCE FOR THE GOVERNING BODY

Date of last review	September 2025	Review period	Annual
Date of next review	September 2026	Committee	Full governing body
Policy type	Partly statutory, partly non-statutory		

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

## Our school vision

We are inspired to be a vibrant, joyful community in which we know and love one another, leading together and growing together by:

- Appreciating everyone and everything around us
- Making one another feel safe
- Sharing, so no one feels left out
- Living well together in love
- Moving forward together in hope

## Our vision and governance

Delivering our vision of a vibrant, joyful and inclusive community in which everyone feels safe begins with effective governance. Although there is no statutory requirement for the governing body to establish terms of reference for the full board (as its powers, duties and constitution are set out in law and determined by the school's Trust Deed and Instrument of Government), we believe that clarity about the role and powers of the governors will promote the effective and accountable model of governance for which we strive.

In approving this document the governing body acknowledges that any duty that has not been delegated remains the responsibility of the full board, and that the full board always retains ultimate responsibility for governance, even where powers are delegated.

## Committee Terms of Reference

In addition to providing clarity for the full governing board, this document also provides terms of reference for the following committees:

- Resources committee
- School Improvement committee
- Staff discipline committee
- Pupil discipline committee
- Headteacher's performance management committee
- Appeals committee

## The full governing board

The role of the Governing Body is strategic. Governors act as a critical friend to the school and are accountable for decisions taken. The Governing Body sets aims and objectives and agrees, monitors and reviews policies, targets and priorities. The constitution of the governing board is set out in the current Instrument of Government, and governors must act in accordance with the school's Trust Deed and the law.

## Terms of reference

- To agree constitutional matters, including procedures where the Governing Body has discretion
- To hold at least one Governing Body meeting each term of the school year
- To appoint the Chair and Vice-Chair of Governors
- To appoint the Clerk to the Governing Body
- To establish the committees of the Governing Body and agree their Terms of Reference
- To ensure a Chair is appointed to each committee
- To ensure a Clerk is appointed to each committee
- To remove any Governor, Chair or Clerk if necessary for the good running of the Governing Body
- To decide on the role of sub committees and the functions of individual governors
- To receive reports from any individual governor or committee to whom a decision has been delegated and to consider whether any further action is necessary
- To approve budget plans as recommended by the Resources Committee
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review delegation arrangements as necessary
- To agree at the start of each school year the programme of work and calendar of meetings for the Governing Body and its committees
- To monitor the progress of work being undertaken by committees and individual governors
- To keep under review all school policies
- To establish and keep under review arrangements for governor visits to school
- To oversee and monitor the School Development Plan
- To be available to discuss relevant matters with the Headteacher
- To determine actions in respect of complaints procedures

## Individual roles and responsibilities

### Chair of the Governing Body

*The Headteacher and members of the school staff who serve as governors, whether elected, co-opted or associate members, are not eligible to be appointed as Chair.*

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and DfE 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 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 for the Headteacher and provides strategic direction.

## Clerk to the Governing Body

*Governors, including the Headteacher and any associate members of the governing body are not eligible to be appointed as Clerk.*

- To work effectively with the Chair and other Governors, and the Headteacher, to support the Governing Body.
- To advise the Governing Body on constitutional and procedural matters, duties and powers.
- To ensure meetings of the Governing Body are convened.
- To attend meetings of the Governing Body and ensure Minutes are taken and produced in accordance with regulations.
- To maintain a register of members of the Governing Body and report any vacancies.
- 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.

## Chairs of Committees

- 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.

## Clerk to Committees

*The Headteacher is not eligible to be appointed as Clerk to any of the committees.*

- To advise the Committee on procedural and legal matters.
- To ensure meetings of Committees are convened.
- 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.

## Delegation of responsibility to individuals

Any individual to whom responsibility has been delegated is expected to work within the following 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, the Resources or School Improvement committees, whichever the Governing Body deems most appropriate, 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 appropriate training

The governing body **may not** delegate to any individual at least the following responsibilities or functions:

- 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

## Resources committee

### Purpose

The purpose of the Resources Committee is to discuss finance, personnel issues and all matters relating to the buildings and site of the school.

### Membership

The Resources Committee will comprise at least three Governors plus the Head Teacher and Chair of Governors. The Resources Committee may co-opt additional, non-voting, members. The Chair of the Committee will be elected annually at the first Autumn Term meeting. When the Chair is absent, members of the Committee will elect an acting Chair, the Chair must be a Governor and must not be employed by the school.

### Quorum

In order for business to proceed three Governors, who are appointed members of the committee (and may include the Head Teacher and Chair of Governors), must be present.

### Meetings

The Committee shall meet as necessary but not less than once per term. The Chair of the Committee will liaise with the Head Teacher prior to meetings to agree the agenda. An agenda will be circulated before the Committee meeting date and at each meeting of the Committee Minutes will be taken. These Minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Body before the next meeting of the full Governing Body.

Any member will withdraw from a meeting in which he/she has a pecuniary interest in any of the matters under consideration.

### Responsibilities

The Governing Body delegates the following responsibilities to the Resources Committee:

### Policies

- To ensure that all statutory finance, personnel and health & safety policies are regularly reviewed and updated.
- In particular to review biennially the school's Financial Management Policy, receiving biennially a financial report on those activities for which a charge is levied or voluntary contributions sought, including anonymous data on any subsidies awarded and charges waived. The Resources Committee will seek to evaluate the impact of the school's extended services on those children most in need of additional support. The conclusions of both processes will be reported to the full governing body.

### Finance

- To receive annually an audited/independently scrutinised set of accounts for the school's Private Fund Account.

- Together with the Head Teacher to prepare the school budget for approval by the governing body at the start of the financial year, taking into account the financial implications of the school's current improvement or development plans, and the medium term forecast for future income and expenditure.
- To monitor the school management accounts within the financial year, receiving reports from the Head Teacher at the end of each period.
- To approve expenditure which is at a variance with the budget and inform the Governing Body if there is any possibility of overspending.
- To approve all individual virements above the limit placed on the Head Teacher and below that set for the full governing body, as set out in the Schedule of Delegation appended to the school's Financial Management Policy.
- To approve individual items of expenditure above the limit placed on expenditure by the Head Teacher and below the limit at which expenditure may only be approved by the full governing body, as set out in the Schedule of Delegation appended to the school's Financial Management Policy.
- To review levels of charging for lettings in line with the school's Financial Management Policy, and biennially consider the schedule of use of the school outside of the school day, the number of groups involved, and the net profit from any such activities.
- To assist the Head Teacher in investigating 'value for money' transactions.
- To prepare annually a draft SFVS return for consideration and approval by the full governing body and ensure that any action plan is implemented.
- To inspect annually the school's Inventory and ensure that valuable items are stored securely within the school premises.
- To monitor the impact of the Debt Recovery Policy by receiving an annual report on the level of outstanding debts in the summer term and determining whether this level is acceptable and whether action taken to recover debts is effective.
- To carry out or receive an annual benchmarking report.
- To approve the opening of bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect this may have on the way the annual budget is advanced to the school.
- Approve payments made to the Headteacher personally as set out in the Schedule of Delegation appended to the school's Financial Management Policy.
- Write off bad debts as set out in the Schedule of Delegation appended to the school's Financial Management Policy.

## Staffing

- Recommend the level of staffing within the school in consultation with the Head Teacher, and taking into account advice from the Department of Education, by reviewing the staff structure of the school annually or as required.
- To take part, as required, in the process of appointing new members of staff.
- Ensure that the governing body has, and operates, a Discipline and Grievance Policy.
- Ensure that the governing body has an appropriate appeals procedure for cases of disciplinary action or grievances.

- To ensure that the governing body has, and operates, a Pay Policy which is annually updated.
- To ensure that the Pay Policy is implemented in a fair and equal manner and apply the criteria defined within the policy in determining the pay of each employee on an annual basis.
- To work with the Head Teacher in ensuring that the school's Appraisal Policy is implemented.
- To work with the Head Teacher in recommending to the governing body the annual budget required for pay.
- Head Teacher Performance Management will be carried out annually by a delegated sub-group of the full governing body, supported by an external advisor. Head Teacher Performance Management will take place in the Autumn Term, before the end of December.

## Estate and risk management

- To consider all matters relating to the building and site of the school as set out in the school's Estate Management Policy.
- To receive regular reports from the governor and staff member responsible for health and safety.
- To undertake regularly an assessment of risk management for insurance purposes at the school.
- To monitor the school's web site, ensuring that it is kept up to date, complies with statutory requirements for the publication of information by maintained schools, and is operated in a secure manner.
- To monitor the school's security in relation to information technology, networks and off site/cloud storage and software services: in particular having regard to staff training and awareness of cyber security and privacy issues, including advice and guidance issued by the National Cyber Security Centre.
- To monitor the school's compliance with data protection legislation.

## Names of governors currently serving

1. Malcom Foster
2. Brenda Lambie
3. Iain Lane (Chair)
4. Jess Lourenco
5. Kristina Schaferova
6. Colin Taylor

Clerk Maggie Broomer

## School Improvement Committee

### Purpose

The purpose of the School Improvement Committee is:

- To act on matters delegated by the Full Governing Body
- To liaise and consult with other committees where necessary
- To contribute to the School Development Plan
- To consider Safeguarding and Equalities implications when undertaking all committee functions.

### Membership

The School Improvement (SI) Committee will comprise at least three Governors plus the Head Teacher and Chair of Governors. The School Improvement Committee may co-opt additional, non-voting, members. The Chair of the Committee will be elected annually at the first Autumn Term meeting. When the Chair is absent, members of the Committee will elect an acting Chair, the Chair must be a Governor and must not be employed by the school.

### Quorum

In order for business to proceed three Governors, who are appointed members of the committee (and may include the Head Teacher and Chair of Governors), must be present.

### Meetings

- The Committee shall meet as necessary but not less than once per term.
- The Chair of the Committee will liaise with the Head Teacher prior to meetings to agree the agenda.
- An agenda will be circulated before the Committee meeting date and at each meeting of the Committee Minutes will be taken.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- The draft Minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Body before the next meeting of the full Governing Body. The draft Minutes will be presented at that meeting by the Chair (or in their absence, by another member of the committee).
- Any member will withdraw from a meeting in which he/she has a pecuniary interest in any of the matters under consideration.

### Responsibilities

The Governing Body delegates the following responsibilities to the School Improvement Committee:

#### Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the FGB the:

- Self-evaluation form
- The School Improvement Plan
- Targets for school improvement
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with SEND are met, as laid out in the Code of Practice, and receive regular reports from the HT/SENCO, and an annual report from the SEND governor.
- To review, monitor and evaluate the provision for collective worship and religious education.

## Assessment and Improvement

- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any under achieving groups.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children, e.g. looked after children, and to ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement officers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

## Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievement.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publicity information are met and the school website content is fully compliant and presented in an accessible way.

## Names of governors currently serving

1. Sam Baker
2. Roy Boulton
3. Maggie Broomer (Chair)
4. Malcom Foster
5. Brenda Lambie
6. Sarah Mansfield

Clerk Brenda Lambie

## Staff discipline 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 (***this cannot be delegated to an individual***).
- 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 decisions relating to complaints from parents or members of staff.

## Membership

Not less than three members of the Governing Body. If, through non attendance of a governor, an even number of members determine a hearing, the Chair has the casting vote.

## Disqualification

- The Headteacher may not serve on this committee.
- Only experienced governors should be appointed to this committee and the Chair of Governors, due to probable prior knowledge, should not be a member.
- As no governor is eligible to sit on any panel if they have detailed knowledge of the issue concerned, the final membership of this committee will only be determined when a meeting is required.

## Names of governors currently serving

1. Maggie Broomer (Chair)
2. Sam Baker
3. Iain Lane

Clerk *tba*

## Pupil discipline committee

### Terms of reference

- To consider representations from parents in the case of exclusions of 5 days or less.
- 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 documents about improving attendance and behaviour is practised in the school, with specific reference to the role assigned to the Governing Body.

### Membership, voting and quorum

- Three or five governors with a quorum of two.
- The Governing Body may nominate a pool of governors from which three or five will service 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, an even number of members consider an exclusion, the Chair has the casting vote.

### Disqualification

- The Headteacher may not serve on this committee.
- Neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be appointed as a member.
- As no governor is eligible to sit on any panel if they have detailed knowledge of the issue concerned, the final membership of this committee will only be determined when a meeting is required.

### Names of governors currently serving

1. Sam Baker
2. Maggie Broomer (Chair)
3. Iain Lane
4. Sarah Mansfield
5. Kristina Schaferova

Clerk *tba*

## Headteacher's performance management committee

### 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 Full Governing Body in respect of awards for the successful meeting of targets set.

### Membership and quorum

Two or three, but at least one of the members must be a Foundation Governor. The quorum for a meeting shall be two.

### Disqualification

The Headteacher and members of the school staff are not eligible to serve on this committee.

### Names of governors currently serving

1. Brenda Lambie
2. Iain Lane
3. Maggie Broomer

## Appeals Committee

### Terms of reference

- To consider any appeal against a decision to dismiss a member of staff made by the Staff Discipline Committee.
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability (cannot be delegated to an individual).
- To consider any appeal against selection for redundancy (cannot be delegated to an individual).

### Membership

No fewer members than the Staff Discipline Committee. The quorum for a meeting shall be two. If, through non attendance of a governor, an even number of members determine a hearing, the Chair has the casting vote.

### Disqualification

- The Headteacher and any members of the Staff Discipline Committee.
- Only experienced governors should normally be appointed to this committee and the Chair of Governors, due to probable prior knowledge, should not be a member.

### Names of governors currently serving

1. Iain Lane (Chair)
2. Colin Taylor
3. Sarah Mansfield

Clerk *tba*