

THE FULL GOVERNING BODY	
The role of 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, evaluate and review policies, targets and priorities.
Quorum	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 governor vacancies. For Committees, the quorum is a minimum of three full governors
Reporting arrangements	Reporting arrangements must be established between the governing body and its standing committees which ensure a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.
Terms of reference	<p>*These matters below cannot be delegated to either a committee or an individual</p> <p>To agree constitutional matters*, including procedures where the governing body has discretion</p> <p>To appoint new governors where appropriate* and recruit new members as vacancies arise</p> <p>To hold at least three governing body meetings a year*</p> <p>To appoint or remove the Chair and Vice Chair*</p> <p>To appoint or remove a Clerk to the governing body*</p> <p>To establish the committees of the governing body and their terms of reference*</p> <p>To appoint the Chair of any committee (if not delegated to the committee itself)</p> <p>To suspend a governor*</p> <p>To appoint or remove the Head teacher and Deputy Head teacher*</p> <p>To decide which functions of the governing body will be delegated to committees, groups and individuals*</p> <p>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*</p> <p>To approve the Special Education Needs Policy and to approve revisions where appropriate*</p> <p>To approve the first formal budget plan of the financial year</p> <p>To approve the Health and Safety Policy and to approve revisions where appropriate*</p> <p>To carry out the governing body's functions for the performance review of the Head teacher.</p> <p>To review the delegation arrangements annually*</p>
Other	Any other items the governing body may wish to include

TERMS OF REFERENCE FOR STANDING COMMITTEES

Performance and Standards Committee

The Committee Terms of Reference should state whether the Governing Body has delegated responsibility to approve a function to the committee or whether the committee need to recommend to the governing body.

School Improvement

To agree, monitor and evaluate the application and impact of the Learning Improvement Plan (or equivalent) and recommend changes where necessary

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Curriculum

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 and Teaching and Learning Policy**

To monitor and evaluate the impact of governing body policies including the statutory **Sex Education Policy**, religious education, collective worship, equal opportunities 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 **SEN policy** and make recommendations to the governing body and monitor and evaluate the application, impact of activities relating to education, assessment, funding and review of children with Special Educational Needs including Gifted and Talented children) 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).

Pupils, parents and community

To approve and review the school information published on a website and ensure that it meets any legislative requirement

To approve and review the **Home –School agreement** and evaluate the impact

To make recommendations to the governing body on the adoption of the **school behaviour policy**, including the **school anti-bullying policy**. To approve and review the **Written Statement of Behaviour Principles**

To monitor and evaluate periodically the application and impact of the school's role in the community, including the school's public relations

To make recommendations to the governing body on the adoption of the school **equal opportunities policy** 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 disadvantage, 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 looked- after children

	To monitor and evaluate when appropriate the school's compliance with the welfare requirements of the Early Years Foundation Stage.
Safeguarding	To monitor and review annually the adequacy, application and impact of the Safeguarding policy and procedures; to approve changes to the policy and procedures; to report annually to the LA including the Central Record of recruitment and vetting checks
Complaints	To monitor and evaluate periodically the application and impact of the schools' complaints and appeals policies and procedures; to approve changes to the policy and procedures including the Complaints Procedure statement
Other	To carry out other related tasks as delegated by the governing body

Reporting arrangements must be established between this committee and the governing body to ensure accountability for actions and decisions taken on its behalf. Also arrangements to communicate with other committees must be established

These terms of reference agreed by the governing body – September 2016

The Performance and Standards Committee	
Name of Governor	Date appointed to the committee
Tim Naylor	September 2016
Jim Lyne	September 2016
Juliette Westwood	September 2016
Carol Glenney	September 2016
Michelle Cragg	September 2016
Monica Bond	September 2016
Nikki Ajibade	September 2016
Chair of the Committee: Tim Naylor Clerk to the Committee: Emma Hooker	
Quorum: minimum of 3 full governors	

Resources Committee

The Committee Terms of Reference should state whether the Governing Body has delegated responsibility to approve a function to the committee or whether the committee need to recommend to the governing body.

Finance	In consultation with the Head teacher, to draft any budget plans for the financial year and to recommend them to the governing body for approval
	To review the supporting evidence and approve annually the school's statement under the Schools Financial Value Standard
	To monitor income and expenditure against budgeted plans and report termly to the governing body, 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 make recommendations to the governing body regarding decisions due to be taken by the governing body that have financial implications to ensure economy, efficiency and effectiveness of resources
	To review and approve annually the details and application of the school's Financial regulations, Responsibilities & Signatories list, Asset Register, Asset Management Plan, Best Value Statement and Financial Risk and Control
	In consultation with Head teacher, to approve contracts and orders for spending, identified in the budget up to value of £12,000.
	In consultation with the Head teacher, to agree any transfer of funds between budget areas up to £12,000 higher amounts only to be approved by the governing body
	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 approve the writing off of irrecoverable debts up to £100 and the disposal of surplus and damaged equipment
	To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff
	To monitor and evaluate the impact of the Pupil Premium Funding
	To monitor and evaluate periodically the application and impact of the charging and remissions policies; to approve changes to the policies
	To review periodically appropriate financial benchmarking data, in order to compare the schools with others, and make recommendations
	To monitor and evaluate the application and impact of the Teachers' Pay Policy and take on role of the Pay Committee
	To determine at any time it sees fit the pay and allowances of school teachers and support staff employed at the school in accordance with the terms of the School Teachers' Pay and Conditions Document and the Authority's scheme for non-teaching employees, including the effective dates for such payments.
	To monitor and evaluate annually the application and impact of the performance management policy including for the whole school; to approve changes to the Teacher Appraisal Policy .
	To approve applications for early retirement, secondment and leave of absence not covered by local agreements
	To agree, monitor and evaluate periodically the application and impact of the arrangements for the appointment of all members of staff

	To agree, monitor and evaluate periodically the application and impact of the policy on the management of staff absence
	To receive recommendations from the Head teacher and agree the pay of all members of staff, excluding the Head teacher, in line with legal requirements.
	To monitor and evaluate periodically the application and impact of the staff development plan.
	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 carry out other staff-related tasks as delegated by the governing body
Health and Safety	To monitor and evaluate periodically the application and impact of Health and Safety Policy and procedures; to recommend to GB changes to the policy and procedures
Premises	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 Accessibility Plan and monitor its application and impact
	Prepare annual programme of repairs and maintenance
	To monitor and evaluate the application and impact of existing extended services at the school
Data Protection	To monitor and evaluate the Data Protection Policy and the Freedom of Information Publication scheme
Admissions	N/A
Other	To carry out any other premises-related tasks as delegated by the governing body

These terms of reference agreed by the governing body – September 2016

Resources Committee	
Name of Governor	Date appointed to the committee
Richard Butler	September 2016
Jim Lyne	September 2016
Juliette Westwood	September 2016
David Booth	September 2016
Val Leigh-Hunt	September 2016
Anastasia Pappa	September 2016
Simon Ryan	September 2016
Chair of the Committee: Tim Naylor	
Clerk to the Committee: Emma Hooker	
Quorum: minimum of 3 full governors	

Hearings Committee															
Terms of	To make any determination to dismiss any member of staff (unless delegated to the Head teacher)														
	To make any decisions under the governing body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action*														
	To make any decisions relating to any member of staff other than the Head teacher, under the governing body's personnel procedures (unless delegated to the Head teacher)														
	To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others														
	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															
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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*												
	Any 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 Head teacher 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													
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Terms of Reference approved by FGB September 2017

Jim Lyne
Chair of Governors

Date of next review: September 2017