



Nettleham Church of England (Voluntary Aided) Junior School

Governing Body Committee Structure and Terms of Reference

I. The role of the Governing Body and its Committees

The Governing Body is responsible for the conduct of the school and for promoting high standards. It aims to ensure that students are attending a highly successful school which provides them with an outstanding education, supports their overall well-being and provides them with a successful transition to the next stage in their lives.

It has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The Governing Body

Sets the strategic direction of the school by:

- Setting the vision, values, aims and objectives for the school;
- Agreeing the policy framework for achieving those aims and objective.

Challenges and supports the school by monitoring, reviewing and evaluating:

- The effectiveness of the school in relation to external benchmarks;
- The implementation and effectiveness of the policy framework;
- Progress towards annual priorities as detailed in the strategic plan.

Ensures accountability by:

- Ratifying the annual evaluation of school effectiveness;
- Holding the Headteacher to account for the performance of the school;
- Responding to OFSTED and other commissioned reports, where necessary;
- Ensuring parents and students are involved, consulted and informed as appropriate;
- Making available information to the community.

Appoints and performance manages the Headteacher who, with the Senior Leadership Team (SLT) and staff, will deliver the vision (through the day to day leadership and management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the Governing Body.

For the Governing Body to carry out its role effectively, Governing Body members must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as an accountable body by the lead professionals;
- Willing and able to monitor and review their own performance.

The role of a Governing Body member:

In law the Governing Body is a corporate body, which means:

- No Governing Body member can act on her/his own without proper authority from the Full Governing Body;
- All Governing Body members carry equal responsibility for decisions made, and;
- Although appointed from different backgrounds and with different skills, the overriding concern of all Governing Body members has to be the welfare of the school as a whole.

All Governing Body members are required to act in accordance with the Nolan Principles for conduct in public life:

Selflessness

Governing Body Members should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Governing Body Members 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.

Management

Holders of public office should promote and support these principles by Management and example.

2. The role of the Headteacher

The Headteacher, as the lead professional in the school, is responsible for its internal leadership, management and organisation, for advising the Governing Body members and for implementing the actions in the School Development Plan.

The Headteacher will be supported in the day-to-day leadership and management of the school by the SLT.

Incorporated in the role of the Headteacher and Lead Professionals in advising the Governing Body are:

- Formulating and reviewing the vision, values, aims and objectives for the school, for modification and adoption by the Governing Body;
- Formulating and reviewing policies for adoption by the Governing Body;
- Reporting to the Governing Body on progress, either at Full Governing Body meetings or at committee meetings, at least once per term;
- Completing school effectiveness reports that formulate the School Self Evaluation Document and associated strategic plan, for ratification by the Governing Body.

3. Full Governing Body Membership and Terms of Reference

Membership: To be determined by the Instrument of Government. The Headteacher will attend as an ex-officio governor. Other members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the Governing Body on issues pertinent to their roles within the school (staff attendees, who are not governors, will not have voting rights). The Governing Body must have a Chair and Vice Chair, who will be appointed by the Governing Body (normally at the first ordinary Full Governing Body meeting of each academic year) to serve a term of one year.

Remit: The Governing Body has a strategic role, challenges and supports the school, and is accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities:

- To monitor and evaluate the performance of the school by receiving reports from the Headteacher;
- To agree constitutional matters, including procedures where the Governing Body has discretion;
- To seek to fill vacancies as they arise and to appoint new governors where it is possible to do so;
- To establish the committees of the Governing Body and their terms of reference;
- To suspend or remove a governor;
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals and review these annually;
- To receive reports and ratify recommendations from any individual, working party or committee;
- To manage the school budget, consider the annual budget plan, consider and approve revisions to the budget plan;
- To ensure a policy review cycle is in place;
- To agree selection panels for Headteacher and Deputy Headteacher appointments;
- To set up a register of governors' business interests.
- **Policies/Statutory documents:**
- Admissions policy;
- Code of Conduct;
- Governor allowances;

- Governor visits' protocol and record;
- Register of business interests;
- Scheme of delegation;
- Standing orders;
- Term dates

Quorum: 50% of governors holding office at the date of the meeting, plus one.

Frequency of meetings: One in September and then at least two other meetings a year.

4. Additional Committee Members

The Governing Body may from time to time invite those with a specific interest or area of expertise to attend a particular meeting. These additional members will not have voting rights.

5. Governing Body Committee Structure and Terms of Reference

The individual committees are responsible for the functions that have been delegated to them by the Full Governing Body and operate under their own terms of reference.

The Governing Body will review the terms of reference and membership of committees at least once a year (normally at the first ordinary meeting of the Full Governing Body in September).

The Governing Body must have a Chair and Vice Chair who will be appointed by the Governing Body to serve a term of one year. Each Committee must have a Chair who will be elected at the first meeting of the Committee in the year, to serve a term of one year.

All Governing Body Committee meetings must be clerked. Only when the Governing Body has agreed the minutes of these meetings (or within a maximum period of 4 months after the meeting) will the minutes be issued. All minutes can be circulated except confidential matters relating to individual staff, pay or students, which will not be circulated outside of the committee.

In the event of a tied vote the Chair of Governing Body or Committee Chair respectively will have the casting vote.

Standing Committees

There are several Standing Committees, namely:

- Complaints Appeals;
- Admissions;
- Headteacher Pay and Review;
- Pupil Discipline;
- Staff Appeals.

Complaints Appeal Committee

Committee membership: Two governors, and one independent member with no connection to the school.

Terms of Reference: The committee will act in accordance with the school's Complaints Procedure, agreed by the Full Governing Body and hear any appeals against the decision made by the Headteacher (or Chair of Governors) in relation to a complaint.

Quorum for the Complaints Appeal Committee: 3 members of Committee.

Frequency of meetings for the Complaints Appeal Committee: as and when required.

Admissions Committee

Committee membership: The Headteacher and at least two other members of the governing body. (NB the Headteacher is entitled to vote whether or not she/he is a governor.)

Terms of Reference:

- To review the school's admissions policy, which will include the admissions criteria;
- To review admissions arrangements and to make recommendations for changes to the Governing Body;
- To ensure that the timetable for the review of the policy provides adequate time for the statutory required annual consultation with the Local Authority;
- To recommend to the Governing Body for approval the final draft of the admissions policy;
- To determine within statutory provisions and the Governing Body policy whether any child should be admitted to the school. This cannot be delegated to an individual.
- To annually review the Independent Admissions Appeal Panel's administrative procedures to ensure that these are meeting statutory requirements. Should these be found lacking or incorrect then the governors are held to be (and named as) the responsible party (although the decisions made by the Independent Admissions Appeal Panel remain completely independent of the school).
- Where possible, contentious applications (both religious and other) will be decided by the Admissions Committee: however, this may be delegated to a sub-committee of not less than 3 governors where it is not practicable to deal with contentious applications in the committee meetings. All members of the Admissions Committee will be welcome at these sub-committee meetings; the only requirement being to have not less than 3 governors present.
- The power to seek appropriate advice from specialist advisers, as necessary, to assist the Committee in its deliberations.

Quorum for the Admissions Committee: 3 members of Committee.

Frequency of meetings for the Admissions Committee: as and when required.

Headteacher Pay and Review Committee (Confidential)

Committee membership: Two Governing Body members, to be appointed annually by the Full Governing Body to carry out the review, and one independent member with no connection to the school.

Terms of Reference:

- To complete the Headteacher's annual performance management review, with the support of an external adviser, and set appropriate targets allied to the School Development Plan;
- To agree appropriate professional development opportunities for the Headteacher;

- To programme at least two monitoring meetings to provide support and ensure progress to targets is appropriate;
- To make a report to the Full Governing Body in respect of its findings and recommendations in relation to the Headteacher's salary.

Quorum for the Headteacher's Pay and Review Committee: 3 members of Committee

Frequency of meetings for the Headteacher's Pay and Review Committee: autumn term and mid-year.

Pupil Discipline Committee

Committee membership: Any three Governing Body members who are available within the required timescales.

Terms of Reference: The committee will act in accordance with statutory guidance, the school's Behaviour Policy agreed by the Governing Body and undertake the functions of the Governing Body in relation to excluded students.

Quorum for the Pupil Discipline Committee: 3 members of Committee.

Frequency of meetings for the Pupil Discipline Committee: as and when required.

Staff Appeals Committee

Committee membership: Any three eligible Governing Body members who are available within the required timescales. The Headteacher, Teachers and Governors employed to work in the school are not eligible to be a member.

Terms of Reference: The committee will act in accordance with the school's Disciplinary Policy and procedures, agreed by the Full Governing Body and undertake any procedure/hearing which may result in an employee who works at the school having his/her contract of employment with the Governing Body terminated, not renewed or be in receipt some other sanction in accordance with the disciplinary procedure.

Quorum for the Staff Appeals Committee: 3 members of Committee.

Frequency of meetings for the Staff Appeals Committee: as and when required.

Routine Committees

There are three Routine Committees, namely:

- Resources;
- Curriculum, Quality and Standards (CQS);
- Personnel and Pupils (P&P).

These committees are the Routine Committees through which the work of the Governing Body is accomplished. They meet regularly, as decided by the Full Governing Body and their meeting dates are published in advance. They may be called to an emergency meeting by either the Chair or Vice Chair of Governing Body, or the Chair of the respective committee.

Committee meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a committee meeting where appropriate. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher). The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee). 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.

General Terms of Reference for all committees:

- 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.

The individual terms of reference for the Routine Committees are as follows:

Resources Committee:

Committee membership: Three or more members of the Governing Body, in addition to the Chair of Governors and the Headteacher. Other members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. Staff attendees will not have voting rights. The committee will ensure that safeguarding is met across its remit.

Quorum for the Resources Committee: 3 governors, including the Headteacher and Chair of Governors.

Frequency of meetings for the Resources Committee: At least three times per year, once in each school term (Autumn, Spring, Summer), and as required.

Terms of Reference:

Financial policy and planning:

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff;
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy;
- To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information;
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan;
- To make decisions in respect of service level agreements;

Financial monitoring:

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- To receive at least termly budget monitoring reports from the Headteacher;
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date;
- To meet with other committees as necessary and provide them with the information they need to perform their duties;
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- To review, complete and submit the School Financial Value Standard (SFVS);
- To undertake any remedial action identified as part of the SFVS;
- To receive and act upon any issues identified by a local authority audit;
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training;
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Premises:

- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body;
- To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity);
- To create a project committee where necessary to oversee any major developments;
- To establish and keep under review an Accessibility Plan and a Building Development Plan;
- To review, adopt and monitor a Health and Safety policy;
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Policies/documents:

- Finance Policy (annual)
- Health and Safety Policy (annual)
- Access Plan (formally every three years; reviewed informally annually)
- Charging and Remissions Policy (annual)
- Monitoring and Evaluation Policy (every three years)
- Risk Assessment Review (annual)
- Buildings Insurance Review (annual)
- Grounds Contract Review (annual)
- Premises Management Documentation (annual)
- School Website (annual)

Personnel and Pupils Committee:

Committee membership: Three or more members of the Governing Body; the Chair of Governors and the Headteacher will also attend meetings. Other members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. Staff attendees will not have voting rights. The committee will ensure that safeguarding is met across its remit.

Quorum for the P&P Committee: 3 governors, including the Headteacher and Chair of Governors.

Frequency of meetings for the P&P Committee: At least three times per year, once in each school term (Autumn, Spring, Summer), and as required.

Terms of Reference:

Staffing:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school;
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher;
- To establish a Pay Policy for all categories of staff;
- To be responsible for the administration and review of the Pay Policy;
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation;
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval;
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these;
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;
- In consultation with staff, to oversee any process leading to staff reductions;

Pupil Welfare:

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. pupil behaviour/discipline);
- To ensure that all children have equal opportunities;
- To regularly review and maintain the Child Protection/Safeguarding Policy.

Policies/documents:

- Child Protection/Safeguarding Policy (annual)
- Equality and Diversity Policy (annual)
- Pay Policy (annual)
- Capability Policy (annual)
- Appraisal Policy (every three years)
- Bullying Policy (every three years)
- Behaviour Policy (annual)
- Behaviour Principles Written Statement (annual)
- Attendance Policy (every three years)
- Staff Discipline Procedures (annual)
- Allegations of Abuse Against Staff (annual)
- Staffing Structure Review (annual)
- Home-School Agreements (every three years)

Curriculum, Quality and Standards Committee:

Committee membership: Three or more members of the Governing Body; the Chair of Governors and the Headteacher will also attend meetings. Other members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. Staff attendees will not have voting rights. The committee will ensure that safeguarding is met across its remit.

Quorum for the CQS Committee: 3 governors, including the Headteacher and Chair of Governors.

Frequency of meetings for the CQS Committee: At least three times per year and as required.

Terms of Reference:

Curriculum planning and delivery:

- To review, monitor and evaluate the curriculum offer;
- To recommend for approval to the full governing body the: Self-evaluation form/School Development Plan/Targets for school improvement to the governing body;
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education);
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor.

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 underachieving 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 ensure all their needs have been identified and addressed, and to evaluate their progress and achievement;
- To regularly review and develop the Marking and Feedback 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 advisers), 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, where necessary, on the relative funding priorities necessary to deliver the curriculum.

Policies/documents:

- Sex and Relationships Education Policy (annual)
- Complaints Procedure (annual)
- Marking and Feedback Policy (every two years)

- Special Educational Needs Policy (annual)
- Pupil Premium Strategy (annual)
- Freedom of Information Publication Scheme (every three years)
- Data Protection (every two years)