



**Thurton**

Church of England VC Primary School



# Governing Body Committees

## Information & Terms of Reference

April 2021

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## Introduction

### Why have committees?

It is not compulsory to have any committees, but they do help governing bodies to manage their business more effectively by distributing the workload to focused groups.

The way committees are structured is a matter for each individual governing body. The law allows considerable discretion. The School Governance (Procedures) Regulations 2007 require governing bodies to review the following matters **annually**:

- Committee Structure
- Membership
- Terms of Reference

Most governing bodies opt to conduct the review in the autumn term, but there are advantages to doing it at the end of the summer term so that the governing body is fully functioning at the start of the new academic year.

Whenever the review is undertaken it should be an item on the full governing body agenda and sufficient time should be allocated to allow all governors to consider these matters.

### Advantages of a committee structure:

- Issues can be debated fully, in greater detail;
- More effective decision making;
- Opportunities for governors to develop skills and knowledge in specific areas;
- Strengthened partnership between governors and staff who may attend committees in an advisory capacity;
- Opportunities to enhance teamwork and build relationships outside full meetings.

### Disadvantages of a committee structure:

- Committees could become closed groups and act as an alternative power base to the full governing body;
- It can limit opportunities for governors to be informed on key issues, especially issues related to teaching and learning;
- There is greater risk of agendas and minutes not being given proper attention if committees are not properly clerked;
- A risk that discussion of committee business is duplicated at full governing body meetings.

### Setting up committees

#### The governing body should decide which of the following options is likely to be most effective

1. The whole governing body debates and decides all strategic and policy matters;
2. Committees make recommendations but the full governing body takes the final decision;
3. Committees are given delegated powers to make policy and take decisions. These are reported back to the full governing body, which remains responsible in law for the decisions made;
4. Committees are given delegated powers but the full governing body retains final authority in a few key areas, e.g.
  - Approval of the annual budget plan;
  - Approval of out of school clubs and activities as part of the extended services programme;
  - Approval of a limited number of important school policies;
  - Final approval of the School Self-Evaluation Form (SEF).

Where the governing body delegates functions to a committee, the law allows the governing body to amend or even overrule committee decisions. However, to avoid potential conflict between a particular committee and the whole governing body, careful attention should be given to the Terms of Reference of committees. These should set out precisely what each committee is responsible for and how it should operate, and must be agreed by the full governing body.

### **Membership of committees**

This is decided by the whole governing body. The strength of a governing body is the extent to which it is able to call on a range of people from different backgrounds and with different interests. The most effective committees are composed of individuals with commitment and enthusiasm who are not afraid to ask questions and seek clarification.

Some governing bodies allow new governors to attend all committees as observers before deciding which committee/s they wish to join. However, allocating a governor to a specific committee does not mean they remain on that committee for an indefinite period. Some governing bodies rotate their committee membership every two or three years.

### **Chairs of committees**

The governing body should agree whether, as a whole, it will elect people to serve as chairs of its committees or if the committee members should elect the chair from amongst their number. Staff who work at the school, excluding the headteacher, are entitled to serve as chairs and vice chairs of committees.

### **Associate Members**

The definition of an Associate Member is wide and can include pupils, staff or people in the community with specific areas of expertise useful to the school. Governing bodies may appoint Associate Members to particular committees, if they wish, for between one and four years.

Associate Members are not governors and do not appear on the Instrument of Government, which is the legal document specifying the governing body's composition. They can be removed from office by the governing body at any time. They have no vote in the full governing body meetings, but may be invited to attend these meetings. Associate Members may have limited voting rights in committees, providing they are aged 18 or over but they cannot vote on the following matters:

- Admission of pupils
- Pupil discipline issues
- Election and appointment of governors
- The budget and financial commitments of the governing body.

Associate members may play a limited part in the appointment of a headteacher. They could be involved in the shortlisting of candidates and even in the first round of interviews where they may have specific experience to offer, but they have no formal vote in the final selection.

### **Chair and Headteacher's attendance at committees**

The headteacher is entitled to attend any committee meeting, but may have to withdraw if his/her performance or pay is being discussed. In secondary schools, it is common for members of the Senior Leadership Team to be attached to committees. This provides the opportunity for senior staff and governors to develop working relationships and has the advantage of reducing the headteacher's workload in relation to governance.

The most effective governing bodies practise a shared leadership approach that allows other governors to manage committee business without the Chair of Governors always having to be present.

## **Rights of others to attend committees**

Members of committees, the headteacher (if not a member of the committee) and the clerk to the committee have the right to attend committee meetings. In addition, the governing body or the committee can allow any other person to attend their meetings. Associate members may be excluded from any part of a committee meeting when the item of business concerns an individual pupil or member of staff.

## **Staff governors**

Staff governors have the same rights as other governors. They only have to withdraw from meetings where their interest in a matter is greater than others at the school i.e. they have a personal interest in the matter under discussion. They are allowed to take part in staff appointments, providing they have no intention of applying for the post and will not gain in any other way from the decision made.

There is an important exception to the above rule. No one paid to work at the school in any capacity, other than the headteacher, should be involved in making decisions or voting on the pay or performance of any other member of staff. This does not apply to discussions about general policy or practice.

The Headteacher must withdraw and cannot vote in relation to his/her own pay or performance appraisal.

## **Conflict of interest**

The law restricts the right of anyone to take part in governing body meetings or committees where there is a conflict of interest between that person and the interests of the school and governing body. If there is any doubt about a governor's ability to act impartially that person should withdraw from the meeting and not vote.

If there is a dispute about whether a governor present has a conflict of interest, the matter must be resolved by the governors present at the meeting.

Examples of cases where a fair hearing must be given include decisions about staff or pupil discipline or admission of pupils. There is nothing to prevent individuals, staff or governors, giving evidence about a particular case, but they may not be involved in discussions or decision-making if there is any doubt about their ability to act impartially.

## How Committees Work

### Rules relating to committees with delegated authority.

Committees with delegated authority are entrusted with taking decisions on behalf of the governing body. They are therefore required to work within the appropriate legal framework. (See **Appendix 1** for model constitution for committee with delegated authority).

Where the governing body decides not to delegate authority to committees these rules still provide a sound basis for good practice.

The committee can only vote if the majority of committee members present are governors.

### Quorum

The quorum for any committee meeting with delegated authority is a minimum of 3 governors. If the committee is large the quorum can be increased. The quorum must be specified in each committee's constitution.

### Voting

Decisions must be agreed by a majority of votes of governors and associate members present and voting. If there is an equal number of votes, the chair, provided they are a governor, has a second or casting vote. The committee can only vote if the majority of committee members present are governors.

### Clerks to committees

The governing body should appoint a clerk to each committee. The clerk may be a governor, although it is not considered good practice for governors to clerk committees with delegated authority. Headteachers can not clerk committees.

Where the committee clerk is not the Clerk to the Governing Body the latter is responsible for sending out agendas, ensuring minutes are taken and distributed, and liaison with the relevant governors to prepare agendas.

Rules about agendas and minutes of committees:

- Agendas must be sent out at least seven days before a meeting;
- The committee chair must sign minutes after approval at the next meeting of the committee;
- Agendas, signed minutes and reports or papers must be made available to anyone who wants to see them as soon as reasonably practicable;
- Confidential minutes relating to a named person or any other matter the committee considers highly sensitive, should only be made available to those governors allowed to be involved in the original discussion and not to other governors, parents, staff, or the public;
- For committees with delegated authority, decisions must be clearly and accurately recorded and reported to the full governing body. Where full delegation has not been agreed the committee can only make recommendations

The Financial Management Standard in Schools (FMSiS) says that the clerk to the Finance Committee should, as far as possible, be independent of the school, i.e. not an employee, and should have received training in clerking. This is to preserve the integrity of the committee where there is delegated authority to make firm decisions.

## **Chairs of committees**

The responsibilities of Chairs of Committees are as follows:

- To agree meeting agendas in consultation with headteacher/senior manager/head of department and clerk of committee/clerk to the governing body;
- To ensure the committee is quorate at each meeting;
- To lead, motivate and support committee members;
- To ensure new members are properly inducted;
- To ensure the committee's business links appropriately with the school improvement priorities;
- To sign approved minutes;
- To be responsible for ensuring the governing body is informed of decisions or recommendations made;
- To respect confidentiality;
- To ensure committee minutes and supporting documents are available to anyone who wants to see them once they have been agreed and signed;
- To ensure that the committee's work adheres to the agreed Terms of Reference and that these are agreed annually by the full governing body.

## **Reporting back to the full governing body**

The delegation of authority allows committees to deal with the general business of the governing body, thereby freeing up time for the full governing body to focus discussion on whole school improvement and development issues. However, committees with delegated powers have a duty to report to the full governing body on key decisions made and issues arising out of major discussions. Formal minutes of committee meetings should therefore be circulated to all members of the governing body.

The Chair of Governors should not allow committee business to dominate proceedings of full governing body meetings.

Where the governing body has retained final authority in key areas (e.g. approval of the final budget plan, approval of statutory pupil performance targets, etc), these matters can still be discussed in detail at committee level, but appropriate time should be allocated at main governing body meetings for closer scrutiny of any recommendations.

Where possible, committee meetings should dovetail with those of the full governing body. This ensures that key decisions made by committees are reported to the main governing body soon after they are made.

An annual schedule of meetings should be devised which allow committees to meet before the main governing body but also provides sufficient time for committee decisions to be recorded so that they can be circulated to all governors. The schedule should ideally be agreed during the summer term for the following school year. Meeting dates should coincide with deadlines for the Headteacher to submit information to the Local Authority, DCSF or other body.

## **Confidential issues**

Schools are public institutions funded with public money. The Freedom of Information Act requires that where a valid request for information is made, the enquirer is entitled to know whether the school holds the information and, if so, to have access to it. Access includes providing extracts of documents or a summary of the information sought, or access to the original document. Very broadly, information cannot be withheld unless the request is considered vexatious or repeated or the cost of compliance is prohibitive.

Regulations specify that the following matters are treated as confidential:

Matters related to;

- a named teacher or person employed at the school;
- a named pupil or candidate for admission to the school;
- any matter, which by reason of its nature, the governing body is satisfied should be dealt with on a confidential basis.

Minutes and papers relating to confidential matters should not be made public. The detail of the discussion should not be shared with anyone outside the committee as confidential minutes can only be seen by those governors involved in the discussion. As far as possible the use of individuals names should be avoided, unless it is felt that the person should be publicly acknowledged for personal achievement.

Governors should also be aware of the Data Protection Act and not give out personal details of other governors or staff. Such information should be requested via the school.

If there is any doubt as to whether minutes of meetings, or other school documents, can be made available on receipt of a request under the Freedom of Information Act, advice can be provided by the Local Authority.

## Understanding Delegation

**Committees have authority to take decisions on most issues.** There are very few matters that the full governing body must approve. However, the governing body remains responsible in law for all decisions taken by committees acting with delegated authority.

Decisions by the whole governing body are only valid if 50% of the governors in post are present. For example, a governing body with a composition of 16 but with only 12 governors in post must have 6 governors present for decisions to be legally valid.

**The following decisions cannot be delegated to committees or to individuals.**

- The size and membership of the whole governing body
- Appointment and removal of chair and vice chair of governors and the length of their terms of office
- Appointment and removal of a clerk to the governing body
- Suspension or removal of a governor
- The structure of committees
- Appointment of Associate Members
- Appointment of the Headteacher, Deputy Headteacher or Assistant Headteacher (although a selection panel may be set up which will make the initial offer of appointment)

**The following decisions can be delegated to committees (but not to individuals):**

- The alteration, closure or change of category of a school
- The approval of the first formal budget plan of the financial year
- Responsibility for school discipline policies, which includes establishing a governors' pupil discipline committee
- Responsibility for admissions which includes establishing a governors' admissions panel
- Approval of the statutory pupil performance targets.

## Delegation of Staffing Issues

The governing body has overall responsibility for all staff appointments and dismissals.

With the exception of the appointment of Headteachers, Deputy Headteachers and Assistant Headteachers and the dismissal of Headteachers, the governing body may delegate these responsibilities to:

- the Headteacher;
- an individual governor;
- a group of governors, with or without the headteacher.

If the governing body delegates any of these functions to one or more governors, the headteacher is entitled to attend all proceedings and to offer advice, which must be considered by the governors concerned.

In all schools, the **Headteacher** is expected to lead on the following:

- Appointing staff outside the leadership group.
- Making **initial** staff dismissal decisions (with the exception of the headteacher).

Staffing guidance from the DCSF (2003) states that governors should delegate these functions to the Headteacher unless there are very good reasons for not doing so.

In all schools, **governors** lead the process of:

- making appointments to the leadership group;

- hearing appeals against dismissals and hearing appeals under locally agreed disciplinary and grievance procedures;
- dismissal of the Headteacher, which in the first instance, may have to be a decision made by the Chair of Governors alone.

The Headteacher is entitled to attend the selection panel for the appointment of staff to the leadership group and to give advice. S/he may vote if already a voting member of the governing body. The size and composition of this panel is for the governing body to decide.

Headteachers in post must not be involved in the formal appointment of their successor.

The appointment panel for a Deputy or Assistant Headteacher must comprise at least three governors. The Headteacher should be involved both as a governor (where already a voting member of the governing body) and in an advisory capacity. The full governing body must agree the appointment of a Deputy Headteacher.

The Governing Body Decision Planner, available from [www.governornet.co.uk](http://www.governornet.co.uk), shows clearly the level to which governing bodies may legally delegate functions.

## Appendix one

### Model constitution for a committee

1. A committee shall consist of **at least** three full members of the governing body
2. The membership of a committee may include associate members (non-governors), appointed by the governing body, provided that a majority of members are governors.
3. The governing body shall determine the membership and proceedings of any committee and review the establishment, terms of reference, constitution and membership of all committees annually
4. The establishment of any committee with delegated authority shall be decided by a quorum of 50% of governor places filled on the whole governing body
5. The governing body shall decide whether associate members may vote in committee
6. The Headteacher is entitled to attend any meeting of a committee
7. Other members of the governing body may attend any meeting of any committee
8. Each committee must have a Chair, appointed by the governing body or elected by the committee. The governing body may remove the chair of a committee from office at any time
9. The chair of a committee has the casting (or second) vote,
10. Where there is a conflict between the interests of an individual member of the committee and the interests of the governing body, or where the principles of natural justice require a fair hearing and there is any reasonable doubt about the person's ability to act impartially, s/he should withdraw from the meeting and not vote
11. The governing body may abolish a committee or withdraw its delegated powers
12. Members of a committee are entitled to seven days notice of a meeting and to receive an agenda. A shorter timescale may be given if a committee chair decides the issue needs urgent attention
13. The Committee Chair must sign minutes of all committee meetings, after approval at the next meeting of the committee. All governing body members are entitled to a copy of the minutes
14. Occasionally the committee may discuss items that will initially be confidential to that group of governors (e.g. some staffing issues) and those minutes will be retained confidentially by the committee
15. The committee must make available for inspection to anyone interested a copy of the agenda, signed minutes and any reports and papers. Information of a confidential nature does not have to be made available for inspection
16. The committee will report decisions to the full governing body, or pass on recommendations for further consideration or approval

# **Terms of Reference**

## The Governing Body

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

**'The Governing Body actively promotes effective spiritual, moral, social and cultural development alongside inspiring teaching to provide an exceptional learning environment where pupils love to learn.'** Thurton CE School Governance Statement

### Terms of Reference:

- **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 for the governing body to do this, e.g. Community governors
- **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 elect the Chair of any committee, or to delegate this to the committee itself
- **To appoint or remove a Clerk to each committee\***
- **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 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 - if not delegated to a committee
- To keep school policies and practice under review and to make revisions where appropriate - if not delegated to a committee
- To review annually aspects of financial delegation to the headteacher:
  - The day to day management of the budget allocation
  - The amount the headteacher can spend without referring to the governing body
  - The amount the headteacher may vire between budget headings
- *Any items which individual governing bodies may wish to include*

**\*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**

## Strategic Leadership Group (SLG)

*The suggested membership of this group is the Chair of Governors, the Vice-Chair, the Headteacher and the Chair of each of the Committees – Finance, Curriculum, Ethos and Personnel. These key governors would have a 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.*

### Terms of reference:

- To provide high level support to the Chair of Governors or Headteacher
- To plan the provisional programme of work and calendar of meetings for the Governing Body and its committees for the school year during September. This will be based on known cycles of school improvement, financial management, data captures, staffing issues and communicating with parents – for agreement by the full governing body
- To ensure governor involvement in agreeing and monitoring the School Self Evaluation Form and the School Evolution Plan
- To monitor the progress of work being undertaken by committees and individuals
- To ensure there are procedures for maintaining and checking the Single Central Record (SCR)
- To establish and review Critical Incident Policy / Business Continuity and procedures
- To establish and review any protocol or standing orders for the Governing Body – for agreement by the full governing body
- To establish and review a protocol for Governors' visits to school
- To make recommendations to the Governing Body where particular circumstances arise e.g. establishing a committee or working party for a specific purpose
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated by the Governing Body

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

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## Finance, Premises and General Purposes Committee (FPG)

### Terms of reference:

#### Finance

- A minimum of 3 full governors must attend each meeting in order to be Quorate
- Where authority has been delegated to the committee, and in consultation with the Headteacher, to agree the first formal budget plan of the financial year, **OR** to make a formal recommendation to the full governing body
- To establish and maintain a 3-year financial plan
- To consider a budget position statement, including virement (the purpose of transferring items from one financial account to another) 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 and meets the requirements of the SFVS
- To ensure that the School Evolution Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes
- To review policies and practices deemed appropriate for this committee.
- To make decisions in respect of bought in 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 receive and respond to reports from Auditors
- To consider staff salary increases recommended by the Headteacher\*
- Where this committee has been deemed to be the Pay Committee, to review the headteacher's salary, taking account of the Headteacher Performance Review Group's recommendations.
- To ensure all voluntary funds are properly audited annually for presentation to the governing body
- To report to the full governing body at each of its meetings
- To ensure that committee members undertake appropriate training

#### Premises

- 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
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety and appropriate Insurance, for the use of school premises by outside users, subject to governing body policy
- To carry out an annual risk assessment of the school premises
- To establish and keep under review a Premises Development Plan
- To establish and keep under review an Accessibility plan
- To ensure full compliance with any Health & Safety Audit of the premises, within required timescales

*\*Exclusion from attendance at meetings of the committee will apply in relation to any 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.*

*The headteacher must also withdraw when his/her own pay or performance is under discussion.*

<b>These terms of reference agreed by the Governing Body</b>	/	/
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## Curriculum and Standards Committee

### Terms of reference:

- A minimum of 3 full governors must attend each meeting in order to be Quorate
- 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/Statement
- 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 review such policies as are deemed appropriate to this committee, e.g. SEN provision, Sex Education, etc.
- To ensure that the school complies with relevant legislation relating to equality and diversity, e.g. Disability, Gender, SMSC
- To review the School Self-Evaluation Form, and ensure that identified priorities inform the School Evolution Plan
- To set attainment targets for the appropriate Key Stage for the school, and for reducing pupil absence rates, OR to make a recommendation to the full governing body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body
- To oversee arrangements for educational visits, and ensure that an Educational Visits co-ordinator is appointed

These terms of reference agreed by the Governing Body	/	/
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## Personnel Committee

### Terms of reference:

- A minimum of 3 governors must attend each meeting in order to be Quorate
- To agree and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Performance Management and Pay Policy for the school and to be responsible for its administration and review\*
- To ensure that all staff have up-to-date job descriptions
- To oversee appointment procedures for staff within the leadership team.
- To ensure that the school follows Safer Recruitment practices, and has a formal induction programme for all new staff members
- To ensure that formal DBE checks are carried out for all new members of staff, and that the school maintains a Single Central Record log of staff checks for inspection purposes
- To oversee the process leading to staffing adjustments
- To agree procedures for hearing staff grievances and appeals, and for appeals against staff dismissals
- 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

*\*Exclusion from attendance at meetings of the committee will apply in relation to any 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.  
The headteacher must also withdraw when his/her pay or performance is under discussion.*

<b>These terms of reference agreed by the Governing Body</b>	/	/
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## Headteacher's Performance Review Group

Members are:

Chair of Personnel Committee

Chair of Ethos Committee

Independent

### Terms of reference:

- To arrange to meet with the School Improvement Partner annually, in the Autumn Term, to review the Headteacher's overall leadership and management of the school and against previously agreed objectives, and to agree new performance objectives
- To draw up the Headteacher's Review Statement within the required timescale
- To monitor through the year the performance of the Headteacher against the set objectives
- To make recommendations to the Finance and General Purposes Committee in respect of any salary increase for the successful meeting of objectives by the Headteacher

**Membership – 2 or 3 full governors.** In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

**Disqualification** – The Headteacher and any person employed to work at the school in any capacity may not be members of this group

<b>These terms of reference agreed by the Governing Body</b>	/	/
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## Ethos Committee

### Terms of reference:

- To agree on and ensure the school embeds the school’s vision, aims, values and ethos throughout
- To ensure the Christian ethos runs through the school
- To ensure governor involvement in agreeing and monitoring the School SIAMs Self Evaluation Form
- To monitor the school’s publicity, public presentation and relationships with the wider community
- To identify and celebrate pupil and staff achievements
- To ensure all statutory requirements for reporting and publishing information are met and the school website is fully compliant and presented in an accessible way

The Chair must be a Foundation Governor.

<b>These terms of reference agreed by the Governing Body</b>	/ /
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## Hearings Panel

Currently at Thurton Primary School the members are:

Chair:

Members to be elected depending on the nature or the content of the appeal to ensure no tainting.

### Terms of reference:

- To seek the advice of the Local Authority's Human Resources department as appropriate
- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under 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 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
- To make any determination or decision about the operation of the Governing Body's Charging Policy:
- *Additional items which individual Governing Bodies may wish to include*

**Membership** – not less than 3 members of the Governing Body. In cases where the governing body has only a limited number of governors available 2 members may be appointed. (NB. The number of governors appointed to this committee directly affects the number required for an Appeal Committee, which may not be fewer in number)

**Disqualification** – The Headteacher

It is recommended that only experienced or trained governors be appointed to this Panel. Where the Chair of Governors has prior knowledge of the issue s/he may not be a member

As hearings may take place with relatively short notice it is advised that the Clerk to Governors retain details of governors' daytime availability.

These terms of reference agreed by the Governing Body	/	/
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## Appeals Panel

Currently at Thurton Primary School the members are:

Chair:

Members to be elected depending on the nature or the content of the appeal to ensure no tainting.

### Terms of reference:

- To consider any appeal against a decision made by the Hearings Panel to dismiss a member of staff\*
- 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** – Must not be fewer in number than the Hearings Panel

**Disqualification** – The Headteacher  
Members of the Hearings Panel

It is recommended that only experienced or trained governors be appointed to this Panel. Where the Chair of Governors has prior knowledge of the issue s/he should not be a member

As hearings may take place with relatively short notice it is advised that the Clerk to Governors retain details of governors' daytime availability.

These terms of reference agreed by the Governing Body	/	/
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## Pupil Discipline Review Panel

Currently at Thurton Primary School the members are:

Chair:

Members to be elected depending on the nature or the content of the appeal to ensure no tainting.

### Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less. The Panel has discretion to invite Parent/s or Carers to attend. (*Committee may not re-instate*)
- To consider representations from parents in the case of one or more exclusions totalling more than 5, but not more than 15, school days in one term. Parents/carers are entitled to attend. (*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 relevant DCSF guidance is practised in the school, with specific reference to the role assigned to the Governing Body.
- *Any items which individual governing bodies may wish to include*

### Membership – 3 or 5

N.B. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Review Panel 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, who will attend to present his/her case for the exclusion  
Any Governor with prior knowledge of the pupil or the incident.

(Where the Chair of Governors has prior knowledge of the matter s/he should not be a member)

Staff governors should ideally not be Panel members due to the strong likelihood of them having knowledge of the pupil and/or incident

The **Chair of Governors** may review on his/her own any exclusion where the pupil will miss a public examination.

These terms of reference agreed by the Governing Body	/	/
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## 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, or a Committee or the Steering Group, 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
- *Any items which individual governing bodies may wish to include*

**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

There is a legal requirement to name a governor with responsibility for Child Protection This must NOT be the Chair of Governors, as this person is required to take action where the Headteacher is alleged to be involved.

Governors must **not** investigate individual child protection cases, or carry out interviews of children, even with parental consent. Cases may only be handled by Local Authority Designated Officers (LADO)

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

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## MEMBERSHIP RECORD

### Strategic Leadership Committee

#### Members

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Jonathan Barber

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Christopher Ellis

Chair

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Roland Kaye

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Sorrel Kelly

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Wendy McGill

---

Len Swiffen

### Finance, Premises and General Purposes Committee

#### Members

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Jonathan Barber

---

Paul Carter

---

Gary Corbett

---

Roland Kaye

Chair

---

Len Swiffen

### Curriculum and Standards Committee

#### Members

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Jonathan Barber

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Jayne Casey

---

Anne Dring

---

Christopher Ellis

---

Sorrel Kelly

---

Len Swiffen

Chair

### Personnel Committee

#### Members

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Jonathan Barber

---

Amy Brooke

---

Christopher Ellis

---

Wendy McGill

Chair

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Len Swiffen

### Ethos Committee

#### Members

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Jonathan Barber

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Paul Carter

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Laura Debenham

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Anne Dring

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Christopher Ellis

Chair