



# Wraysbury Primary School

## Governing Board

### Terms of Reference

2023/ 2024

## Contents

The Role of the Chair of the Governing Body .....	3
The Role of the Clerk to the Governing Body .....	3
The Role of the Chair of a Committee.....	3
The Role of the Clerk to Committees.....	3

### Terms of Reference for:

Full Governing Body .....	4
Delegation of Responsibility to Individuals.....	14
Curriculum and Pupil Welfare Committee .....	15
Resources Committee .....	16
Pay Decision Review Panel.....	17
Headteacher's Performance Review group .....	18
Pupil Discipline .....	19
Complaints & Staff Dismissal.....	20
Complaints & Staff Dismissal Appeal.....	21

### The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and Borough delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

**Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members**

### The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Headteacher**

### The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To convene meetings of the Committee

**Disqualification – none**

### The Role of the Clerk to Committees

- ❖ 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/other committee members from time to time

**Disqualification – the Headteacher**

## TERMS OF REFERENCE

### The Governing Body

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities*

#### Terms of reference:

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
- **To hold at least three Governing Body meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To appoint or remove a Clerk to the Governing Body\***
- **To establish the committees of the Governing Body and their terms of reference\***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee\***
- **To suspend a governor\***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually\***
- To meet soon after the clerks termly briefing to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an action plan
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- See also, The Standing Orders of the Governing Body

**\*These matters cannot be delegated to either a committee or an individual**

**Membership – As per the Instrument of Government**

**Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations**

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

## **STANDING ORDERS OF THE GOVERNING BODY**

### **1. Context**

- 1.1** These standing orders should be used in conjunction with the School's Instrument of Government, general advice issued in Department for Education & Skills Circulars, Government Legislation, the Headteacher's Contract and Conditions of Employment and, where appropriate the policies of the Governing Body and the Local Authority.

### **2. Convening and Planning Meetings, and the Conduct of Business**

#### **Chair and Vice Chair**

- 2.1** The Clerk will seek self-nominations for a Chair and Vice Chair, for election at the first meeting of the autumn term.
- 2.2** Term of Office will be as defined by The Constitution.
- 2.3** Persons paid to work at the school and pupils cannot be elected chair or vice chair.
- 2.4** The Chair will conduct all meetings of the whole governing body except where, in his or her absence, the Vice Chair will take the chair.
- 2.5** If both the Chair and the Vice Chair are absent from a meeting or have resigned, the governing body will elect from its number a Chair for that meeting.
- 2.6** If the Chair and/or Vice Chair resign, the governing body will hold a special meeting within 14 days to elect their successors

### **3. Clerk to the governing body**

- 3.1** The governing body must appoint a clerk. Governors, associate Members and the headteacher cannot be appointed as clerk to the GB.
- 3.2** The governing body must appoint a clerk (s) to its committees. Headteacher cannot be appointed as a clerk to a committee
- 3.3** In the absence of the Clerk the Governing Body can :-
- i. Select a Governor from amongst its number to Clerk the meeting.
  - ii. Agree to disband the meeting and reconvene at a later date

### **4. Calendar of Meetings**

- 4.1** The governing body will meet as a whole at least three times during the academic year.
- 4.2** The governing body will plan its meeting dates, on an annual basis, at the final meeting of the academic year.

### **5. Timing of Meetings**

- 5.1** Meetings will start at times which are acceptable to the full Governing Body and should normally be limited to 1.5 hours duration.
- 5.2** Where business has not been completed within the time stated in paragraph 5.1 above those present at a meeting may extend the meeting for a given time in order to deal with specified business.

### **6. Quorum**

- 6.1** For meetings the quorum will be as noted in the Terms of Reference.
- 6.2** The quorum for a working party will be determined by the governing body when the working party is established
- 6.3** Membership of a working party may include associate members provided the majority of the committee members are governors.

- 6.4 The governing body can give limited voting rights to associate members.
- 6.5 Decisions may not be made at a meeting, which is inquorate.
- 6.6 If during a meeting it becomes inquorate, it can either be discontinued or can continue at the discretion of the remaining members, but no resolutions can be made.
- 6.7 A meeting may be discontinued at any time by agreement of the governing body.
- 6.8 When a meeting is discontinued or is inquorate any items remaining on the agenda will be placed on the agenda of a subsequent meeting.

## **7. Convening of Extraordinary Meetings**

- 7.1 A meeting must be convened at the signed request of at least 3 Governors. The clerk to convene a meeting within seven clear days, or earlier by agreement.

## **8. Notice of Meetings**

- 8.1 Written notice of meetings and the agenda will be sent to members and the head teacher, if not a governor so that they may be received seven clear days before the meeting, while those for an extraordinary meeting called by the Chair or by requisition, written notice may be sent in a shorter time.
- 8.2 Non-receipt of notice of a meeting will not invalidate the meeting.

## **9. Agenda**

- 9.1 The agenda will be organised by the Clerk in consultation with the Chair and the head teacher.
- 9.2 Individuals, or groups of governors may place items on the agenda by writing to the Clerk.
- 9.3 Papers, which inform agenda items, will be sent to governors with the agenda.

## **10. Late items/Any Other Business**

- 10.1 Items of any other business should be raised at the outset of the meeting and left to the discretion of those present to determine whether they should be discussed.

## **11. Attendance and governor record**

- 11.1 A record will be kept of all persons attending a meeting of the governing body or any of its committees.
- 11.2 The time of departure of any member leaving before the end of a meeting will be recorded in the minutes.
- 11.3 A record will be kept of all governing body and associate members.

## **12. Suspension of governors**

The governing body can suspend a governor for up to 6 months on the following grounds:-

- is paid to work at the school and is the subject of disciplinary hearings re their work
- is subject of any court/tribunal proceedings, the outcome of which may be that they are disqualified under schedule 6 of the Constitution regulations
- has acted in a way that is inconsistent with the schools` ethos or with the religious character and has brought/is likely to bring the school/GB/office of governor into disrepute or is in breach of their duty of confidentiality to the school/staff/pupils

### **13. Minutes of Meetings**

- 13.1** The minutes of meetings will be drawn up on consecutively numbered loose-leaf pages, each page initialed by the person signing them as a true record.
- 13.2** A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.
- 13.3** Copies of the draft minutes checked for accuracy by the Chair and head teacher, will be sent to all members of the governing body within 10 days of the meeting.
- 13.4** The minutes of the meeting will be considered for approval at the next meeting.
- 13.5** Action will be taken on the basis of decisions and need not await the approval of minutes at the next meeting.
- 13.6** Those matters, which must by law, remain confidential or which the governing body decides shall be confidential shall be recorded in Part 2 Minutes and not published.
- 13.7** The minutes of meetings will be available for public inspection once they have been approved by the board/committee and signed off by the relevant Chair. (Items declared confidential will not be available for inspection)
- 13.8** The approved minute's etc; will be available for public inspection at reasonable times by arrangement with the Clerk.
- 13.9** On request, a copy of draft or signed minutes of any meetings will be sent to the Director of Education & Children's Services.

### **14. Correspondence**

- 14.1** All incoming correspondence, excluding any concerning complaint, is for the attention of the whole governing body. Significant items will be presented to each meeting of the governing body, including any upon which the Chair has already taken urgent action, so that the need for, and the nature of, action may be decided or confirmed.
- 14.2** The governing body will determine by resolution who should write letters on behalf of the governing body.

### **15. Information and advice**

- 15.1** The head teacher has a statutory duty to keep the governing body fully informed, and will present one written report to the governing body each term.
- 15.2** The appropriate LA Officer will be invited to attend meetings in order to inform and advise the governing body when considered appropriate by the full body.
- 15.3** Where important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.
- 15.4** Where information required by the governing body is not readily available, reasonable time will be given for its production.
- 15.5** Where expertise is needed, but not available within the governing body, the governing body may consider appointing an associate governor.

### **16. Discussion and debate**

- 16.1** The Chair will ask the governing body if they wish to discuss matters, which have been raised that do not appear to be relevant to the agenda or for which due notice have not been given.
- 16.2** The Chair will ensure that all governors enjoy equality of opportunity to express their views.
- 16.3** Recommendations received from working parties will be recorded in the written minutes.
- 16.4** The governing body will receive, and where necessary, ratify decisions that it has delegated to a committee or to an individual. Such decisions will be recorded in the minutes.

## **17. Decision making**

- 17.1** Members of the governing body recognise that all decisions must be made by a full meeting of the governing body unless an individual or a committee has been delegated to deal with a specific issue.
- 17.2** Decisions will be made after full discussion and by a simple majority by a show of hands unless any one member, or more, requires a secret ballot.
- 17.3** A decision of the full governing body is binding on all its members.
- 17.4** If there is a tied vote at the end of a discussion, the Chair may vote a second time to determine the issue.
  
- 17.5** Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the governing body when the proposal to amend or rescind appears as a separate agenda item.

## **18. Urgent action**

- 18.1** The Chair, or in his or her absence the Vice Chair, has authority to take urgent action between meetings provided that the following conditions exist;
  - 18.1.1** delay in dealing with the matter would be seriously detrimental to a pupil, potential pupil, his or her parents, the school, a member of staff, or a potential member of staff; and
  - 18.1.2** a meeting could not be called in sufficient time to deal with the matter without being seriously detrimental as described in 18.1.1
- 18.2** If the Chair takes any urgent action between meetings the facts will be reported to the next meeting of the governing body.

## **19. Public statements**

- 19.1** Public statements will only be made by those delegated to make them. Usually this will be the head teacher and occasionally the Chair.

## **20. Access to meeting of the governing body**

- 20.1** Those persons entitled to attend a meeting of the governing body is any of its members, the head teacher, whether or not a member of the governing body and the Clerk.
- 20.2** When the head teacher is absent the deputy head teacher will take his or her place, unless they are already a Governor.
- 20.3** The governing body will decide who, other than a governor, the head teacher or the Clerk, will be admitted to a meeting.
- 20.4** The governing body will determine its procedures for responding to those seeking permission to attend meetings.
- 20.5** The governing body will decide which of its meetings, if any, will be open to the public.
- 20.6** If a meeting is to be opened to parents or to the general public reasonable notice must be given.
- 20.7** The deputy head teacher will be invited to attend meetings of the full governing body, at the discretion of the head teacher, as part of his or her professional development.

## **21. Pecuniary and personal interest**

- 21.1** The governing body will maintain an annually updated register of the pecuniary interests of its members signed by the relevant member.



- 21.2** Members will draw attention, when any change occurs, to their declared pecuniary or personal interests. Each full governing body meeting agenda will have this as a standing item.
- 21.3** A governor will be required to withdraw from a meeting if he or she:
- 21.3.1** stands to gain financially from a matter under consideration;  
**21.3.2** has a personal interest in a matter under consideration; or  
**21.3.3** is a parent, related to a pupil in some way, or an employee being discussed.
- 21.4** Governors who have declared personal interest must be allowed to attend a meeting of a committee of the governing body to give evidence if they have made relevant accusations, or are witnesses in the case, when it is discussing:
- 21.4.1** disciplinary action against an employee or against a pupil; or  
**21.4.2** a matter arising from an alleged incident involving a pupil.

## **22. Complaints and Staff Discipline**

- 22.1** The governing body will establish procedures for dealing with general complaints and will abide by the LEA's procedures for dealing with curriculum complaints.
- 22.2** The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

## **23. Delegation of Functions**

- 23.1** An individual governor may take no action unless authority to do so has been delegated by the full governing body.
- 23.2** The governing body will determine the extent to which it will delegate its functions to a committee, a governor or to the headteacher, subject to prescribed restrictions. A review of the delegation of these functions must be carried out annually. The governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.
- 23.3** The following functions can be delegated to a committee, but cannot be delegated to an individual:-
- Functions relating to the alteration, closure or change of category of maintained schools
  - Functions relating to the approval of the first formal budget plan of the financial year
  - Functions relating to school discipline policies
  - Functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
  - Functions relating to admissions
- 23.4** The governing body cannot delegate any function relating to : the constitution of the governing body, the appointment or removal of the chair or vice - chair, the appointment of the clerk, the suspension of governors, the delegation of functions, and establishment of committees
- 23.5** Any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action taken or decision made. The governing body can still perform functions it has delegated, this to enable the governing body to take decisions on matters that is discussed at meetings on functions that have been delegated. (ie, the GB can decide to move money from one budget heading to

another in light of changing circumstances, even if the function of approving and monitoring the budget has been delegated to a committee)

**23.6** The delegation by the governing body of its functions relating to the appointment and dismissal of staff, and staff grievance, capability, conduct, discipline and suspension matters must be considered in conjunction with School Staffing Regulations 2003

**23.7** The governing body will abide by decisions of the Disciplinary Committee and the Appeals Panel.

## **24. Committees and Working Parties**

**24.1** In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute priority, the governing body will, where it is proper and appropriate to do so:

**24.1.1** set up working parties to provide information and/or make recommendations to the whole governing body;

**24.1.2** delegate work to committees with the power to make decisions on behalf of the whole governing body;

**24.1.3** delegate work to individual members of the governing body including the head teacher, if not already a governor.

## **25. Committees**

**25.1** Committees will have delegated authority to make decisions on behalf of the governing body only where delegation is not forbidden by legislation. (cannot have delegation of the following items: -constitution of GB, appointment/removal of chair/vice-chair, appointment of clerk, suspension of governors, delegation of functions, establishment of committees.

**25.2** When establishing committees the governing body, in addition to ensuring that at least three governors (not including the head teacher) are appointed to each, will :

**25.2.1** determine the membership;

**25.2.2** establish and record terms of reference;

**25.2.3** allow committees to determine their own timetables within given limits;

**25.2.4** determine procedures for reporting back;

**25.2.5** review the need for, and the membership of, committees annually;

**25.2.6** The terms of reference for each committee should be ratified by the full governing body at the beginning of each academic year.

**25.3** The governing body may appoint associate governors to committees but such governors have limited voting rights. (see section 6.4)

**25.4** The head teacher has the right to attend any meeting of the governing body or any of its committees subject to the statutory rules laid down in the terms of exclusions, and staff disciplinary matters.

**25.5** Statutory committees, their membership, chairs and terms of reference will be reviewed at the first meeting in each academic year, to deal with:

**25.5.1** exclusions;

**25.5.2** complaints;

**25.5.3** staff (pay, appointments, dismissals, discipline & grievances).

**25.6** The governing body will also establish a committee to deal with appeals against any decision of a statutory committee.

**25.7** The membership of the appeal committee will not include any member of the relevant statutory committee or a governor who had any previous involvement with the matter under appeal.

**25.8** The governing body will ensure that the appeal committee will have no fewer members than the relevant statutory committee.

**25.9** The governing body will set up the following:

- **Headteacher's performance management**
- **Pay Review Committee**

**25.10** A committee will provide a written report of its decisions and action to the next meeting of the full governing body.

**25.11** The relevant committee will approve minutes and a copy will be presented to the next meeting of the governing body for information and filing.

## **26. Working Parties**

**26.1** In establishing working parties the governing body will :

**26.1.1** determine the membership, including that of associate members of the governing body, and the method of appointing the Chair of each working party;

**26.1.2** ensure the working party is following the terms of reference for the committee

from, which they were established; determine when working parties must meet;

**26.1.3** determine when working parties must report back.

**26.2** The head teacher has the right to attend any meeting of the governing body or any of its working parties.

**26.3** If the governing body establishes working parties to make recommendations or provide information they will be discontinued when their work has been completed.

**26.4** A working party will present either a written recommendation or progress reports to the next meeting of the full governing body.

## **27. Review**

**27.1** Review of these Standing Orders will take place annually on a date agreed by the full Governing Body.

## **28. Distribution**

**28.1** One copy of these Standing Orders will be presented to each member of the governing body, new governors when they join (as part of the induction pack), the head teacher, if not a governor, and the Clerk. One copy will be filed as part of the record of the meeting at which they were agreed or amended.

**28.2** Once agreed the Chair should sign and date the last page and initial those preceding.

Review Date/Signature of Chair

Name of Governor	Category	End of term of Office
Jayne Kennedy	Co-opted	20.07.27
Ben Bristow	Co-opted	16.09.24
Roly Latif	Co-opted	16.09.24
Myles Gresswell	Staff	15.09.26
Alison Fox	Head	N/A
David Hicks	Elected Parent	
Claire Robertson	Appointed Parent	20.07.2027
Julie Price	Appointed Parent	20.07.2027
Ruth Fogg	Associate	16.09.2024

Chair of the Governing Body	Jayne Kennedy
-----------------------------	---------------

Vice-Chair of the Governing Body	Ben Bristow
----------------------------------	-------------

Clerk (s) to the Governing Body	Jo Harris
---------------------------------	-----------

<b>Quorum:</b>	<b>One half of the number of Governors in post*</b>
----------------	---

(\*except where stated otherwise in the Governors Handbook)

## 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, the Teaching & Learning 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 training as appropriate

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Subject	Governor
English	Jayne Kennedy
History	Myles Gresswell
Maths	Claire Robertson
Science	
Computing	Ben Bristow
DT	
Music, Drama & Artsmark	
SEN	Roly Latif
Safeguarding	
Pupil Premium	
EYFS	Julie Price

Subject	Governor
Art	
RE	
Geography	
Sustainability	Roly Latif
PE	Roly Latif
MFL	
Health & Safety	Roly Latif
Looked After Children	
PSHE	Ruth Fogg
GDPR	
Wellbeing	Ben Bristow

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

Date Delegation Agreed

**Wraysbury Primary School**  
**Curriculum, Pupil Welfare and School Community Committee**  
**Terms of Reference for 2023-2024**

- To ensure that all learners are supported to achieve their best possible outcomes in terms of both educational achievement and personal development & welfare.
- To be involved in setting priorities for school improvement and to monitor and evaluate the success and impact of the school's strategies to address these priorities.

This year's key priorities which come under the committee's remit for monitoring are:

- Key Priority 1 – Improved Pupil catch up, attainment and Progress
  - Key Priority 2 – Improved Behaviour and Attitudes to learning
  - Key Priority 5 – Increased Engagement
- (see School Development Plan 2022-23)

- To monitor and evaluate the effectiveness of school's curriculum and co-curricular arrangements in addressing the above priorities, including by undertaking a programme of governor visits to school to observe the impact of the school's improvement over time.
- To monitor and evaluate the progress and attainment of the pupils, with particular focus on underachieving groups.
- To monitor and evaluate the impact of the school's middle leaders on intent/implementation and impact of the curriculum (subject leaders/SENCo/PP leader) and year group progress (year group leaders)
- To monitor the impact of the quality of teaching; including the plans in place for staff continued professional development and strategies / plans to address areas of underachievement.
- To monitor and evaluate the school's provision and support for the vulnerable groups to ensure their needs have been identified and addressed.
- To monitor the impact of the school's pupil premium strategy on overcoming the barriers to learning and improving the outcomes of these children (PP governor reports to committee).
- To ensure that the requirements of children with special educational needs and disabilities are met, as laid out in the SEN Code of Practice, and to monitor the impact of the school's policies and practice on the learners with SEND. (SEND governor reports to committee).
- To monitor the impact of the provision on the most able pupils, to ensure they continue to achieve highly, and on those with prior attainment across the spectrum, to ensure those with gaps are being supported to catch up.
- To ensure Statutory arrangements for tests.
- To consider external reports of the school's provision (e.g. Ofsted, external moderation, peer review across the RBWM group of schools etc) and evaluate regularly the implementation and impact of actions put in place following external review.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the school's provision and to ensure sufficient resourcing to enable improvement in the key priority areas.
- To ensure that the school discharges its accountability to report to stakeholders via the website, and that publicity, public presentation and relationships with the wider community are positive.
- To develop and review any policies identified within the school's policy review programme as falling inside this committee's remit, in accordance with its delegated powers (see below).
- To monitor the impact of the school's policies and systems on the attendance of the pupils, and on their behaviour for learning, and to hold the school to account to make improvements where necessary.
- Liaising with the Headteacher and other members of the Senior management Team on matters relating to the physical and mental wellbeing of the pupils
- Ensuring the designated person and designated Safeguarding Governor work effectively to ensure the safety of all children at all times including when online.

- Reviewing and monitoring pupil welfare and support such as: work of the ELSA, attendance and welfare policies
- Discussing, reviewing and monitoring matters on the School Development Plan that refer to pupil welfare
- Ensuring the promotion of healthy lifestyles and monitoring health related issues including school food provision
- Monitoring the school catering services and School Food Policy
- To provide a named Governor responsible for Safeguarding and LAC
- To support the partnership between the school and parents and carers, monitoring this through parent and pupil surveys and feedback.

**Statutory policies where review and approval are delegated to this committee:**

- Sex and Relationships Education policy
- Pupil Premium Strategy Statement
- Behaviour Policy and Principles
- Equality Opportunities and Race Equality
- Register of pupils' admission to school
- Register of pupils' attendance
- Early Years Foundation Stage (EYFS)

**Non-statutory policies/plans kept under review by this committee:**

- The Home School Agreement
- Website checklist
- Assessment
- Calculation
- English
- Food
- Able, Gifted and Talented
- Homework
- Maths
- PE and Physical Activities
- Teaching and Learning
- Physical Intervention and Handling Policy
- Collective Worship
- Dealing with Racist Incidents
- Attendance (also, procedures for absence)
- Offsite Activities Policy
- Offsite Activities Procedures
- Governors in the classroom
- Role of the Subject Governor
- Intimate Care Policy and Guidelines
- Pupils Absconding from school or adult supervision
- Managing Allegations against other pupils
- School Uniform
- Emergency Epi Pen and Inhaler Guidelines

**Current membership** – see below      **Disqualification Criteria** – None

**Quorum - 4 required (inc HT)**

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>	<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Julie Price		Ruth Fogg - Associate	17 <sup>th</sup> September 2020
Jayne Kennedy	17 <sup>th</sup> September 2020		
Alison Fox	17 <sup>th</sup> September 2020		
Myles Gresswell	17 <sup>th</sup> September 2020		

<b>Chair of Committee</b>		<b>Clerk to the Committee</b>	Jayne Kennedy
---------------------------	--	-------------------------------	---------------

## Resources Committee Terms of Reference

### Terms of reference for Academic Year 2022/23:

This committee's remit is to have delegated to it by the governing board the aspects of governance relating to:

- Financial planning and budget monitoring
- School premises maintenance, development, health & safety
- Staffing requirements and issues

Staff pay awards fall outside the remit of this committee; oversight of the school's performance management cycle, the Headteacher's appraisal and the approval of any pay awards come under the remit of the 'Pay Panel.'

The following functions have been delegated to the committee:

#### Financial policy and planning

- Following its review with the Headteacher and School Business Manager, to propose the annual school budget plan to the governing board for ratification at the May FGB meeting, taking into account the priorities set out in the School Development Plan.
- To undertake an annual review of the school's Financial Statements, consistent with RBWM CFR reporting, which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the governing board, this committee, the Headteacher, the School Business Manager and other nominated staff.
- To keep under review a three-year budget plan, taking into account the priorities set out in the School Development Plan, the number on roll projection and guidance from the Department for Education and the Local Authority which is likely to impact on future years' budgets. To propose the three-year plan to the governing board for ratification at the May FGB meeting.
- To make decisions in respect of contracts, goods and services where the authority rests with the governing board, under the scheme of delegation.
- To ensure that Health & Safety and related issues are appropriately prioritised in terms of funding.
- To record and annually review a register of pecuniary and related party interests for all governors and senior leadership team.
- To monitor that the voluntary funds account is audited annually and that financial statements are prepared for signature by the Chair of Governors.

#### Financial monitoring

- To monitor revenue and expenditure throughout the year against the annual budget plan, receiving year to date reports in months 3 (July) and then monthly from month 6 (October) to year end. Reports to be discussed at committee meetings in October (month 6) and January (month 9).
- To consider and complete the School Financial Value Standard annually prior to recommending for approval by the governing board (RBWM deadline is January)
- To keep under review the school's financial policies and procedures; including those for procurement, cash handling, and for disposal of assets.
- To keep under review a charging and remissions policy.
- To report back to each full governing board meeting, alerting the board of potential problems or significant anomalies.
- To liaise with Curriculum Committee to provide the information it needs to make decisions regarding the curriculum, the quality of provision and the educational standards of the school.



- 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 monitor the progress towards achieving any remedial actions identified in the SFVS.
- To receive and act upon any issues identified by a local authority audit.
- To monitor expenditure of voluntary funds termly and report annually to the governing body.

## Premises

- In line with the priorities identified in the school development plan, to keep under review the rolling programme for the replacement/maintenance of furniture and equipment relating to the maintenance and development of the premises and grounds, including any environmental facilities e.g. ponds and playground equipment, at all times considering the Health and Safety issues. To ensure that this programme is accounted for in the budget.
- To keep under review the school's Asset Register and disposal procedure for assets reaching the end of their life, or those that the school no longer needs.
- To keep under review the school's Health and Safety policy and related procedures, including those of risk assessment, First Aid, medicines in school, off-site educational visits and accident reporting; the school's fire safety procedures; the school's evacuation and lock-down procedures and the school's emergency plan. To monitor that work on school premises is carried out in accordance with current regulations, and by contractors who are bona fide members of their relevant trade associations.

The committee nominates a Health & Safety Governor to undertake monitoring visits and to report to it at least twice a year, including via a written report to be filed with the minutes of the relevant committee meeting (see **separate governor role descriptions document**) Note the H&S Governor does NOT undertake safety checks themselves.

- To create a working party where necessary to oversee any major building development.
- To keep under review the school's accessibility plan and to ensure relevant building development and improvement projects are prioritised in the School Development Plan.
- To keep under review the School's site management to ensure that the governing body's responsibilities regarding litter, refuse and animal excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To ensure that the School has appointed staff for fire safety, asbestos, legionella and glazing safety and that these staff attend and comply with appropriate training.

## Staffing

- Ensure that the school is staffed sufficiently for the fulfilment of the priority improvements in the School Development Plan and for the effective operation of the school.
- To keep under review the staff Pay Policy in the light of the School Teachers' Pay and Conditions Document and any other relevant employment legislation (eg the School Staffing Regulations.)
- To keep under review the School's Disciplinary, Capability and Management of Staff Absence policy & procedures, and Staff Grievance procedure, in the light of any change to Local Authority procedure and/or to employment legislation. To recommend any reviewed policy for approval (must be at FGB level)
- To keep under review the School's Appraisal policy and ensure that the Appraisal panel are notified of any changes to current good practice or to employment legislation which will impact on their monitoring role.
- To ensure that all school staff recruitment conforms with safer recruitment practice, and to review these procedures as necessary. (Safeguarding governor reports to FGB feed into this remit.)

- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- In consultation with Headteacher, to oversee any process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well being, including the monitoring of staff absence.

### Meetings

October – to review Month 6 figures; to commence SFVS planning and budget planning for next financial year. To review site/premises priorities for coming year. To review staffing structure, in light of whether fit for purpose in terms of rising/falling number on roll and whether there is sufficient capacity to deliver the school priorities going forward.

Early January – to finalise SFVS for recommendation to FGB. To review Month 8/9 figures and year end position – to inform budget planning for next financial year. To report to January FGB meeting.

April – to review the year-end financial position and implications on coming financial year. To finalise budget plan and three-year plan for new financial year – for recommendation to FGB for ratification. To review likely staffing in place for September. To report to May FGB meeting.

**Terms of reference agreed by the governing board at FGB meeting on**

Signed: (Chair of Govs)

**Current Membership:** See below

**Quorum** – 3 required.

**Disqualification criteria:** Staff governors (and governor who are also staff, excluding the Headteacher) to withdraw for Part II meeting discussion involving other staff and will not participate in any staffing reduction process.

Name of Governor	Date Appointed to the Committee	Name of Governor	Date Appointed to the Committee
Ben Bristow	FGB September 2020	Myles Gresswell	FGB September 2020
Jayne Kennedy	FGB September 2020	Alison Fox	FGB September 2020
Roly Latif	FGB September 2020		
Claire Robertson			

<b>Chair of Committee</b>	Ben Bristow	<b>Clerk to the Committee</b>	
---------------------------	-------------	-------------------------------	--

<b>Pay Decision Review Panel</b>
----------------------------------

<b>Terms of reference:</b>
----------------------------

- |  |
|--|
| <ul style="list-style-type: none"><li>• To review the performance management outcomes of Teaching staff appraisals</li><li>• To monitor outcomes across all teachers to ensure fair outcomes</li><li>• To satisfy the Governing body that robust performance targets are being set that contribute to and support achieving the related SDP objective.</li></ul> |
|--|

<b>These terms of reference agreed by the Governing Body</b>	
--	--

<b>Name of Governor</b>	<b>Date Appointed to the Panel</b>
Jayne Kennedy	September 2015
Ben Bristow	September 2020
Roly Latif	September 2021

<b>Chair of the Committee</b>	Jayne Kennedy
-------------------------------	---------------

<b>Clerk to the Committee</b>	Ben Bristow
-------------------------------	-------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

	3
--	---

<b>Headteacher's Performance Panel</b>
--

<b>Terms of reference:</b>
----------------------------

- |   |
|---|
| <ul style="list-style-type: none"><li>• To conduct the Headteacher's appraisal in accordance with the regulations and with best practice</li><li>• To ensure that an External Advisor is appointed to support the Headteacher's appraisal process.</li><li>• To monitor the Headteacher's performance against the targets set.</li><li>• To have oversight of the school's appraisal cycle, to ensure the process is robust and fair and that pay award recommendations are supported with appropriate performance-related evidence.</li><li>• To consider pay award recommendations from the school's leadership.</li><li>• To hold a mid-year review meeting.</li></ul> |
|---|

**Membership** – 3 non staff member Governors, 1 of whom is to have attended RBWM's HT Appraisal training before the review meeting. The others need to attend ASAP (at least be booked onto this training in the current academic year.)

**Disqualification** – The Headteacher, Staff Governors, any member of staff

<b>These terms of reference agreed by the Governing Body</b>	
--	--

Name of Governor	Date Appointed to the Group
Jayne Kennedy	September 2018
Ben Bristow	September 2020
Roly Latif	September 2021

Chair of the Group	Jayne Kennedy
--------------------	---------------

<b>Quorum (minimum of 2 suggested)</b>	2
--	---

<b>Date of review:</b>	
------------------------	--

<b>Pupil Discipline Panel (Statutory)</b>
---

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.

**Membership** – 3 of the 4 to attend the meeting

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

**Disqualification** – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

<b>These terms of reference agreed by the Governing Body</b>	
--	--

Name of Governor	Date Appointed to the Committee
Roly Latif	September 2020

Chair of the Panel	
--------------------	--

Clerk to the Panel *	FGB Clerk
----------------------	-----------

<b>Quorum:</b>	3
----------------	---

<b>Complaints &amp; Staff Dismissal Panel</b>
---

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Governing Body’s personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body’s personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body’s General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body’s Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body’s charging policy:
- To make any determination or decision regarding any complaint against the pay policy

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

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

**Disqualification** – The Headteacher  
(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	
--	--

Name of Governor	Date Appointed to the Panel
Ben Bristow	September 2017

Chair of the Panel	
--------------------	--

Clerk to the Committee *	FGB Clerk
--------------------------	-----------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

	3
--	---

<b>Staff Dismissal Appeals Panel</b>
--------------------------------------

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

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

**Membership** – no fewer members than the Complaints & Staff Dismissal Committee

**Disqualification** – The Headteacher

Any members of the Complaints & Staff Dismissal Committee

(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)

<b>These terms of reference agreed by the Governing Body</b>	
--	--

Name of Governor	Date Appointed to the Committee
Roly Latif	September 2020

Chair of the Committee	Roly Latif
------------------------	------------

Clerk to the Committee *	Clerk to FGB
--------------------------	--------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	<b>3</b>
---	----------