

All Saints C of E VA Primary School

Governing Body

Terms of Reference

2021-2022

Adopted:

Signed Chair of Governors:

Date:

ALL SAINTS CEVA PRIMARY SCHOOL

GOVERNING BODY Terms of Reference

Committee overview

<p style="text-align: center;">Full Governing Body (incorporating Resources and Achievement & Standards) Meet 9 times a year <i>Ensuring clarity of vision, ethos and strategic direction</i></p>

Statutory and ad hoc Committees Meet as required		
Admissions Admissions Admissions Criteria	Hearings Staff Discipline Redundancy Grievance Pupil discipline Complaints	Pay and Appraisal Head's Appraisal Appraisal/Performance management Pay
Appeals Committee (Drawn from membership not on Hearings Committee)		

Specific governor roles

Individual governors will be allocated specific areas of focus and will report to the appropriate committee. These will be agreed by each committee, but as a minimum there must be a named governor responsible for:

- SEN
- Safeguarding
- Pupil Premium

General Principles:

Quorum:

- The Governing Body meetings shall be deemed quorate if 50% (excluding any vacancies) of the members are present.
- In the event of any votes being required, in the event of a tied vote, the Chair or acting Chair (if a governor) shall have a casting vote.

Disqualification for all meetings:

- Any member of staff other than the Head Teacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Head Teacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Reviews:

- The establishment, terms of reference, constitution, Instrument of Government, membership, succession planning and chairs of any committee of the governing body shall be reviewed at least once in every twelve months, preferably at the term 6 meeting ready for the following academic year.

Organisation:

- The Governing Body will hold 8 meetings a year, which, apart from general FGB matters, will also have a focus on R&C and A&S issues.
- The Clerk will take minutes of each meeting for approval at the next FGB meeting. Draft Minutes will be sent to the Chair of Governors and Headteacher for approval within ten working days. These should then be loaded onto the Hub and all Governors informed by the Clerk within five days of their approval.
- Formal minutes will be kept of each meeting including the names of those attending, a full record of all decisions and any recommendations made. Any minute should be classified as Confidential if it relates to a pupil or a member of staff or the FGB decides it should be.
- Formal minutes will be circulated to all governors via Governor Hub or similar portal, in advance of the next FGB meeting.
- Meetings will not be open to the public, but minutes will be made available on request, with the exception of those deemed as Confidential Minutes.

Priorities:

- The Governing Body will:
 - Be instrumental in the setting of the school's vision and values in the context of a Voluntary Aided Church School underpinned by the Christian ethos.
 - Set the school priorities for the School Development Plan (SDP).
 - Monitor and evaluate the SDP. Review, agree and monitor targets and priorities.
 - Develop a curriculum statement regarding the delivery of a broad and balanced curriculum in line with statutory requirements. The Head Teacher will approve the school's curriculum policies.
 - To facilitate the above, the FGB will determine and implement the necessary and appropriate structure and assign governors to specific roles related to the SDP.
 - As the 'lead professional', the Head Teacher will be responsible for leading the school towards the set and agreed targets.
 - Monitor, review and set the budget in line with agreed priorities and resources.
 - Review and agree policies as outlined in the annual meeting calendar, including the staff Pay Policy.
 - Appoint and set the salary of the Head Teacher and SLT and delegate the other staff appointments to the Head Teacher.
 - Advise parents, of any parent governor vacancies, staff, of staff governor vacancies, the Diocese, of Foundation governor vacancies and appoint co-opted governors in line with the Instrument of Government.
 - Annually, conduct a governor skills audit to support the induction of new governors, as well as help identify training and support needs for all governors.
 - Appoint Associate Members as and when required, to help aid the development of the identified school and governing body priorities.
 - Monitor the attendance of staff and pupils as well as notified exclusions as outlined within the Head Teacher's report.
 - Monitor staff and governor wellbeing in line with agreed priorities.
 - If required, consider the suspension of a governor.
 - Meet the responsibilities outlined in statutory policies including the Health and Safety and Pay and Appraisal Policies.

ADMISSIONS COMMITTEE

MEMBERSHIP

The committee shall consist of three governors (excluding staff members)

QUORUM

The quorum shall be two governors.

MEETINGS -

Annually in terms 4 and as required (decisions regarding applications for admission may be done by email consensus, if appropriate)

1. To monitor, review and amend the school's admissions policy recommending any changes to the full governing body and seek public consultation for revisions or every 7 years, if no changes have been made.
2. To decide on applications for admission and allocate places according to the school's admission policy.
3. To arrange for governor representation at school admission appeals.

PAY AND APPRAISAL COMMITTEE**MEMBERSHIP**

The committee shall consist of three governors (excluding staff members)

QUORUM

The quorum shall be two governors.

MEETINGS

Annually in terms 1 or 2 and as required

Headteacher's Appraisal:

1. Appoint an external adviser for advice and support on the headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the headteacher;
2. Inform the headteacher of the standards against which their performance will be assessed;
3. Set objectives for the headteacher;
4. Appraise the performance of the headteacher, assessing their performance of their role and responsibilities against the relevant standards and their objectives;
5. Assess the headteacher's professional development needs and action needed to address them;
6. Make a decision on headteacher's pay, where relevant;
7. Give the headteacher a written report of their appraisal which includes the assessments and recommendation above;
8. Determine the appraisal period that applies to teachers (including the headteacher);

Teaching Staff Appraisal:

1. To agree, review and amend, if necessary, a policy that sets out the appraisal process for teachers (including the headteacher) and make sure that document available to teachers.
2. To monitor, receive reports and anonymously sample appraisal documentation to ensure that the headteacher carries out their duties in respect of appraising other teachers against Teacher Standards
3. To monitor the effectiveness of any arrangements for the head to delegate the duty of managing the performance of teachers to others

4. To satisfy themselves that the appraisal policy is being implemented effectively and fairly in the school, challenging the headteacher on how objectives and assessments are quality assured and moderated;
5. To satisfy themselves that appraisal evidence informs other decisions for example, on professional development and pay recommendations.

Staff Pay

1. To review and recommend to the FGB any changes if necessary, to the staff Pay Policy.
2. To monitor and review annually the salaries of all teaching staff as required by the Teachers’ Pay and Conditions Document and non-teaching staff.

Signed.....

Date

AD HOC COMMITTEES

**Membership of the Pupil Discipline Committee, the Disciplinary Committee and Hearings Committee and Complaints Committee will each be drawn from the same panel of five governors, excluding staff members. The Appeal’ Committee must be drawn from other governors, excluding staff members, not involved in the Disciplinary Committee and Hearings Committee.*

TITLE PUPIL DISCIPLINE COMMITTEE

- Membership** Membership shall consist of three governors, excluding the Headteacher. The Headteacher may exercise her right to attend to present her reasons for the exclusion.
- Quorum** The quorum shall be three governors.
- Meetings** The committee shall meet as and when required, but within directed timelines as laid down by legislation

The committee has the delegated powers to carry out the governing body’s duty to review exclusions as required by the Education Act 2002

Terms of Reference

- 1 To review the use of exclusion within the school, taking account of the school’s discipline and behaviour policies.
- 2 To consider the views of the parents of an excluded pupil.
- 3 To consider one or more fixed period exclusions totalling five school days or less in any one term where the parent wishes to make representations. The committee cannot direct reinstatement of pupils excluded for less than six days.
- 4 To meet to consider one or more fixed period exclusions totalling more than five but not more than 15 school days in any one term if the parent requests this.
- 5 To meet to consider a permanent exclusion, or one or more fixed period exclusions (including lunchtimes) totalling more than 15 school days in any one term.

- 6 To notify the LA and the parent of its decision within one school day of the hearing, giving reasons.

The procedures to be applied at a meeting of the Pupil Discipline Committee will be in accordance with those determined in the latest DfE guidance.

Signed.....

Date

TITLE HEARINGS COMMITTEE

Membership Membership shall consist of three governors from a pool of five governors*, excluding the Headteacher or other members of staff. The Headteacher may exercise their right to attend to give advice if appropriate, but may not vote.

Quorum The quorum shall be three governors.

Meetings The committee shall meet as required.

Terms of Reference

- 1 To consider and make initial decisions about any issue relating to staff grievance, discipline, and capability or redundancy matters in accordance with the school’s adopted policies and procedures.
- 2 To receive representations on the possible dismissal of staff and to decide upon an appropriate outcome where not otherwise delegated.
- 3 To consider and decide on all staff employment issues where there is a possibility of dismissal, including redundancy where not otherwise delegated.

Delegated Powers

To act on behalf of the governing body, having regard to the governor’s statutory employment responsibility and the school’s adopted personnel policies and procedures and agreed schedule of delegation.

This committee may be designated as the Staff Disciplinary Committee, the Redundancy Committee, or the Grievance Committee, depending on the procedure being followed.

Signed.....

Date

TITLE COMPLAINTS COMMITTEE

- Membership** Membership shall consist of three governors from a pool of five governors*
- The Headteacher, members of staff and the Chair of Governors are excluded from membership. The Headteacher may exercise her right to attend to state their case, but may not vote.
- Quorum** The quorum shall be three governors.
- Meetings** The committee shall meet as required.

Terms of Reference

1. To consider any complaint referred to it by the Chair of Governors in accordance with the school’s adopted policies and procedures.
2. To decide whether a complaint should be upheld and, if so, what action needs to be taken to remedy the situation.
3. To refer any possible disciplinary matters to the Headteacher, or where the Headteacher is involved, to the Chair of Governors.
4. To make recommendations to the Full Governing Body on the need to review the school complaints procedure if required.

Signed.....

Date

TITLE APPEAL COMMITTEE

- MEMBERSHIP** Three named members (drawn from the membership not on the Hearings Committee). Not the headteacher or other member of staff or any governor who has served on a panel or the Hearings Committee that has dealt with the issue that is before the Appeal Committee.
- QUORUM** Three members of the governing body (no fewer than served on the Hearings Committee).
- MEETINGS** As required.

FUNCTIONS

1. To consider and decide any appeals against the decisions of the Headteacher, Headteacher and governors or the Hearings Committee in accordance with the school’s adopted policies and procedures.

2. To consider and decide any appeals against an initial decision relating to an employee's pay in accordance with the school's pay policy.
3. To consider and decide any appeals arising from the school's appraisal policy

Delegated Powers

To act on behalf of the governing body, having regard to the governors' statutory employment responsibility and the school's adopted personnel and pay policies and procedures.

Signed.....

Date