



GOVERNING BOARD

Terms of Reference

2023-24

The Governing Board

The Governing Board takes a strategic role, acts as a critical friend to the School and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets, and priorities. Governing Board Minutes will be available after ratification, except for matters considered confidential. In the event of a tied vote the Co-Chair or Acting Chair/Vice Chair will have a second or casting vote.

Terms of Reference:

General:

- To agree constitutional matters
- To draw up the Instrument of Government and any amendments thereafter
- To hold at least six meetings per year
- To operate using a 'Circle Model' of governance without standing committees
- To review annually the delegation of functions and committee structure, establish *ad hoc* committees as and when necessary and authorise of Terms of Reference for those committees
- To appoint or remove the Clerk
- To elect a Chair or Co-Chair(s) and Vice Chair
- To advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- To review, adopt and monitor a Governors' Expenses Policy
- To set dates of meetings for the year ahead
- To receive Head Teacher reports
- To provide induction for new governors
- To organise support and training for governors
- If required, to consider the suspension of a governor
- To maintain and update annually a file of pecuniary interest declarations
- To appoint and determine the salary of the Head Teacher and of the Deputy Headteacher
- To be responsible for the suspension and/or dismissal of staff, including the Headteacher

The Governing Board has a strategic role in the management of the school and its key responsibilities include:

Safeguarding:

- To receive a regular report on Safeguarding
- To ensure the school has adequate arrangements in place to complete pre-employment checks
- To undertake a check of the Single Central Record at least once each term

Finance:

- To provide guidance and assistance to the Headteacher in any matters relating to the Governors' financial responsibilities including and requirements relating to the Schools Financial Value Standard (SFVS)
- To approve of the Annual Budget
- To review of the school's financial position at least six times each year

- To authorise of the Three-Year Financial Plan
- To approve of the Schools Financial Value Standard (SFVS)
- To set financial priorities through the School Development Plan
- To authorise of Statement of Internal Control
- To determine of the staff complement and Pay Policy for the school in consultation with the Headteacher
- To authorise any non-budgeted expenditure and virements not delegated to the Headteacher
- To approve financial regulations and procedures on an annual basis.
- To monitor the impact of Pupil Premium funding
- To monitor the impact of Sport Premium funding
- Acting as a critical friend to the school on all financial matters

Resources, Premises, Health and Safety:

- To establish and review a Critical Incidents Plan
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan (at least every three years)
- To monitor attendance of pupils, staff, and governors
- To monitor and annually review and approve the School Health and Safety Policy
- To monitor the implementation of the school's health and safety arrangements and make termly Health and Safety inspections
- To monitor accidents and/or incidents involving pupils, staff, governors, or visitors

Employment and Staff Welfare:

- To approve and review a Performance Management Policy for all staff and to comply with the performance management regulations for teachers
- To ensure at least two governors are appointed to complete the Headteacher's Performance Management
- To review staff work/life balance, working conditions and well-being
- To ensure that all staff have an effective induction programme and compliance with the induction requirements for early career teachers
- To ensure that all staff are reminded of the school's Whistleblowing Policy on a regular basis

Curriculum and Standards:

- To formally approve and adopt the School Development Plan
- To review, approve and monitor the School Evaluation Form annually
- To review, adopt and monitor a Curriculum Policy and to review and agree other policies for the curriculum
- To decide on the provision for Relationships and Sex Education
- To set pupil performance targets
- To monitor and review national test results and school performance data in order to consider pupil progress and how the school is targeting areas of under-performance.
- To monitor and review the level of pupil exclusions
- To encourage governors to visit school and to review, adopt and monitor a Governors' Visit Policy and Feedback Procedure
- To oversee arrangements for individual governors to take a leading role in specific areas of provision

- To monitor and evaluate arrangements for Personal, Social, Health and Economic Education (PHSCE) and the pastoral welfare of pupils
- To ensure that the requirements of pupils in vulnerable groups are met and monitor how the school meets the requirements of children with SEND, the SEND code of practice and the Race Relations and Equalities Acts.

Other:

- To ensure compliance with the General Data Protection Regulation (GDPR)
- To review, adopt and monitor a Freedom of Information Policy
- To review, adopt and monitor the procedures for dealing with complaints from parents/carers

The Governing Body will not delegate any functions relating to:

- The constitution of the Governing Body (unless otherwise provided by the Constitution Regulations)
- The appointment or removal of the Chair, Co-Chair(s) or Vice-Chair
- The appointment of the Clerk
- The suspension of governors
- The delegation of functions and the establishment of ad hoc committees.

Finance Functions Delegated to the Headteacher:

- To be responsible for the day-to-day management of the budget, subject to reporting to the Governing Board.
- To make permitted virements within the budget to a maximum of £5,000.
- To make a purchase up to the value of £5,000 without obtaining 3 written quotations but ensuring that the school obtains best value for money.
- To make decisions to approve non-budgeted expenditure up to and including £5,000.
- Items over £5,000 require the approval of the full Governing Board.

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 Board	07/09/2023
Co-Chairs of the Governing Board	Jane Crowden and Mel Webster
Vice-Chair of the Governing Board	Janet Sparrow
Clerk to the Governing Board	Richard Walmsley
Quorum:	One half of the number of Governors in post

The Role of the Co-Chairs of the Governing Board

(Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members)

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Cambridgeshire County Council 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 Co-Chairs have an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction.

The Role of the Clerk to the Governing Board

(Disqualification – Governors, the Headteacher)

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

Headteacher's Performance Review Group
(Including the Staff Salary Review Group)

Terms of Reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To meet with the Headteacher on a termly basis to monitor the performance of teaching staff.
- To make recommendations to the Full Governing Board in respect of pay awards for staff (including the Headteacher), where evidence shows that their corresponding individual targets have been met.

Membership – Two or three Governors.

Disqualification – The Headteacher and Staff Governors or any other governors who are school employees.

These Terms of Reference agreed by the Governing Board	21/09/2022
---	------------

Name of Governor	Category of Governor	Date appointed to the Group
Jane Crowden	Local Authority	07/09/2023
James Osborn	Co-opted	07/09/2023
Janet Sparrow	Co-opted	07/09/2023

Chair of the Group	
---------------------------	--

Quorum:	Two Governors (A minimum of two suggested)
----------------	---

Hearings Committee

Terms of Reference:

- To make any determination to dismiss any member of staff (unless delegated to the Headteacher in accordance with the school's policies).
- To make any decisions under the Governing Board'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 Board's personnel procedures (unless delegated to the Headteacher).
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others.
- To make any determination or decision in respect of National Curriculum disapplication, and the operation of the Governing Board's charging policy.

* This matter cannot be delegated to an individual

Membership – Individual membership of this Committee will be determined when the circumstances of the hearing are known, and the Committee should comprise of no fewer than three members of the Governing Board.

(NB. The number appointed to this Committee directly affects the number required for an Appeals Committee, i.e., there must be an equal number of governors on both committees and governors can only sit on Hearings or Appeals.)

Disqualification – The Headteacher or any members of the Appeals Committee.

(It is suggested that only experienced governors be appointed to this Committee and that the Co-Chairs of Governors, due to probable prior knowledge, should not be members.)

These Terms of Reference agreed by the Governing Board	07/09/2023
Clerk to the Committee	Richard Walmsley
Quorum:	Three Governors (The Committee can determine a higher number)

Appeals Committee

Terms of Reference:

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

* These matters cannot be delegated to an individual

Membership – Individual membership of this Committee will be determined when the circumstances of the appeal are known, and the Committee should comprise of no fewer than three members of the Governing Board.

(NB. The number appointed to this Committee directly affects the number required for a Hearings Committee, i.e., there must be an equal number of governors on both committees and governors can only sit on Hearings or Appeals.)

Disqualification – The Headteacher or any members of the Hearings Committee.

(It is suggested that only experienced governors be appointed to this Committee and that the Co-Chairs of Governors, due to probable prior knowledge, should not be members.)

These Terms of Reference agreed by the Governing Board	07/09/2023
Clerk(s) to the Committee	Richard Walmsley
Quorum:	Three Governors (The Committee can determine a higher number)

Pupil Discipline Committee

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 (*the meeting to be held within 50 school days after receiving notice of the exclusion*).
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - the exclusion is permanent,
 - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term, or
 - it would result in a pupil missing a public examination or national curriculum test.
- To ensure that the guidance contained in the DfE '*Exclusion from maintained schools, academies and pupil referral units in England - 2012*' document is practised in the school, with specific reference to the role assigned to the Governing Board.

Membership – Individual membership of this Committee will be determined when the circumstances of the disciplinary matter are known, and the Committee should comprise of no fewer than three members of the Governing Board.

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider 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 of the Committee has the casting vote.

Disqualification – The Headteacher or any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Co-Chairs of Governors nor a member of staff, due to probable prior knowledge, should be members.)

These Terms of Reference agreed by the Governing Board	07/09/2023
---	------------

Clerk(s) to the Committee	Richard Walmsley
----------------------------------	------------------

Quorum:	Three Governors (The Committee can determine a higher number)
----------------	--