

**Little Paxton Primary School**  
**Terms of Reference for the Governing Body**  
**and its Committees**

Reviewed and adopted: October 2018  
Next Review date: October 2019



These Terms of Reference should be read in conjunction with the documents 'Governing Body Code of Practice' and 'Decision Making Framework and Responsibilities' as well as legal requirements for Governing Bodies.

The Governing Body normally meets five times a year, usually in September, November, February, May and July. The Clerk to the Governors will draw up the agendas in consultation with the Chair of Governors and distribute them, with any other papers, to all Governors, preferably two weeks before the meeting, but at least seven days before. The Clerk will minute the meetings, check the draft minutes with the Chair of Governors, and distribute them to all Governors as soon after the meeting as possible. Minutes will be agreed at the next full Governors' meeting and made available for inspection, apart from any items deemed to be confidential. Full Governing Body minutes and minutes of Committees, once agreed, will be available on the school website.

Much of the Governing Body's business is conducted in committee. The four committees are Finance, Personnel, Curriculum and Site & Buildings, and they will meet at least three times a year. Extra committee meetings can be called by the Chair of the Committee or the Chair of Governors as necessary. All Governors serve on committees, usually two.

The Governing Body can set up working parties, usually short term for a particular purpose. These consist of at least two Governors and can include non-governors. Working parties elect a Governor to chair each meeting. Minutes are taken by the Governor acting as Chair and circulated to all the Governors and other parties where appropriate. Working parties report to Committees or the full Governing Body as appropriate.

Some individual Governors will have special interests on the Governing Body. Some of these, such as Performance Management Governors and Special Educational Needs Governor, are statutory. Others express individual interests and expertise and will vary from time to time.

These Terms of Reference, together with the Code of Practice and the Standing Orders, will be reviewed annually at the first full Governing Body meeting in the Autumn Term.

## **General Terms of Reference for the Governing Body**

1. The full Governing Body consists of fifteen Governors. Eight Governors shall constitute a quorum.
2. The Terms of Reference of the Governing Body shall be decided by at least two thirds (rounded up) of the current membership of the Governing Body.
3. Non-governors may attend by invitation of the Governing Body. Guests will attend as observers unless otherwise indicated.
4. The Chair, if necessary, may invite expertise for a particular agenda item of a meeting without reference to the full governing body.
5. Requests by non-governors to attend full governors' meetings should be considered on a case by case basis by the governing body as an agenda item. In exceptional circumstances, requests may be considered by the Chair alone.
6. The governing body should accept a member of the Senior Management Team (SMT) at a meeting of the full governing body as a representative of the Head in his/her absence.
7. Where there is a conflict between the interests of an individual Governor and the interests of the Governing Body, or where the principles of natural justice require 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.
8. The Chair has the casting (or second) vote.
9. The Chair and Vice Chair of the Governing Body shall be elected at the first full Governors' meeting of the academic year. All Governors are eligible to be Chair except the Head Teacher and any other employee of the school. If the Chair is absent from a meeting the Vice Chair will Chair that meeting. If the Vice Chair is also absent then another Governor will be elected to Chair that meeting.
10. In conjunction with the Chair and the Head, the Clerk will draw up agendas for Governing Body meetings, and will distribute them to all Governors at least seven days before the meeting, except in the event of a meeting called to consider an urgent matter.
11. Governors should not table non-agenda items during the meeting.
12. Should urgent matters arise, representation should be made to the Chair prior to the meeting. The Chair should then make a decision on whether to include the matter as an extraordinary item.
13. The Clerk will take minutes of the meetings and will copy them to all Governors. Any Governor who was present at the meeting and identifies an error in the minutes should contact the Clerk as soon as possible. At the next Governing Body meeting the minutes will be approved by the full Governing Body and signed by the Chair of Governors as accepted. The Clerk will then keep them and make them available for inspection and enable them to be published on the school website, apart from any confidential items.

## **General Terms of Reference for all Committees**

1. A Committee shall consist of no fewer than five Governors. Four Governors, which may include the Head Teacher or his/her appointed Deputy, shall constitute a quorum.
2. The membership and Terms of Reference of a Committee shall be decided by at least two thirds (rounded up) of the current membership of the Governing Body. This will be reviewed and agreed annually at the first full Governing Body meeting of the year.
3. The membership may include non-governors.
4. The Governing Body shall decide whether some or all of the non-governors may vote.
5. The Head Teacher is entitled to attend any meeting of a Committee.
6. A Committee should accept a member of the Senior Management Team (SMT) at a meeting as a representative of the Head in his/her absence.
7. Other Governors with prior agreement from the Chair of Governors may attend any meeting.
8. Chairs of committees may invite expertise for a particular agenda item of a committee meeting without reference to the full governing body.
9. Where there is a conflict between the interests of an individual member of a Committee and the interests of the Governing Body, or where the principles of natural justice require 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.
10. The Chair of the Committee has the casting (or second) vote.
11. The Governing Body may abolish a committee or withdraw its delegated powers.
12. The Chairs of the Committees shall be elected at the first full Governors' meeting of the academic year. All Governors are eligible to be Chair of a Committee except the Head Teacher and any other employee of the school. If the Chair is absent from a meeting any Governor on the committee may be elected to Chair that meeting.
13. In conjunction with the Committee Chair and the Head, the Clerk will draw up agendas for Committee meetings, and will distribute them to all Governors at least seven days before the meeting, except in the event of a meeting called to consider an urgent matter.
14. Governors should not table non-agenda items during the meeting.
15. Should urgent matters arise, representation should be made to the Chair prior to the meeting. The Chair should then make a decision on whether to include the matter as an extraordinary item.
16. The Clerk to the Governing Body shall also be the Clerk to the Committees. A member of a Committee shall be appointed to take the minutes in the absence of the clerk. The Clerk will take minutes of the meetings and will copy them to all Governors and Committee members. Any Governor who was present at the meeting and identifies an error in the minutes should contact the Clerk of the Committee as soon as possible. At the next Governing Body meeting the minutes will be approved by the full Governing Body and signed by the Chair of

Governors as accepted. The Clerk will then keep them and make them available for inspection and enable them to be published on the school website, apart from any confidential items.

17. The Committee will report recommendations and/or decisions to the next full Governing Body meeting.

## **Site and Buildings Committee Specific Terms of Reference**

Decisions taken by the Committee must be led by the priorities identified within the Termly Operational Plan, which should be costed within the Budget Plan. The main function of the Site & Buildings Committee will be to advise and work with the Head Teacher to seek the best use of the school's physical resources to promote the best educational outcomes for children.

The Site and Building Committee shall:

- advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the Termly Operational Plan and RAP.
- take responsibility for ensuring necessary maintenance is carried out.
- evaluate the practicality and suitability of any requested alterations within the school boundary and advise the Governing Body accordingly.
- implement as appropriate, within the limits of funding, such security systems and measures as are required to ensure the safety of the school, staff and pupils.
- monitor and ensure a satisfactory standard of service in respect of gas, electricity, water, etc.
- ensure that a current School's Property Asset Management Plan /register is maintained.
- oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policies
- in consultation with the Headteacher & Finance Committee, oversee premises-related funding bids.
- be represented on the School's Health & Safety Committee and shall report proceedings to the S&B and Full GB committee as appropriate.
- review the Health and Safety Policy on a regular basis and advise the governing body as necessary.
- review the site COPLAR (Code of Practice on Litter and Refuse) policy.
- review the Physical aspects of the Accessibility plan and make recommendations to the governing body as required.
- review the site Flood Plan.

## **Finance Committee Specific Terms of Reference**

Decisions taken by the Committee must be led by the priorities identified within the Termly Operational Plan. The main function of the Finance Committee will be to advise and work with the Head Teacher to seek the best use of the school's financial resources to promote the best educational outcomes for children.

The Finance Committee shall:

- in consultation with the Head Teacher, draft the first formal budget plan of the financial year to deliver the priorities in the school development plan
- be supplied with a Budget Control Report (BCR) once a month by the Head Teacher or nominee
- formally consider a budget control report including virement decisions at least termly and shall report significant anomalies from the anticipated position to the Governing Body
- annually complete the School Financial Value Statement, for the chair to sign and submit to the Local Authority (with effect from March 2013)
- ensure that the school operates within the Financial Regulations of the County Council
- monitor expenditure of all voluntary funds kept on behalf of the governing body
- review charges and remissions, lettings and expenses policies as required
- make decisions in respect of service agreements

In addition:

- As part of the delegation for the day to day financial management of the school the Head Teacher will have delegated powers to authorise expenditure not in excess of £3,000 and authorise virement of an amount of money not in excess of £1,000.
- The Finance Committee will have delegated powers to authorise expenditure not in excess of £10,000 and authorise virement of an amount of money not in excess of £5,000.
- All virements of funds over £5,000 must be reported to the full Governing Body.

## **Personnel Committee Specific Terms of Reference**

Decisions taken by the Committee must be led by the priorities identified within the Termly Operational Plan, which should be costed within the Budget Plan. The main function of the Personnel Committee will be to advise and work with the Head Teacher to manage the school's human resources to promote the best educational outcomes for children.

The Personnel Committee shall:

- review and agree generic job descriptions for teaching and non-teaching staff
- recommend to the full Governing Body a path for the recruitment and selection process of staff
- oversee the appointment procedure and safe recruitment for all staff
- oversee the process leading to staff reductions
- review and recommend the whole school pay policy to the full Governing Body
- review the Salary Policy for all categories of staff and to be responsible for its administration and review. Determination of individual staff salaries is delegated to the Salary Committee (see below)
- Oversee and review the performance management process
- monitor and review class structure
- review the staffing structure in consultation with the Headteacher so it is effective in delivering the priorities in the Termly Operational Plan and termly RAP and improving the learning of all pupils
- review all personnel policies such as Performance Management, Grievance, Induction etc
- keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- monitor and review the work/life balance of the Head Teacher
- Complete skills audits of Governors and report to the Governing Body with recommendations of possible candidates to fill any gaps.

## **Salary Committee Specific Terms of Reference**

- This committee shall meet in the autumn term or as required.
- Its membership consists of the Chairs of the Governing Body, the Personnel Committee and the Finance Committee
- It shall receive recommendations from the HTPM Panel regarding the Head Teacher's pay and from the Head Teacher regarding the pay of all other staff
- It shall review and recommend to the full Governing Body the salaries of all staff including the Head Teacher and Deputy, having due regard to current legislation and advice from the school's Personnel Advisers

## **Curriculum and Standards Committee Specific Terms of Reference**

Decisions taken by the committee must be led by the priorities identified within the Termly Operational Plan, and termly RAP. The main function of the Curriculum Committee will be to advise and work with the Head Teacher to promote the best educational outcomes for all children at the school

The Curriculum Committee shall:

- review all curriculum and learning policies and make recommendations to the full Governing Body
- make recommendations to the Full Governing Body on matters relating to the school's curriculum
- review assessment and testing practices
- monitor target setting
- monitor the achievements and progress of children in the school
- monitor the use and impact of Pupil Premium money, and report this through the school website
- monitor the use and impact of Sports Premium money, and report this through the school website
- receive reports from the Head Teacher each term which provide an overview of lesson observations carried out by the Head Teacher and other senior members of staff
- ensure that there is adequate special educational needs provision, within budget restraints
- ensure that the learning needs of all groups of children are met
- ensure that agreed procedures are in place for educational visits

## **Recommended Committee**

### **Pupil Discipline Committee Terms of Reference**

#### **Constitution:**

1. This committee will be clerked by the clerk to the governors or another appropriate person (such as a Cam Clerk).
2. The pupil discipline committee must include three or five members of the governing body, and must not include the head teacher or anyone who is not a governor. The governing body may nominate a pool of governors from which three or five will serve as the committee for a particular exclusion. The current constitution of committees has the names of governors who are presently in the pool.
3. The quorum for the committee is three.
4. No governor should serve on the committee if s/he has a connection with the pupil or the incident, which could affect their ability to act impartially.

#### **Terms of Reference**

- To review the use of exclusion within the school.
- To consider the circumstances of any pupil excluded permanently or for more than five days a term or who will be unable to sit a public examination as a result of the exclusion
- To decide whether to direct reinstatement of any such pupil so excluded.

If an exclusion causes a pupil to miss sitting a public examination, the committee should try to meet before the exam. If the chair of the committee does not consider it practical for the committee to meet, s/he may exceptionally consider the exclusion and decide whether to reinstate the pupil.

Appeals by parents against the Pupil Discipline Committee are dealt with by an independent panel established by the LA.

Governors serving on discipline committees should take great care to ensure that they follow proper procedures since their decisions are open to scrutiny by an independent panel.

## **Recommended Committees**

### **Standing Panel to Consider Staff Dismissal and Appeal Committee**

#### **Terms of Reference**

##### **Constitution**

1. This committee will be clerked by the clerk to the governors or another appropriate person (such as a Cam Clerk).
2. The Standing Panel to consider staff dismissal must include at least three members of the governing body. A member of such a committee must take no part in any subsequent appeals hearing from the decision. The current constitution of committees has the names of governors who are presently serving on this committee.
3. The Standing Panel Appeal Committee cannot have fewer governors than the first committee. On 15.5.00 it was agreed that the members would be three governors who are presently not on the Personnel Committee,
4. The head teacher is not entitled to be a member of either of these committees.
5. Where it is not practicable for the Standing Panel and the Appeal Committee each to include three members of the governing body, the Standing Panel can include two members of the governing body. The number of governors on the Appeal Committee will then have to be at least two. Non-governors may be members of these committees but cannot be given voting rights.

##### **Terms of Reference**

#### ***The Standing Panel to consider staff dismissal has delegated powers and duties as follows***

- To consider disciplinary matters for all persons employed to work at the school and any proposal that a member of staff be dismissed.
- To consider cases referred by the head teacher or such cases as the Standing Panel may decide to consider.
- To suspend with pay any person employed to work at the school, immediately informing the LA of the suspension.
- To end suspension, immediately informing the head teacher and the LA of the action.
- To suspend the head teacher for misconduct or other urgent cause, immediately informing the LA.
- To terminate the employment of any person employed to work at the school, having considered any advice given by the LA.
- To minute the outcome of meetings and record those present at the meeting.

#### ***The Appeal Committee's duties and powers are as follows:***

- To hear an appeal before any action is taken to implement the Standing Panel's decision to dismiss.
- To hear an appeal against formal disciplinary action taken by the head teacher (this applies where the governing body has delegated the management of disciplinary matters up to the level of dismissal to the head teacher).
- To minute the outcome of meetings and record those present at the meeting.