

LYME COMMUNITY PRIMARY SCHOOL



GOVERNORS' TERMS OF REFERENCE and COMMITTEE MEMBERSHIP 2023-2024

DfE Governance handbook November 2015

The three core functions of effective governance

- 1. Ensuring clarity of vision, ethos and strategic direction;*
- 2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and*
- 3. Overseeing the financial performance of the school and making sure its money is well spent.*

Chair – Caroline Unsworth

Vice Chair – Jeanette Banks

Governors' Committee Membership

Usual Committees

STANDARDS AND QUALITY COMMITTEE	FINANCE AND PREMISES COMMITTEE
CHAIR Jeanette Banks Carl Bretherton Jo Roberts Sarah Brooks Kathryn Burns Caroline Unsworth Kathryn Evans Claire Charlson Pauline Connor Councillor Jeanette Banks	CHAIR Sarah Brooks Kathryn Burns Carl Bretherton Jo Roberts Caroline Unsworth Pauline Connor Dr. Peter Alston Samantha Morris Peter Duff

Standing Committees (meet as and when necessary)

STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES COMMITTEE	STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES APPEALS COMMITTEE		
Carl Bretherton Peter Duff Caroline Unsworth Headteacher to act in an advisory capacity	Dr Peter Alston Councillor Jeanette Banks Claire Charlson Samantha Morris Headteacher to act in an advisory capacity		
COMPLAINTS COMMITTEE			
Dr Peter Alston Carl Bretherton Caroline Unsworth Pauline Connor Headteacher to act in an advisory capacity			
PUPIL DISCIPLINE/EXCLUSIONS COMMITTEE	HEADTEACHER'S PERFORMANCE REVIEW PANEL		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>For Fixed Term</u> Carl Bretherton Samantha Morris Sarah Brooks Dr Peter Alston </td> <td style="width: 50%; vertical-align: top;"> <u>For Permanent</u> Governing Body </td> </tr> </table>	<u>For Fixed Term</u> Carl Bretherton Samantha Morris Sarah Brooks Dr Peter Alston	<u>For Permanent</u> Governing Body	Caroline Unsworth Jeanette Banks Dr Pete Alston There must be a minimum of 2 members for the Headteacher's Performance Review.
<u>For Fixed Term</u> Carl Bretherton Samantha Morris Sarah Brooks Dr Peter Alston	<u>For Permanent</u> Governing Body		

Governing Body Terms of Reference

Quorum

A quorum will be 50% of the total number of members of the Governing Body. Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.

Rationale

1. To receive reports and recommendations from sub-committees where full discussion of issues will take place
2. To make decisions and ratify recommendations
3. To receive the Headteacher's written report on a termly basis
4. To review correspondence
5. To provide an overview of the work of the school and its sub-committees
6. To make decisions on those matters which cannot be delegated and are reserved for the Full Governing Body

Matters reserved for the Full Governing Body

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school by receiving reports from the Headteacher
- To agree constitutional matters, including procedures where the Governing Body has discretion
- To consider whether or not to exercise delegation of functions to individuals or committees and to establish the Committees Terms of Reference
- To receive reports and ratify recommendations from committees or from individual Governors
- To consider business provided by the L.A.
- To investigate financial irregularities (if Head suspected)
- To agree selection panel for Headteacher and Deputy Head appointments
- To suspend or end suspension of Headteacher
- To draw up the Instrument of Government and any amendments thereafter
- To appoint or remove the Chair and Vice Chair
- To appoint or dismiss the Clerk
- To hold at least 3 Governing Body meetings a year
- To set up a register of Governor's business interests
- To recruit and appoint new Governors where appropriate.
- To appoint the Chair of any committee (if not delegated to the committee itself)
- To suspend a Governor
- To manage the school budget & consider proposed revisions to the budget
- Decide whether to delegate power to spend the delegated budget to the Headteacher and if so establish financial limits of delegated amounts
- To ensure a policy review cycle is in place

The Governing Body will

- Hold at least 3 meetings per year
- Appoint or remove the Clerk
- Elect a Chair and Vice Chair
- Advise all parents of any Parent Governor vacancies, all staff of Staff Governor vacancies and appoint Co-opted Governors
- Annually adopt the SEF
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Headteacher reports
- Seek a shared understanding of the key strengths and weaknesses of the school
- Be actively involved in the planning and agenda for school improvement and will contribute to the strategic development of the school
- Consider a variety of internal and external information and use this to inform decision making
- Visit the school regularly to review progress against the School Improvement Plan in key areas
- Review and monitor assessments/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/Governors
- Review, adopt and monitor a Freedom of Information Policy
- Set pupil performance targets
- If required, consider the suspension of a Governor
- Provide induction for new Governors
- Encourage Governors to visit school and to review, adopt and monitor a Governors' Visit Policy and Code of Conduct
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Improvement Plan
- Ensure at least 3 Governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a Governors' Expenses Policy
- Review annually the delegation of functions and committee structure
- Organise support and training for Governors

Committee Structure and Terms of Reference

General Guidance / Agreements

- Each committee shall elect the Chair and Minute Secretary at its first meeting of the academic year.
- The membership of all committees shall be a minimum of six Governors (unless otherwise stated) plus the Headteacher (unless otherwise stated).
- The quorum for all committee meetings shall be four plus the Headteacher or nominated representative.
- Any committee may invite non-members to speak at a meeting but in a non-voting capacity.
- Any Governor shall have the right to attend any committee meeting (except in the case of a Standing Committee where particular circumstances may apply) but in a non-voting capacity unless a member of that committee.
- The Chairman and Vice Chairman of Governors shall be ex-officio members of any committee (except Standing Committees) to which he/she is otherwise not appointed.
- The membership and terms of reference of every committee shall be renewed annually at the first full Governing Body meeting of the academic year.
- Every committee shall participate in the review of the school's work concerning school self-evaluation activities and formation of the School Improvement Plan concentrating on aspects relevant to their respective terms of reference.
- If the Headteacher is unable to attend any committee meeting, she may be represented by a member of the school's Senior Leadership Team.

Meetings

- At least two times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- Each committee meeting shall be clerked by the Office Manager. In the absence of the Clerk the committee shall choose a Clerk for that meeting but not a member of staff at the school.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

Terms of Reference for Standards and Quality Committee 2023/24

Membership

As agreed at the first meeting of the year and Chair to be elected.

Quorum

The quorum for committee meetings is a minimum of 4 members excluding the Headteacher. (The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.)

Delegated responsibilities

- To monitor progress on priorities in the School Improvement Plan.
- To review the staffing structure when vacancies occur, and at least annually in relation to priorities for school improvement.
- To agree procedures for the appointment of school staff, in line with School Staffing Regulations.
- To ensure that every member of staff has a job description and that job descriptions are reviewed when vacancies occur.
- To ensure, via reports from the Headteacher, that the Performance Management policy is implemented throughout the school, and that all staff are included in the system of performance review.
- Ensure the school website is provided with appropriate text for Pupil Premium and Sport funding, allocation and impact.
- To consider the award of additional points of responsibility/management points to teachers.
- To consider policy documents and to report to the full Governing Body on whether they have been adopted.
- With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.
- To review the policy and provision for Religious Education and Collective Worship.
- To review the policy and provision for sex education.
- To ensure that the requirements for children with Special Educational Needs (SEN) are met.
- To ensure that the school meets the requirements of the Disability Discrimination Act.
- Monitor and review pupil progress and attainment:
 - ❖ On a termly and annual basis according to phase/class
 - ❖ Of specific groups such as those who are the 'Most Able', 'Pupil Premium', SEN, EAL, LAC, by ethnicity and gender etc.
 - ❖ By comparing school performance to national benchmarks (RAISEonline, Dashboard, FFT) and to similar schools
 - ❖ By identifying trends over time (normally 3 years)
 - ❖ Monitor and review the breadth and balance of the school's curriculum
 - ❖ Ensure the school curriculum addresses the expectations of relevant National Curriculum requirements

Terms of Reference for Finance and Premises Committee

Membership

As agreed at the first meeting of the year and Chair to be elected.

Quorum

The quorum for committee meetings is a minimum of 4 members excluding the Headteacher. (The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.)

Delegated responsibilities

- To provide guidance and assistance to the Headteacher and Governing Body in all matters relating to budgeting and finance.
- To review regularly the detail of the financial procedures including the Schools' Financial Value Standards annual audit to be ratified by the full Governing Body.
- To prepare and review Financial Policy statements, including consideration of long-term planning and resourcing.
- To consider each year's School Improvement Plan and to discuss and agree any spending plans for approval by the full Governing Body.
- To prepare a Charging Policy for the school for approval by the full Governing Body.
- To monitor income and expenditure of all funds and to report the financial situation to the full Governing Body each term.
- To monitor the impact of spending decisions upon educational achievement in the school.
- To recommend for approval by the Governing Body the level of delegation to the Headteacher for the day-to-day financial management of the school.
- To recommend the amount which can be vired between budget headings by the Headteacher without prior agreement of the Finance Committee.
- To approve tenders and arrangements for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose.
- To ensure that the school complies with Health and Safety regulations.
- To review the lettings arrangements and hiring fees annually for the approval of the Governors.
- Authorisation of virements.
- To ensure that non-public funds (e.g. school private funds) are audited annually by a qualified person and that a certificate of audit is presented to the Governing Body.
- To recommend to the full Governing Body proposals for the delegation of authority to the Headteacher to take action on minor items of repair and maintenance work subject to a specified financial limit.
- To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Headteacher for taking appropriate action on behalf of the Governing Body in the event of an emergency.

Statutory Panels

As well as the two sub-committees there are several statutory panels that the Governing Body is required to have in place. At Lyme, Governors are assigned to be on these panels at the first meeting in the year in September but others could volunteer to be on these as and when a statutory committee is required to convene depending on availability. These statutory committees often do not need to meet but when they are, each Governor will be notified promptly and a suitable date and time will be arranged.

Title	STAFF DISCIPLINE AND GRIEVANCE PROCEDURES COMMITTEE
Quorum	Any three members (plus Headteacher) The Chairperson of Governors and/or Vice Chairperson of Governors will ensure three members are available for any meeting called.
Meetings	The committee shall meet as required. The LA shall be informed and consulted whenever it is necessary to convene a meeting.
Terms of Reference	<ul style="list-style-type: none"> To consider and make any initial decision about matters relating to the dismissal of staff including dismissal or redundancy arising from medical incapacity. To consider and implement any staff disciplinary issues. To consider and to make any initial decisions about matters relating to staff grievances.
Notes and Additional Information	All Governors are entitled to serve on this Committee subject to declaration of interest. The Deputy Headteacher(s) is not an observer member of this committee
Title	STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES APPEALS COMMITTEE
Quorum	<ul style="list-style-type: none"> Any three members (plus Headteacher). The quorum for any appeal must be the same number that attended the original meeting (where the decision was made).
Terms of Reference	In accordance with LA procedures, to consider and decide on any appeals against the decision of the... <ul style="list-style-type: none"> Staff Discipline, Grievance and Dismissal Committee. <i>or the</i> Pupil Discipline Committee.

Title	COMPLAINTS COMMITTEE
Quorum	<ul style="list-style-type: none"> Any three members (plus Headteacher)
Meetings	The committee shall meet as required.
Terms of Reference	<ul style="list-style-type: none"> To consider complaints from parents and members of the public in accordance with the Complaints Procedure of the Governing Body. To communicate the process and outcome of the hearing to concerned parties.
Notes and Additional Information	<ul style="list-style-type: none"> Governors with detailed knowledge of a case should not sit on the Committee when that case is being considered.

Title	PUPIL DISCIPLINE/EXCLUSIONS COMMITTEE
Quorum	<ul style="list-style-type: none"> Any three members (plus Headteacher). Chairperson to be elected at each meeting.
Meetings	The committee shall meet as required.
Terms of Reference	
<ul style="list-style-type: none"> To consider and deal with any pupil exclusion paying particular attention to the DfE document ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England January 2022 to consider the appropriateness of any permanent exclusion To consider whether the Headteacher has complied with the correct exclusion procedures and had regard to Government guidance before excluding any pupil To consider any representations made by parents or the pupil. To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee 	

Title	HEADTEACHER’S PERFORMANCE REVIEW PANEL
Meetings	The committee shall meet a minimum of once per year in the Autumn term
Terms of Reference	
To undertake the Headteacher’s Annual Performance Review as laid down in current legislation and the School's Performance Management Policy.	
To report the outcomes of Performance Review to the Governors with a pay award recommendation if relevant.	

Named Governor Roles

Curriculum Area / Focus	Governor Linked
LAC & Safeguarding	Caroline Unsworth
Phonics, History, SEN and Pastoral Care inc PATHS	Sarah Brooks
Early Years	Emma Nicholson
Pupil Premium and DT	Samantha Morris
Assessment & Feedback, Computing and Maths	Dr Peter Alston
The Arts	Peter Duff
Reading and PSHRE	Clare Charlson
Writing and French	Cllr Jeanette Banks
PE and Science	Carl Bretherton
RE and Geography	Caroline Unsworth

Date reviewed and adopted: January 2024

Date of next review: September 2024