



STAVELEY CE PRIMARY SCHOOL
Brow Lane, Staveley, Kendal, LA8 9PH

Full Governing Body
Combined Terms of Reference
September 2024

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 Cumbria 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 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 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.

This academic year the Governing Body is trialling the Circle Model of governance. All the usual work of sub committees is done in full governing board meetings, according to a timetable that reflects the school calendar. The advantages of this model include avoiding repetition and ensuring that all members are aware of all topics, issues and progress. The model can also lead to the reduction of potential 'overlap' of different committee discussions which could lead to miscommunication.

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 six 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 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 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***

***these matters cannot be delegated to an individual**

Financial responsibilities

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including retirement decisions at least termly and to consider significant anomalies
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To ensure, as far as is practical that the maintenance and development of the school's premises is appropriately prioritised.
- To oversee arrangements for repairs and maintenance
- To make recommendations and decisions where appropriate on premises related expenditure
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To draft and keep under review the staffing structure in consultation with the Headteacher. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence
- To make recommendations and decisions where appropriate on personnel related expenditure.
- To consider any appeal against a decision on pay grading or pay awards

Curriculum responsibilities

- To consider standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for resources and school budget.
- To oversee arrangements for governors to take a leading role in specific areas of provision.
- To arrange termly monitoring of a curriculum area as agreed with the Head Teacher
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To consider matters relating to Pastoral Care and the wider Community including the Church.
- Ensure that all relevant policy documents are reviewed and updated regularly.

The quorum for Governors meetings is 5 Governors. (One half of the total number of Governor places, rounded up).

Staff Discipline Panel

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:
- *Additional items which individual Governing Bodies may wish to include*
***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body

(NB. The number appointed to this panel directly affects the number required for an Appeal Panel)

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)

Appeals Panel

Terms of reference:

- **To consider any appeal against a decision to dismiss a member of staff made by the Staff Discipline Panel***
- **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***
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Staff Discipline Panel

Disqualification – The Headteacher

Any members of the Discipline panel

Pupil Discipline Panel

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Panel 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 6th and 50th 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 6th and 15th 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.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body
- If no agreement can be reached with regard to chair of this panel by voting, the chair shall be decided by drawing lots.
- *Any items which individual governing bodies may wish to include*

Membership – 3 or 5

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 Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Head teacher's Performance Management Panel

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 make recommendations to the Governing Body in respect of awards for the successful meeting of targets set

Disqualification – The Headteacher and Staff Governors

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 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

Terms agreed:

Signed:

Date: