

## The Governing Body

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

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

(DFE Governance Handbook, 2017)

### 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 three 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 the chair of any committee (*if not delegated to the committee itself*);
- **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 or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary;\***
- 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 either a committee or an individual

<b>Terms of reference agreed by the governing body on (date):</b>	12 <sup>th</sup> September 2019
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**Membership:** As per the Instrument of Government. The clerk to the governors should keep a record of all governor terms of office and when their term is due to expire.

**Disqualification:** As per Regulation 21 and Schedule 6 of the School Governance (England) Regulations 2007.

<b>Chair of the governing body:</b>	Rev David Sherwin
<b>Vice-chair of the governing body:</b>	Mrs Emily Dimmick
<b>Clerk to the governing body:</b>	Mrs Wendy Pickess
<b>Quorum:</b> (one half of the number of governors currently appointed, rounded up)	
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020

## Resources Committee

### Terms of reference:

- To draft the first formal budget plan of the financial year, in consultation with the Headteacher;
- To establish and maintain an up to date 3 year financial plan;
- To consider a budget position statement including virement decisions at least termly, and report significant anomalies from the anticipated position to the Governing Body
  - To prepare financial statements for inclusion in the School Profile for parents and the community;
- To ensure that the school operates within the financial regulations of Worcestershire County Council;
- To formally approve the budget;
- To ascertain the budgetary implications of pay increments as recommended by the Pay Review Committee;
- To determine whether sufficient funds are available for increments for Headteacher's performance related pay, following recommendations from the HTPMRG;
- To establish and review charges and remissions policies, and expenses policies;
- To establish and review a premises and maintenance plan;
- To establish and review an accessibility plan;
- To make decisions in respect of service agreements;
- To make decisions on curriculum-related expenditure following recommendations from Standards Committee;
- To advise the Governing Body on priorities, including health and safety, for the maintenance and development of the school's premises and to ensure issues are appropriately prioritised by the Governing Body;
- To oversee arrangements for repairs and maintenance;
- to oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.

**Terms of reference agreed by the governing body on (date):** 12<sup>th</sup> September 2019

Name	Date Appointed
Mrs Kate Leach	September 2017
Mr Mark Smith	September 2018
Mr Spencer Williams	September 2017
Mrs Karen Smith	January 2020

**Disqualification:** any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>Chair of the committee:</b>	Mrs Kate Leach
<b>Clerk to the committee:</b>	Mrs Wendy Pickess
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)	3
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020

## Standards Committee

**Terms of reference:**

- To ensure at all times that the Ethos and Clarity of Vision of the school is maintained;
- To use the School Development Plan as a focus for monitoring and evaluating school improvement on a regular basis and to report to the Governing Body at each meeting;
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and Broadwas' Curriculum Policy;
- To make arrangements for the GB to be represented at School Improvement discussions with the LA and for reports to be received by the Governing body;
- To oversee arrangements for individual governors ('link governors') to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy, and to receive regular reports from individual governors and advise the governing body;
- To review the aims and values of the school;
- To review and develop policies and procedures related to school improvement;
- To refer implications for financial decisions to the Resources Committee or the full Governing Body as appropriate;
- To receive a report from the head teacher on the impact of performance management and the needs for staff training and development and make recommendations to the Resources Committee and the GB.

<b>Terms of reference agreed by the governing body on (date):</b>	12 <sup>th</sup> September 2019
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Name	Date appointed
Rev Canon David Sherwin	September 2017
Mrs Emily Dimmick	September 2017
Mrs Karen Smith	October 2018
Ms Karin Dunn	October 2018
Mrs Karen Smith	January 2020
Mrs Elizabeth Winscom	December 2019

<b>Chair of the committee:</b>	Revd Canon David Sherwin
<b>Clerk to the committee:</b>	Mrs Wendy Pickess
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)	3
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020

## Headteacher's Performance Review Panel

### Terms of reference:

- To arrange to meet with the external adviser to discuss the headteacher's performance objectives;
- To review annually the overall performance of the headteacher with the external adviser;
- To decide, with the support of the external adviser, whether the targets have been met and to set new objectives annually;
- To monitor through the year the overall performance of the headteacher and performance set against the objectives;
- To make recommendations [to the Finance Committee; Personnel Committee; Staffing and Pay Committee] in respect of awards as a result of judgements of the overall performance of the headteacher and for the successful meeting of objectives set;
- To report back to the governing body either directly or through a delegated committee.

<b>Terms of reference agreed by the governing body on (date):</b>	12 <sup>th</sup> September 2019
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Name of Governor	Date appointed to the panel
Mrs Emily Dimmick	October 2018
Revd Canon David Sherwin	22 <sup>nd</sup> September 2014

**Membership:** Minimum of two governors in community schools, but three recommended for continuity and to accommodate illness. In voluntary aided and voluntary controlled schools, at least one of the members must be a foundation governor. In aided schools, if the membership is three, then two must be foundation governors. The governing body should consider the composition of this panel carefully. Because of the chair of governor's close working relationship with the headteacher it would be considered good practice for governors other than the chair of governors to be appointed to this panel.

**Disqualification:** The headteacher and any governor paid to work at the school

<b>Chair of the panel:</b>	Rev David Sherwin
<b>Quorum:</b> (minimum of 2 suggested)	2
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020

## First Committee

**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 eg 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 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;
- To report back to the governing body.

\*Cannot be delegated to an individual

<b>Terms of reference agreed by the governing body on (date):</b>	12 <sup>th</sup> September 2019
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<b>Name of Governor</b>	<b>Date appointed to the committee</b>
Mr Mark Smith	September 2018
Revd Canon David Sherwin	15 <sup>th</sup> October 2015
Mrs Karin Dunn	29 <sup>th</sup> January 2020

**Membership:** No fewer than 3 governors. 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.

**Disqualification:** The headteacher

<b>Chair of the committee:</b>	Revd David Sherwin	
<b>Clerk to the committee:</b>	Mrs Wendy Pickess	
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)	3	
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020	

## Appeals (second) Committee

### Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First Committee;\*
- To consider any appeal against a decision, short of dismissal, under the governing body's personnel procedures eg disciplinary, grievance, capability;\*
- To consider any appeal against selection for redundancy;
- To report back to the governing body.

\*Cannot be delegated to an individual

<b>Terms of reference agreed by the governing body on (date):</b>	12 <sup>th</sup> September 2019
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Name of Governor	Date appointed to the committee
Mrs Kate Leach	15 <sup>th</sup> October 2015
Mrs Emily Dimmick	September 2017
Mr Spencer Williams	9 <sup>th</sup> October 2018

**Membership:** No fewer members than the Hearings Committee. 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.

**Disqualification:** The headteacher and any members of the Hearings Committee

<b>Chair of the committee:</b>	Mrs Kate Leach	
<b>Clerk to the committee:</b>	Mrs Wendy Pickess	
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)	3	
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020	

## Pupil Discipline Committee (Statutory)

### 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 (meeting to be held between 6th and 50th school day 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 day 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 or relevant committee;
- To report back to the governing body.

<b>Terms of reference agreed by the governing body on (date):</b>	12 <sup>th</sup> September 2019
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Name of Governor	Date appointed to the committee
Revd Canon David Shewin	15 <sup>th</sup> October 2015
Ms Karin Dunn	9 <sup>th</sup> October 2018
Mrs Elizabeth Winscom	29 <sup>th</sup> January 2020

**Membership:** The governing body may nominate a pool of governors from which 3 or 5 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, 4 members consider an exclusion, the chair of the committee has the casting vote. (It is suggested that neither the chair of governors nor a member of staff, due to probable prior knowledge, should be a member.)

**Disqualification:** The headteacher and any governor with prior knowledge of the pupil or the incident.

<b>Chair of the committee:</b>	Revd Canon David Sherwin	
<b>Clerk to the committee:</b>	Mrs Wendy Pickess	
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)	3	
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020	

## Pay Review Committee

### Terms of reference:

- To consider recommendations regarding teachers' pay progression having regard to performance management reports, taking advice from the headteacher and in accordance with the current School Teachers' Pay and Conditions Document and the school's Pay Policy and in the light of the advice given by the Local Authority ;
- To ensure that any decision is clearly attributable to the performance of the teacher in question and ensure that the committee is able to justify its decisions in accordance with the school's 'Teacher Appraisal and Capability Policy';
- To determine the salary for individual teachers on appointment in accordance with the current School Teachers' Pay and Conditions Document and the school's Pay Policy and in the light of the advice given by the Local Authority and the recommendations of the Headteacher;
- To determine the salary of each teacher annually and ensure that the teachers are notified in writing of the outcome;
- To ensure it adheres to the timetable for such considerations as detailed in the school's Pay Policy.

<b>Terms of reference agreed by the governing body on (date):</b>	
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Name of Governor	Date appointed to the committee
Mrs Emily Dimmick	22 <sup>nd</sup> May 2019
Mrs Karen Smith	1 <sup>st</sup> January 2020
Mrs Kate Leach	12 <sup>th</sup> September 2019

<b>Chair of the committee:</b>	Mr Paul Smith	
<b>Clerk to the committee:</b>	Mrs Wendy Pickess	
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)		3
<b>Date of review by governing body:</b>	29 <sup>th</sup> January 2020	