

Recommendations
on
Committee Structure
and
Terms of Reference

Agreed at Whole Governing Body Meeting on 9 November 2020

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 Suffolk 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 Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal 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

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – 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

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To draw up the instrument of government and any amendments thereafter*
- 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 review the delegation arrangements annually* (*links to SFVS evidence 3*)
- 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 approve the first formal budget plan of the financial year (*if not delegated to a committee*)
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To set up a Register of Governors' Business Interests
- To review and formally approve the policy for Pecuniary Interests (*links to SFVS evidence 20*) unless delegated to the Finance Committee
- To review and monitor the Summary School Self Evaluation Form annually (*if not delegated to the Steering Committee*)
- To formally approve and adopt the School Development Plan (*links to SFVS evidence 29*)
- To review and formally approve the Governing body Decision Planner on an annual basis (*links to SFVS evidence 1*)
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures (*links to SFVS evidence 7*)
- To consider training requirements on a regular basis to include whole Governing body and individual governor training (*links to SFVS evidence 24*)
- To ensure all documents required under statutory regulation are published on the school's website
- *Any items which individual governing bodies may wish to include*

***these matters cannot be delegated to either a committee or an individual**

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 Body 09 / 11 / 2020

Name of Governor	End of term of Office
Mrs F Parr	(Headteacher) 31.12.2020
Mrs G Jackson	31.08.2023
Mrs J Surridge	30.04.2024
Mrs C Walker	01.04.2023
Mr K Saggars	26.09.2021
Mr N Shearer	23.06.2022
Mrs D Pipe	19.10.2022

Mrs S Atwell	08.03.2023
Mr E Stanley	08.11.2024
Rev'd C Bladen	31.08.2022

Chair of the Governing Body	Mrs J Surridge
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Vice-Chair of the Governing Body	Mr N Shearer
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Clerk (s) to the Governing Body	Mrs A Fenner
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Quorum:	One half of the number of Governors in post
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Steering or Chairs' Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher and the Chairman of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective. **If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such import they should be transferred to the Governing Body.***

Terms of reference:

- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
 - To meet soon after the LA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
 - To monitor the progress of work being undertaken by committees and individuals
 - To adopt and keep under review the Critical Incident policy and procedures, Performance Management policy for all staff, Home School Agreement, Pecuniary Interests Policy and Policy for Class Visits/Governor Visits to the school (*unless delegated to another committee*)
 - To adopt and keep under review the Data Protection Policy (subject to statutory review every 2 years)
 - To adopt and keep under review the Publication of Equality Information and objectives (*information to be published on website on annual basis*)
 - To suggest changes to the committee structure and consider recommendations made by committees with regard to the working of the Governing Body and its sub committees
 - To oversee arrangements for Governor involvement in formulating and monitoring the School Development/Improvement Plan
 - To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
 - To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
 - To act as a forum for discussion of general issues and innovative practices
 - To review and monitor the Summary School Self Evaluation Form annually (*if not delegated at Governing body level*)
 - To review and monitor overall progress with the School Development Plan on a termly basis
 - To allocate targets within the School Development Plan to committees to monitor progress and success criteria on a termly basis
- Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body 09 / 11 / 2020

Name of Governor	Date Appointed to the Committee
Mrs F Parr	11.06.13
Mrs J SurrIDGE	25.04.16
Mr N Shearer	25.04.16
Mrs C Walker	03.04.19
Mr E Stanley	09.11.20

Chair of the Committee Mrs J SurrIDGE

Clerk to the Committee	Rotating
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	06 /11 /17
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Date of review:	Termly
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Hearings 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 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 committee directly affects the number required for an Appeal 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

Any members of the Appeals Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Body	09 / 11 / 2020
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Name of Governor	Date Appointed to the Committee
Mr E Stanley	09.11.20
Mr K Sagers	06.11.17
Vacancy	

Chair of the Committee	Mrs E Stanley
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Clerk to the Committee *	Mr K Sagers
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2009	Date of review:	Termly
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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 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 Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Body	09 / 11 / 2020
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Name of Governor	Date Appointed to the Committee
Mr N Shearer	16.03.15
Mrs C Walker	18.11.19
Mrs S Atwell	06.11.17

Chair of the Committee	Mr N Shearer
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Clerk to the Committee *	Mrs C Walker
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2009
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Date of review:	Termly
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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 (*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 'Exclusion from maintained schools, academies and pupil referral units in England' 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
Any items which individual governing bodies may wish to include.

Membership – minimum of 3

NB. The Governing Body may nominate a pool of governors from which three 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)

These terms of reference agreed by the Governing Body	09 / 11 / 2020
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Name of Governor	Date Appointed to the Committee
Mrs S Atwell	25.01.16
Mr K Siggers	06.11.17
Mrs C Walker	09.11.20

Chair of the Committee	Mrs S Atwell
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Clerk to the Committee *	Mr K Siggers
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*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
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Date Committee established	Pre 2009
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Date of review:	Termly
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Personnel & Communications Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (*links to SFVS evidence 26*)
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis (*links to SFVS evidence 21*)
- To approve and review a Performance Management policy for all staff*
- To review job descriptions for staff as appropriate and recommended by the headteacher (*links to SFVS evidence 4*)
- To review and agree policies relating to Personnel as delegated by the Governing body (*please list*)
- To oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- To produce, collate and report questionnaires for parents, staff and pupils
- *Additional items which individual Governing Bodies may wish to include*

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

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

These terms of reference agreed by the Governing Body	09 / 11 / 2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr N Shearer	G	25.01.16
Mrs J Surrige	G	09.05.17
Mrs C Walker	G	03.04.19
Mr E Stanley	G	09.11.20
Mrs F Parr	G	25.05.11

Chair of the Committee	Mrs C Walker
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Clerk to the Committee	Mrs Surrige
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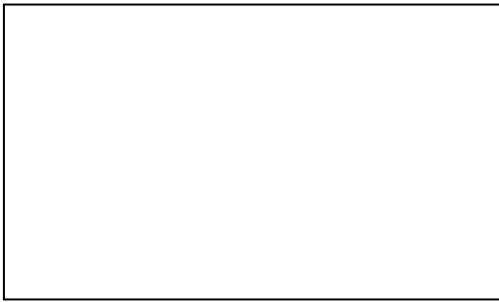
Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	Pre 2009
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Date of review:	Termly
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Finance and Premises Committee





These terms of reference agreed by the Governing Body | 09 / 11 / 2020

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs J Surridge	G	25.04.16
Mrs S Atwell	G	25.01.16
Mrs F Parr	G	11.01.11
Mr K Saggars	G	06.11.17
Mrs D Pipe	AM	10.11.14

Chair of the Committee | Mrs J Surridge

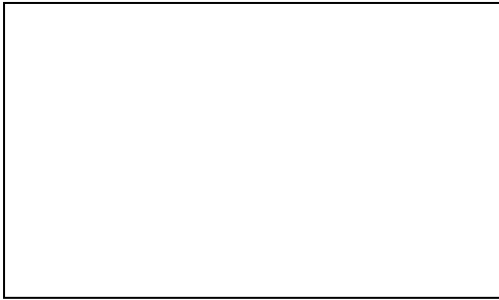
Clerk to the Committee | Rotating

Quorum (minimum of 3, committee can determine higher number) | 3

Date Committee established | Pre 2009

Date of review: | Termly

Learning and Achievement Committee



These terms of reference agreed by the Governing Body 09 / 11 / 2020

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs C Walker	G	03.04.19
Mrs J Surridge	G	21.04.17
Mrs G Jackson	G	18.11.19
Mrs F Parr	G	22.10.13
Mrs S Atwell	G	16.03.15
Mr N Shearer	G	10.11.14

Chair of the Committee Mr N Shearer

Clerk to the Committee Mrs J Surridge

Quorum (minimum of 3, committee can determine higher number) 3

Date Committee established 22 /10 /13

Date of review: Termly

Headteacher's Performance 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 make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Membership – 2 or 3, but 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

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	09 / 11 / 2020
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Name of Governor	Date Appointed to the Group
Mrs C Walker	18.11.19
Mr N Shearer	25.01.16

Chair of the Group	Mr N Shearer
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Review Officer	TBC
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Quorum (minimum of 2 suggested)	2
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Date Group established	Pre 2009
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Date of review:	Termly
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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 monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Governing Body, the Curriculum Committee 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
- *Any items which individual governing bodies may wish to include*

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

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection	Mr E Stanley	Child Protection Co-ordinator	Governing Body
Prevent	Mr E Stanley	Child Protection Co-ordinator	Governing Body
SEND	Mrs S Atwell	SENCO/Headteacher	Steering/Committee/Gov.Body
Children in Care	Mrs J Surridge	LAC Co-ordinator/Headteacher	Steering/Committee/Gov.Body
Literacy	Mr N Shearer	Literacy Co-ordinator	Curriculum/Governing Body
Numeracy	Mrs J Surridge	Numeracy Co-ordinator	Curriculum/Governing Body
RE/Collective Worship	Rev'd C Bladen	Subject Co-ordinator	Curriculum/Governing Body
Science	Mrs S Atwell	Subject Co-ordinator	Curriculum/Governing Body
History	Mrs J Surridge	Subject Co-ordinator	Curriculum/Governing Body
Art	Mrs S Atwell	Subject Co-ordinator	Curriculum/Governing Body
ICT & E Safety	Mr E Stanley	Subject Co-ordinator	Curriculum/Governing Body
Sport, PE	Mrs S Atwell	Subject Co-ordinator	Curriculum/Governing Body
Health & Safety	Mr K Saggars	Headteacher & Premises Ctee	Governing Body
Well-Being	Mr E Stanley	Headteacher	Governing Body
Link Governor	Mrs J Surridge	LA Governor Support	Governing Body
Primary Languages	Mrs J Surridge	Subject Co-ordinator	Curriculum/Governing Body
Performance Mgt	Mrs C Walker	Headteacher	Governing Body
Attendance	Mrs C Walker	Headteacher	Governing Body

These terms of reference agreed by the Governing Body 09 / 11 / 2020

Date Delegation Agreed 09 / 11 / 2020

Date of review: Termly