

Wilby CE VA Primary School



Committee Structure

and

Terms of Reference

2021-2022

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body 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
- ❖ 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 seek advice from the Clerk to the Governing Body and advise the Committee on procedural and legal matters accordingly
- ❖ 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 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
 - **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 ratify 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 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 06/10/2011

Name of Governor	End of term of Office
Adele Rowland	01/09/2022
Anthony Foreman	19/03/2024
Claire Marsh	12/03/2022
George Thompson	09/04/2022
Gill Whall	04/10/2022
Katie Warwick	17/09/2022
Lisa Pearce	Ongoing
Lynette Dudley	15/04/2025
Rev Jackie Buck	10/06/2025
Sam Gill	06/10/2024
Simon Vilette	15/04/2025
Vacancy	

Chair of the Governing Body	Lynette Dudley
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Vice-Chair of the Governing Body	Gill Whall
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Clerk (s) to the Governing Body	Claire Douglas
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Quorum:	One half of the number of Governors in post
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Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff
- **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 staff discipline policies and procedures
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- Under the terms of section 409 of the Education Act 1996, to make any determination or decision in respect of a complaint about the delivery of the National Curriculum, the provision of Religious Education or Collective Worship
- To make any determination or decision with respect to an appeal about Special Educational Needs provision

***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)

Disqualification – The Headteacher

(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	06/10/2011
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Name of Governor	Date Appointed to the Committee
Claire Marsh	11/03/2021
George Thompson	19/07/2017
Simon Vilette	11/03/2021

Chair of the Committee	George Thompson
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Clerk to the Committee	Claire Douglas
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022
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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*

*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	06/10/2011
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Name of Governor	Date Appointed to the Committee
Gill Whall	17/07/2019
Anthony Foreman	15/07/2020
Adele Rowland	17/07/2019

Chair of the Committee	Gill Whall
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Clerk to the Committee	Claire Douglas
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022
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Admissions Committee (Voluntary Aided Schools)

Terms of reference:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school*
- To review admissions arrangements and to make recommendations for changes to the governing body
- To attend admissions appeals at Bouverie Court with the Headteacher, if required

*cannot be delegated to an individual

Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

These terms of reference agreed by the Governing Body	06/10/2011
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Name of Governor	Date Appointed to the Committee
Gill Whall	19/07/2017
Lisa Pearce	19/07/2017
Claire Marsh	19/07/2018
Sam Gill	11/03/2021

Chair of the Committee	Gill Whall
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Clerk to the Committee	Di Mecklenburgh
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Quorum (minimum of 2 committee can determine higher number)	
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Date Committee established	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022
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Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of a fixed period exclusion of 5 days or less in one term. The committee must respond promptly to the parent (but no statutory time limits are specified for this). The committee cannot direct the head to reinstate the pupil.
- To consider representations from parents in the case of a fixed period of exclusion of more than 5 but less than 15 days in one term, a parent requests an appeal. The Committee must meet between the 6th and the 50th school day after receiving notification of the exclusion. The committee can decide to reinstate a pupil.
- To consider representations from parents in the case of an exclusion which is permanent or for a fixed term of more than 15 days in one term (or that takes a pupil's total number of days excluded to over 15 days in one term). The committee must meet between the 6th and the 15th school day after receiving notification of the exclusion. The committee can decide to reinstate a pupil.
- To ensure that the school's Attendance Policy is applied as per the regulations of the Education Act 2006
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body

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)

These terms of reference agreed by the Governing Body	06/10/2011
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Name of Governors available to the pool	Date Appointed to the Committee
George Thompson	19/07/2017
Simon Villette	11/03/2021
Adele Rowland	11/03/2021

Chair of the Committee	George Thompson
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Clerk to the Committee *	Claire Douglas
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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	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022
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Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the SIP to discuss the Headteacher's performance targets
- To decide, with the support of the SIP, 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

Membership – 3, of which at least two of the members must be Foundation Governors.

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	06/10/2011
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Name of Governor	Date Appointed to the Group
Adele Rowland	01/09/2018
George Thompson	19/07/2017
Anthony Foreman	11/03/2021

Chair of the Group	Adele Rowland
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External Advisor	Andy Lakatos
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Quorum (minimum of 2 suggested)	
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Date Committee established	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022
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Pay, Personnel and Finance Committee

Terms of reference:

Finance

- In consultation with the Headteacher, to inspect the draft budget plan for each new financial year and submit it to the full Governing Body for ratification
- To ensure that within the draft budget, sufficient funds are available for pay increments and staff training to meet the demand of the performance management cycle
- To ensure, as far as is practical, funding for Health and Safety issues is appropriately prioritised in the draft budget
- To consider a budget position statement including virement decisions termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations
- To make decisions on additional in-year expenditure following recommendations from other committees
- To monitor School Fund on behalf of the Governing Body annually

Personnel

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Pay 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 well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards

* 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	06/10/2011
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Lynette Dudley	G	17/07/2019
George Thompson	G	10/12/2013
Anthony Foreman	G	11/03/2021
Simon Villette	G	11/03/2021
Lisa Pearce (Head)	G	30/09/2010

Chair of the Committee	Lynette Dudley
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Clerk to the Committee	Claire Douglas
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Quorum (minimum of 3, committee can determine higher number)					
Date Committee established	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022

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 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

Area Of Responsibility	Name of Governors	Liaising with	Reporting to
Standards	Gill Whall - EYFS Adele Rowland – English and Maths	EYFS Lead English Lead, Maths Leads,	Whole Governing Body
Inclusion including Pupil Premium, SEND, LAC	Simon Villette	Inclusion Lead	Whole Governing Body
RE and Collective Worship	Sam Gill	RE Lead	Whole Governing Body
Website Compliance	Anthony Foreman	Head	Whole Governing Body
Safeguarding, Attendance, Behaviour, Anti-bullying, Health and safety	Lynette Dudley	Head, DSL	Whole Governing Body
Finance including PE Premium	George Thompson	PE Lead, Bursar	Whole Governing Body
Class Governors	Gill Whall Claire Marsh Adele Rowland Rev Jackie Buck	Class 1 Teacher Class 2 Teacher Class 3 Teacher Class 4 Teacher	Whole Governing Body

These terms of reference agreed by the Governing Body				18/09/2014	
Date Delegation Agreed		30/09/2010			
Date Committee established	31/01/07	Date of review	15/07/2021	Date to be reviewed	July 2022