



# **Ridgeway Primary School and Nursery**

## **Governing Body Terms of Reference – Effective: from the 29th September 2023**

### **The Role of the Chair of the Governing Body**

- To ensure the business of the Governing Body is conducted properly, in accordance with statutory 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 Co-Headteachers 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 Co-Headteachers and provides strategic direction
- To convene meetings of the Governing Body
- To appoint the Chairs of Pupil Discipline, Complaints and Appeals Committee
- To ensure effective challenge and that it is properly minuted

**Disqualification:** Co-Headteachers, Governors who are employed by the School in any capacity, Pupils, Staff Members

**Date of review:** Annual in Autumn Term

**Date role of the Chair of the Governing Body agreed by Full Governing Body:** 28th September 2023

### **The Role of the Clerk to the Governing Body**

- To work effectively with the Chair of Governors, the other Governors and the Co-Headteachers to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- 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
- To ensure effective challenge is properly minuted

**Disqualification:** Co-Headteachers

**Date of review:** Annual in Autumn Term

**Date role of the Clerk agreed by Full Governing Body:** 28th September 2023

### **The Role of the Chair of a Committee**

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
  - To convene meetings of the Committee
  - 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 ensure effective challenge and that it is properly minuted
- Disqualification:** Co-Headteachers and staff governors

**Date of review:** Annual in Autumn Term

**Date role of the Chair of a Committee agreed by Full Governing Body:** 28th September 2023

### **The Role of the Clerk to Committees**

- To advise the Committee on procedural and legal matters
- 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

- To ensure effective challenge is properly minuted

**Disqualification:** Co-Headteachers, Governors who are employed by the School in any capacity

**Date of review:** Annual in Autumn Term

**Date role of the Clerk to Committees agreed by Full Governing Body:** 28th September 2023

### **The Governing Body**

The Governing Body needs to take a strategic role, be accountable for its decisions and hold the Co-Headteachers to account for the performance of the students and staff in the school. 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 and induct new governors to include an induction pack and procedures (links to SFVS evidence 7) as vacancies arise
- To hold at least three Governing Body meetings a year\*
- That subject to any other arrangements being made by the board, the board will set dates for meeting of the following committee which will meet at least three time in any one academic year, Steering Committee, Resources Committee and Learning and Achievement Committee.
- To appoint the Co-Headteachers, Deputy Head teacher and School Business Manager
- To be responsible for the suspension and/or dismissal of the Co-Headteachers
- To be responsible for the ending of a suspension for the Co-Headteachers
- To appoint or remove the Chair and Vice-Chair of the Governing Body\*
- 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 except where delegated to the Chair of the Governing Body
- To appoint the Review Officer for the Co-Headteachers's Performance Review Group
- 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
- 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
- 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 consider training requirements on a regular basis to include both the 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
- To ensure the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding

**\*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

**Quorum:** One half of the number of Governors in post

**Date of review:** Annual in Autumn Term

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

### **Staff Governor Role**

Staff governors are representative staff members rather than representatives of staff, bringing a staff viewpoint and perspective to discussion and debate. They should not be seen as a 'go between' or staff delegate. They act according to their own conscience and should follow the appropriate rules of governor protocol and confidentiality.

To effectively fulfil the role staff governors:

- have equal rights with all other governors
- should not participate in discussions where they have a personal interest in the outcome
- should not participate in discussions about colleagues' pay (NB this does not apply to the headteacher who should be involved in discussions about staff pay, but not about his/her own pay)
- should feel free to express their own personal views, it being recognised that this is not necessarily the view of the majority of staff.
- do not have a mandate to express any views other than their own. However, they should report in good faith any widely held staff views, even if in a vote they decide to vote differently.
- Keep yourself aware of staff views and concerns | play an active part in governor meetings

### **Steering Committee**

#### **Purpose**

To co-ordinate the running and monitor the performance of the Governing Body, and to monitor the progress of work of the committees and individuals.

#### **Terms of reference:**

- To elect a vice-chair of the committee at the first meeting of each school year
- 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. This should be based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the performance of the Governing Body
- To monitor the progress of work being undertaken by committees and individuals and ensure that statutory duties and policies are covered by committees and the Governing Body
- To adopt and keep under review statutory policies and documents that governing bodies are required to have by law including information published on the school's web site.
- 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 Co-Headteachers
- To act as a forum for discussion of general issues and innovative practices
- To review and make recommendations to the Full Governing Body the Summary School Self Evaluation Form annually
- 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
- To make recommendations to the Governing Body for the recruitment and induction of new governors to include an induction pack and procedures (links to SFVS evidence 7)
- To make recommendations to the Governing Body regarding training requirements on a regular basis to include whole Governing body and individual governor training (links to SFVS evidence 24)
- To produce, collate and report questionnaires for parents, staff and pupils
- To review and update Governor Code of Conduct
- Deputy Co-Headteachers of the school are invited to be associate members of the Steering Committee

**Membership:** Chair of Governors, the Vice-Chair of Governors, the Co-Headteachers, Chair and Vice-Chair of the Resources Committee, and the Chair and Vice-chair of the Learning and Achievement Committees. Other governors or members of staff may be invited to attend as required.

**Quorum:** 4 with at least one of each of the following four groups attending:

- Co-Headteachers
- Chair or Vice-Chair of Governors
- Chair or Vice-Chair of Resources Committee
- Chair or Vice-Chair of Learning and Achievement Committee

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

### **Appeals Committee**

**Terms of reference:**

- To elect a vice-chair of the committee when an Appeals committee is needed to be formed
- To consider any appeal against a decision to dismiss a member of staff made by the Co-Headteachers
- 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
- To consider any appeal procedures e.g. disciplinary, grievance, capability where the Co-Headteachers is the subject of the action

**Membership:** 3

**Disqualification:** Co-Headteachers and Governors who are employed by the School in any capacity (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)

**Quorum:** 3

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

### **Complaints Committee**

**Terms of reference:**

- To elect a vice-chair of the committee when a Complaints committee is needed to be formed
- To consider complaints from parents and members of the public in accordance with the Complaints Procedure of the Governing Body

**Membership:** 3

**Disqualification:** Co-Headteachers and Governors who are employed by the School in any capacity

**Quorum:** 3

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

### **Pupil Discipline Committee**

**Terms of reference:**

- To elect a vice-chair of the committee
- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate), or where statutory requirements otherwise dictate
- 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), or where statutory requirements otherwise dictate
- 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 or where statutory requirements otherwise dictate
- 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

**Membership:** 3

**Disqualification:** Co-Headteachers, any Governor with prior knowledge of the pupil or the incident. (It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

**Quorum:** 3

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

### **Resources Committee**

#### **Purpose**

To assist the decision making of the Governing Body, by enabling detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility to ensure sound management of the schools finances and resources, including premises and infrastructure and management of health and safety, including proper planning, monitoring and probity and compliance with the relevant legislation.

To make appropriate comments and recommendations on such matters to the Full Governing Body on a regular basis.

Major issues will be referred to the Full Governing Body for ratification

#### **Terms of reference:**

- To elect a vice-chair of the committee at the first meeting of each school year
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- Monitor the impact of Pupil Premium funding
- To draft and keep under review the staffing structure in consultation with the Co-Headteachers
- 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 whistle-blowing 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 Co-Headteachers (links to SFVS evidence 4)
- To review and agree policies relating to Personnel as delegated by the Governing body
- 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 determinations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible for determining dismissal payments/early retirement
- In consultation with the Co-Headteachers, to draft and recommend to the Full Governing Body the first formal budget plan of the financial year
- Carry out revisions and monitor the budget on a quarterly basis (links to SFVS evidence 22)
- To establish and maintain an up-to-date 3 year financial plan (Strategic Budget Plans -links to SFVS evidence 9)
- To consider a budget position statement including virement decisions at least quarterly and to report significant anomalies from the anticipated position to the Governing Body (links to SFVS evidence 10)
- To review the Out-turn Reports and report any significant variances from the original budget to the Governing body (links to SFVS evidence 13)
- To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis (links to SFVS evidence 39)
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable (links to SFVS evidence 43)

- To make a recommendation to the Governing body for approval in relation to the annual Pre-certification checklist and Statement of Internal Control (links to SFVS evidence 18/19)
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS links to SFVS evidence 30)
- To ensure that the school operates within the Financial Regulations of the Local Authority
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review and approve the charges and remissions policies and expenses policies and best value statement (links to SFVS evidence 27/33/34)
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees
- 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 Co-Headteachers
- In the light of the Co-Headteachers's Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To be responsible for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (links to SFVS evidence 42)
- To review and agree policies relating to Finance as delegated by the Governing body (please list e.g. Finance Policy, Record of Financial Responsibility (links to SFVS evidence 2/30)
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (links to SFVS evidence 11)
- To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Resources Committee and a governor with a finance role on an annual basis (links to SFVS evidence 23)
- To review benchmarking data on an annual basis (links to SFVS evidence 31/32)
- To prepare the Governing body Value for Money Health Check documentation for approval by the Governing body (links to SFVS evidence 35)
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises links to SFVS evidence 14/17)
- To oversee arrangements for repairs and maintenance (links to SFVS evidence 14/17)
- To make determinations on premises-related expenditure links to SFVS evidence 14)
- 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 (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To review and agree policies relating to Premises, Health and Safety and as determined by the Steering Committee and/or Full Governing Body.

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

**Quorum:** 3 including at least two governors who are neither staff governors nor the Co-Headteachers

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

### **Learning and Achievement Committee**

#### **Purpose**

To assist the decision-making of the Governing Body, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Body responsibility to ensure the provision of a well-balanced curriculum and positive experience for the students of the school.

To make appropriate comments and recommendations on such matters to the Governing Body on a regular basis.

To refer major and contentious issues to the Full Governing Body for consideration and ratification

**Terms of reference:**

- To elect a vice-chair of the committee at the first meeting of each school year
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To monitor the provision of religious education
- To consider provision for more able children
- To consider provision for special educational needs
- To review anonymised SATs data, Raiseonline information and FFT data if appropriate. To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data), set targets for pupil performance
- To monitor the impact of Pupil Premium spending on students' progress and attainment and approve the data to be published on the school's website
- Ensure that the requirements of pupils in vulnerable groups are met
- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and on-going development and recommendations of change.
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To consider curricular issues which have implications for Resources decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a governance role in specific areas of provision e.g. SEN, English, Maths. To receive regular reports from them and advise the Governing body
- To oversee arrangements for educational visits, including the appointment of a named coordinator
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing body
- To decide on the provision for Sex Education
- To consider and approve the updating of the relevant statutory policies related to the curriculum and other policies as determined by the Steering Committee and/or the Full Governing Body

**Disqualification:** None

**Quorum:** 3 including at least two governors who are neither staff governors nor the Co-Headteachers

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

**Co-Headteachers's Performance Review Group**

**Terms of reference:**

- To arrange to meet with the External Adviser to discuss the Co-Headteachers'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 Co-Headteachers against the targets
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set

**Membership:** 3

**Disqualification:** The Co-Headteachers and Governors who are employed by the School in any capacity

**Quorum:** 2

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

**Pay Committee**

**Purpose**

To deal with all matters concerning the remuneration of employees of the School and ensure the

aims of the Pay Policy is applied in a fair and equitable manner.

**Terms of reference:**

- To determine all matters concerning the remuneration of employees of the School
- To assure that the aims of the Whole School Pay Policy is applied in a fair and equitable manner
- To apply the criteria set by the Whole School Pay Policy in determining the pay of each member of staff
- To assure that all statutory and contractual obligations relating to pay are fulfilled
- To review the Whole School Pay Policy annually, taking account of local and national developments, and to make recommendations to the Resources Committee to amend the policy where appropriate
- To review annually salaries of all staff
- Appoint a Vice-chair for the committee at the first meeting of each school year
- To minute its proceedings and decisions clearly
- Keep up to date with relevant developments and to advise the Governing Body accordingly
- Respect and maintain the confidentiality of all discussion, documentation and decisions, in accordance with the Data Protection Act and wider duties of confidentiality, with respect to salary scales and terms and conditions of employment for groups of staff or individuals
- To compile a confidential report to the Governing Body summarising the pay decisions of the Committee. The report will include:
  - Scale increases awarded (as per Pay Policy and Teachers' Pay and Conditions)
  - Appeals raised
  - Movements on scale
  - Referrals to Pay Committee for review of Head Teacher decision (Main scale classroom teachers)
- The following categories of pay decisions are delegated to the Co-Headteachers:
  - Main scale class room teachers
  - Move to upper pay spine
- The following categories of pay decisions are undertaken by the Pay Committee:
  - Co-Headteachers's pay award, as proposed by the Co-Headteachers's Performance Review
  - Group, is in accordance with the Pay Policy
  - Headship Team
  - Class Teachers on upper pay spine
  - Leading Practitioners

**Membership:** 3 plus the Co-Headteachers (except where the Co-Headteachers's pay is under consideration), not all of whom are members of the Resources Committee

**Disqualification:** Other than the Co-Headteachers, Governors who are employed by the School in any capacity, Associate governors.

**Quorum:** 2

**Date terms of reference agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

**Delegation of Responsibility to Individuals (Link Governors)**

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 with at least 3 meetings annually (virtually or in person)
- 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



**Disqualification:** Whilst not an exhaustive list 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
- Date terms of reference agreed by Full Governing Body 28th September 2023

**Date delegation of responsibility to individuals agreed by Full Governing Body:** 28th September 2023

**Date of review:** Annual in Autumn Term

Date 28th September 2023