

The Local Governing Body

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
- 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 Chair of Pupil Committee
- To appoint or remove a Clerk to each committee
- To suspend a governor
- To follow the MAT scheme of Delegation when functions of the Governing Body are 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 approve the first formal budget plan of the financial year after scrutiny by the Resources Committee
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To maintain and review the Risk Register
- To set up a Register of Governors' Business Interests
- To review and formally approve the policy for Pecuniary Interests
- To review and monitor the Summary School Self Evaluation Form annually
- To formally approve and adopt the School Development Plan and the monitoring plans linked to this
- To oversee the arrangements for the induction of new governors to include an induction pack
- To consider training requirements on a regular basis to include whole Governing body and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website

Resources Committee

(Finance, Premises, Personnel, Communications & Health & Safety)

Terms of reference:

- In consultation with the Headteacher and School Business Manager to approve a three year budget every year
- To monitor and review a Budget Monitoring Report (produced monthly by the School Business Manager)
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable
- To adopt the MAT Financial Recovery Plan
- To establish and review the financial section of the Schools Risk Register
- To ensure that the school operates within the Financial Regulations of the St. Edmundsbury & Ipswich Diocesan Multi Academy Trust
- Ensure that school funds are properly managed
- To review and approve the charges and remissions policies and expenses policies and adopt the MAT Finance Policy
- To make decisions in respect of service agreements, contracts and insurance subject to MAT approval
- To make decisions on expenditure using quotes obtained & reasons for selection of suppliers.
- 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 be responsible for determining dismissal payments/early retirement in consultation with the MAT
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To receive an evidenced Inventory check
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To make recommendations to the LGB and MAT on premises- related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids, ensuring approval from MAT
- 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 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 as delegated

Pupil Committee

(Learning & Achievement, Behaviour & Safeguarding)

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the RAP
- To review anonymised SATs data. To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data), set targets for pupil performance
- Monitor the impact of Pupil Premium funding
- 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 the School's Curriculum Policy (if policy in place)
- 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 Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a leading 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 co-ordinator
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing body including Safeguarding and Behaviour and Early Help Provision

The Role of the Chair of the Local Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and DMAT 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

The Role of the Clerk to the Local 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

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

Committees to be drawn from governors as need arises

1.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 personnel procedures
- 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

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

(Advice that only experienced governors be appointed to this committee and that the Chairman of Governors, if there is prior knowledge, may not be a member)

2.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

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher Any members of the Hearings Committee

(Advice that experienced governors be appointed to this committee and that the Chairman of Governors, if there is prior knowledge, may not be a member)

3. Admissions Committee

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 consult annually before setting an admissions policy
- Admissions: application decisions
- To appeal against LA directions to admit pupil(s)

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.

4. 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

Membership – minimum of 3. 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

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

Governor Membership of Committees 2019/20

Resources Committee	Pupil Committee
Patrick Shone (Chair)	Annabel Stockwin (Chair)
Ben Donald	Fiona Wylie
Chris Deacon	Julia Parish
Dilly Ridge	Maureen Garratt Simpson
	Jenny Hawkes

Terms of reference reviewed (March 2019 and October 2019) and approved.