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WOKINGHAM
BOROUGH COUNCIL

Headteacher: Mr Gordon Davies

Terms of Reference for the Governing Body

This document sets out the terms of reference for the governing body and for those of its sub-committees that do not meet regularly. It also lists the regularly meeting sub-committees and describes their areas of responsibility.

Approved by governors' committee: FGB

Signed: _____ Date: 26 September 2017

Date of next review: September 2018
Responsible governors' committee: FGB

Linked to: SDP section 1. Leadership and Management

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1. 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

1.1. *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 approve the first formal budget plan of the financial year
- To review the delegation arrangements annually

Membership - As per the Instrument of Government

Quorum: One half of the number of Governors in post

Disqualification – as per Regulation 20 of the Constitution Regulations

1.2. *Meeting papers*

The clerk will endeavour to send by email:

- a draft agenda to the chair and headteacher two weeks before the meeting
- the agreed agenda and other relevant papers to all governors and observers one week before the meeting
- draft minutes to the chair and the headteacher two days after the meeting
- the agreed minutes to all governors and observers one week after the meeting

The chair and the headteacher will respond promptly to drafts and the clerk will circulate agendas and minutes on time whether or not any amendments have been received.

Courtesy copies of all meeting papers are sent to the business manager (bursar) and the admin team.

Anybody presenting a paper (report, proposed policy, etc.) to the meeting should try to send a copy to the clerk eight days before the meeting so that the paper can be circulated with the agenda. Otherwise it is the responsibility of that person to circulate the paper themselves as soon as practicable.

1.3. *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.

1.4. Role of the Vice-Chair of the Governing Body

The vice-chair will act as the chair of the governing body when:

- When requested to do so by the chair,
- When all reasonable attempts to contact the chair have failed and the head deems it necessary for the chair to act, or
- When the chair is unable to act.

All references to 'chair' below mean the person acting as chair whether chair or vice chair.

1.5. 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

2. Delegation of Responsibility to Individuals

2.1. Terms of reference:

Any individual to whom responsibility has been delegated is expected to work within the following 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

The areas delegated to individuals are as follows,

<i>Area of responsibility</i>	<i>Liaising with</i>
Development	WBC Governor Training
Publicity	Headteacher

Safeguarding	Headteacher, Family liaison
Safety	Headteacher
School Association	School Association
School Council	School Council
SEND	SENCo
Support Staff Liaison	Headteacher

2.2. *SDP Liaison*

Each topic within the School Development Plan (SDP) is assigned to a governor or committee of governors. The governors meet twice yearly with their respective subject leaders and report on progress to the Curriculum and Welfare Committee.

3. Committees with Scheduled Meetings

3.1. *Committees meeting once termly*

These two committees usually meet once per term.

Resources and General Purpose Committee dealing with the issues of finance, budgeting, staffing personnel, school premises, any proposed improvements and health and safety concerns.

Curriculum and Welfare Committee which monitors the curriculum, standards and generally looks after matters directly affecting the pupils.

All governors are welcome to attend and speak at any of these committee but governors only have a vote at committees where they are members.

Terms of reference – reviewed annually by each committee and agreed by the full governing body. The exact scope of responsibility of the committee is stated in its terms of reference.

Meeting papers – the clerk(s) to these committees follow the same timetable as that set out for FGB in 1.2. Papers for each meeting are sent to all governors, regular observers, the bursar and the admin team.

3.2. *Pay and Performance Review Panel*

This committee usually meets twice yearly (Summer & Autumn terms) to:

- monitor the operation of the performance management system in the school,
- set and review targets for the headteacher, and
- review the school's Pay Policy.

Governors who are not members of the committee may only attend its meetings by prior arrangement with the chair of the committee.

Terms of reference – reviewed annually by the committee and agreed by the full governing body.

3.3. *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

3.4. Role of the Clerk of a Committee

- 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
- Where possible the clerk is not a member of the governing body

4. Terms of Reference for Unscheduled Committees

The following committees do not meet regularly, so their terms of reference need to be determined and reviewed by the Governing Body. The chair of the Governing Body will call meetings when necessary and will nominate members.

4.1. Pupil Discipline Committee

The arrangements below are intended to comply with current DfE guidance. If they do not (e.g. because the guidance has changed), the guidance must take precedence.

Responsibilities and Powers	<ul style="list-style-type: none"> • 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 days 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 days after receiving notice of the exclusion)
Membership	Three governors
Disqualification	Governors personally acquainted with the parents and pupil(s) involved, governors with an out-of-school relation to the staff involved, governors with any other interest requiring them to withdraw; and the Headteacher
Quorum	Three governors
Chair	Appointed by the members of the Committee.
Voting	The Chair shall have a casting vote in the event of a tie.
Meetings	As required to hear exclusion appeals. The LA will be informed and consulted when a meeting is called. An observer from the LA may attend.
Clerking	The Clerk to the Governing Body will clerk meetings if possible.
Minutes	Minutes to be produced by the Clerk and circulated to members within one week of the meeting taking place. They will be confidential to members of the Committee.

4.2. *Hearings Committee*

The arrangements below are intended to comply with current DfE guidance and/or union agreements. If they do not, the guidance or agreements must take precedence.

Responsibilities and Powers	<ul style="list-style-type: none"> • To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability relating to any member of staff • To consider complaints that cannot be resolved by the headteacher or the chair of governors. (See Complaints Policy).
Membership	Three governors
Disqualification	Governors involved in a previous investigation of the case (for example, the chair of governors with a complaint); governors personally acquainted with the parents and pupils involved, governors with an out-of-school relation to the staff involved, governors with any other interest requiring them to withdraw; and the Headteacher
Quorum	Three governors
Chair	Appointed by the members of the Committee.
Voting	The Chair shall have a casting vote in the event of a tie.
Meetings	The Committee shall meet as required. The LA will be informed and consulted when a meeting is called. An observer from the LA may attend.
Clerking	The Clerk to the Governing Body will clerk meetings if possible.
Minutes	Minutes to be produced by the clerk and circulated to each Member within one week of the meeting taking place. They will be confidential to members of the committee.

4.3. Appeals Committee

The arrangements below are intended to comply with current DfE guidance and/or union agreements. If they do not, the guidance or agreements must take precedence.

Note: the decision of the Hearings Committee on a complaint is final; the Appeals Committee do not consider complaints.

Responsibilities and Powers	<ul style="list-style-type: none"> • To consider and decide on any appeals against the decision of the Hearings Committee. • To consider any appeal against selection for redundancy
Membership	Three governors
Disqualification	Governors involved in a previous hearing of the case; governors personally acquainted with the parents and pupils involved, governors with an out-of-school relation to the staff involved, governors with any other interest requiring them to withdraw; and the Headteacher
Quorum	Three governors.
Chair	Appointed by the members of the Committee.
Voting	The Chair shall have a casting vote in the event of a tie.
Meetings	The Committee shall meet as required. The LA will be informed and consulted when a meeting is called. An observer from the LA may attend.
Clerking	The Clerk to the Governing Body will clerk meetings if possible.
Minutes	Minutes to be produced by the clerk and circulated to committee members within one week of the meeting taking place. They will be confidential to members of the committee.

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