



**New Brighton Primary School
Governing Body Committee Structure and
Terms of Reference**

Chair of Governors:

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4. Governing Body Structure

Our Governing body will consist of 12 full voting members which will be made up of

1 Head Teacher

1 Staff representative

1 Local Authority representative

3 Parent representatives

6 Co-opted representatives (up to 2 can be staff)

We will also have the opportunity to add non voting associate members who may have valuable skills and experience to offer to the Governing body but will not be committed in the same way as full Governing body members.

GOVERNING BODY AND COMMITTEE TERMS OF REFERENCE

The core functions of the governing body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils;
3. Overseeing the financial performance of the school and making sure its money is well spent.

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 review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 6 meetings per year
- Appoint or remove the clerk/minute taker
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- Ensure statutory information is sent to parents
- Annually ratify the school's self evaluation document (School Improvement Plan)
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the inset days
- Receive Head teacher reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree Curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the Strategic School Improvement Plan
- Have link roles which are reviewed regularly in line with the School Improvement Plan
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management

- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors

GENERIC TERMS OF REFERENCE FOR ALL COMMITTEES

Membership

- Not less than three governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.
- The committee may make recommendations to the Governing Body for co-option of non-governor members
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be an Associate member or a non-governor member. NB a staff governor/headteacher may chair a committee but must not be responsible for taking minutes.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

- Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

- Three governors who are appointed members of the committee.

Meetings

- At least three times in each school year and these are to be reported at the next meeting of the Full Governing Body.
- Committee meetings will not be open to the public but minutes are available, except for Part II Minutes, following ratification.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- Ensure governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can effectively contribute to the school's self-evaluation process;
- To contribute to the School Improvement Plan.
- Consider any aspects of policies

SPECIFIC TERMS OF REFERENCE

FINANCE COMMITTEE

The Headteacher is authorised to commit expenditure without the prior approval of the committee as stated in the Financial Delegation Document and in the case of any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.

Financial Planning

- To establish a three year budget plan taking into account the agreed priorities of the School Development / Improvement Plan
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement Plan.
- To make decisions in respect of the service level agreement with the Local Authority (Trading Fair).
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises

Financial Monitoring - Public Funds

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS.
- To receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- To report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan.
- Subject to the local scheme of delegation (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.

- To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.

Non-public funds

- To receive reports and monitor the income and expenditure throughout the year.
- To appoint an external auditor of these funds.
- To receive and respond to the audit report on these funds.

Financial Management Standard in Schools (SFVS)

- To review the School's self-assessment in preparation for the external assessment.
- To annually complete the Statement of Internal Control
- To annually review Governors' competencies in regards to continued professional development as stated under SFVS
- To receive and respond on any report issued by the external assess or following an external assessment.

Relationship with other committees

- To receive reports from other committees that may have financial implications on the operation of the school.

Finance Policy and Local Scheme of Delegation

- To ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.
- To review, adopt and monitor the impact of:
 - o Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.

Personnel

- In consultation with the Headteacher, to determine the staffing structure of the school to include an agreement regarding the rational and number of job share posts
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as "first committee" for formal disciplinary or complaints hearings.
- To review, adopt and monitor the school Appraisal and Pay Policies.
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- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training. The Chair of Governors should not be a Performance Management Governor.
- To review, adopt and monitor the implementation and impact of policies concerning as indicated on the list in the Appendix
- 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.

Additional Terms of Reference for Committees which meet as and when required:

STAFF RECRUITMENT

Composition

To consist of five or seven governors (including the Headteacher) with a quorum of three, unless undertaking the following functions described below. At least one member of the committee must have a current Safer Recruitment qualification.

1) Headteacher Appointment¹

Existing Headteacher is unable to sit on panel appointing successor, therefore a substitute will need to be appointed. The panel will consist of between 3 and 7 governors when undertaking Headteacher appointments.

2) Appointment of other staff

A panel of three relevant line managers and at least 1 governor (Teaching appointments: 3 governors).

Any eligible governor to act as a substitute. The Chair of Governors to have delegated powers to appoint substitutes as and when required.

Frequency of Meetings

This committee should meet as needed at the request of the full governors.

Purpose

To appoint staff in adherence to the equality act and safer recruitment practice.

Specific Terms of Reference

1. To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following changes to legislation;
2. To establish and review as required the school staffing structure and make recommendations to the governing body;
3. To undertake the longlisting, shortlisting and assessment process in respect of Headteacher, Deputy Headteacher and all other staff vacancies, and to make recommendations to the Governing Body on the appointment thereafter;¹
4. To receive reports from the Headteacher on the management of the school's staffing establishment and on general personnel issues;
5. To maintain the register of governors interests, and to ensure that this register is referred to prior to reviewing contracts;

Delegated Powers

1. To undertake the appointment of all permanent staff (for Headteacher or Deputy Headteacher appointments governors should seek representation from a Local Authority Inspector with knowledge of the school to act in an advisory capacity).
2. To inform the Governing Body of these appointments for ratification (short term temporary staff can be appointed by the Headteacher in consultation with the Chair of Governors)

STAFF DISCIPLINE AND DISMISSAL COMMITTEE

Composition

To consist of three governors (excluding staff/teachers governors) with a quorum of three. The governing body will also name a reserve.
In respect of staff disciplinary cases which involve safeguarding concerns then an independent governor may be part of the panel (either in addition or to replace one of the existing governors). The full governing body will meet to make the appointment of the independent governor as and when required.
(**NB** It is recommended that the Chair does not serve on this committee)

Frequency of Meetings

This committee will meet as required.

Purpose

The main responsibility of the committee is to deal with discipline, dismissal, and redundancy issues. This committee will also hear and deliberate on matters relating to capability, in accordance with the agreed policy.

Terms of Reference (All Delegated Powers)

In accordance with the school's policies:

1. To consider all disciplinary matters brought to governors by the Headteacher.
2. To hear appeals by staff in non-dismissal disciplinary action taken by the Headteacher.
3. To consider disciplinary matters brought against the Headteacher.
4. To consider the dismissal of staff on the grounds of redundancy, following the advice of the Headteacher and Chief Education Officer.
5. To determine the dismissal of staff on the grounds of ill health.
6. To consider teachers capability in line with the agreed policy.

STAFFING DISCIPLINARY AND DISMISSAL APPEALS COMMITTEE

Composition

To consist of three governors (excluding staff/teachers governors, and those who were present at the first hearing) with a quorum of three. The governing body will name a reserve.
In respect of staff disciplinary cases which involve safeguarding concerns then an independent governor may be part of the panel (either in addition or to replace one of the existing governors). The full governing body will meet to make the appointment of the independent governor as and when required.
(**NB** It is recommended that the Chair does not serve on this committee)

Frequency of Meetings

This committee will meet as required.

Purpose

The remit includes all areas of staffing appeals issues. The main responsibility of the committee is to deal with appeals relating to discipline, redundancy and capability issues.

Terms of Reference (All Delegated Powers)

In accordance with the school's policies:

1. To consider the appeals of all staff relating to disciplinary issues;
2. To consider the appeals of all staff relating to dismissal;
3. To consider the appeals of staff who have been identified for redundancy;

4. To consider the appeals of all staff relating to capability.

GRIEVANCE/COMPLAINTS/PUPIL DISCIPLINE COMMITTEE

Composition

To consist of three governors (excluding staff/teachers governors) with a quorum of three.

Any eligible governor to be a substitute.

(**NB** It is recommended that the Chair does not serve on this committee committee)

Frequency of Meetings

This committee will meet as required.

Purpose

The main responsibility of the committee is to deal with staff grievances, stage 3 complaints and pupil discipline issues.

Terms of Reference (All Delegated Powers)

In accordance with the school's policies:

1. To consider grievances from members of staff.
2. To investigate and respond to formal complaints at Stage 3 of the schools complaints procedures.
3. To consider all fixed period exclusions of more than fifteen days in any one term, or those which involve the loss of opportunity to take a public examination to decide whether to uphold the Headteacher's decision to exclude.
4. To consider all permanent exclusions to decide whether to uphold the Headteacher's decision to permanently exclude following representations of the Headteacher, Parents, Pupil and Local Authority.
5. To prepare the Committee's submission should the parents appeal to an Independent Appeals Panel against a decision to uphold the permanent exclusion.

GRIEVANCE/PERFORMANCE MANAGEMENT AND PAY APPEALS

Composition

To consist of three governors (excluding staff/teachers governors) with a quorum of three.

Any eligible governor to be a substitute.

(**NB** It is recommended that the Chair does not serve on this committee committee)

Frequency of Meetings

This committee will meet as required.

Purpose

The main responsibility of the committee is to deal with appeals relating to staff grievance, performance management and pay.

Terms of Reference (All Delegated Powers)

In accordance with the school's policies:

1. To consider grievance appeals from members of staff.
2. To consider appeals from the Headteacher in relation to performance management targets or review.
3. To consider appeal from staff in relation to pay

TERMS OF REFERENCE FOR LINK/SPECIALIST GOVERNORS

Make focused visits to the school to:

- Explore specific aspects within the link subject area to gain deeper understanding of relevant issues
- Establish regular contact with people within the school with responsibility for the link subject area
- Provide support and encouragement and a listening ear for staff members with whom they are linked
- Monitor provision of equipment and use of school facilities
- Attend relevant training, including relevant INSET days
- Be involved with establishing/monitoring/evaluating the IMPACT of relevant policies adopted by the governing body within their link subject/specialist area
- Become familiar with linked subject/specialist areas in the school development plan
- Report back after visits, making recommendations as appropriate either via the agreed report format and or at committees or full governing body meeting

NEW BRIGHTON PRIMARY SCHOOL GOVERNOR RECORD OF VISITS PROFORMA



Name of governor	
Date and time of visit	
Purpose of the visit e.g. Link with Subject Leader, Specialist Role, Class Governor Visit.	
Involving:	
Link with the school development plan/school aim	
What Did you see? What Did you learn? What would you like clarified? How long did the visit last?	
The following actions were agreed:	

Headteacher		
Staff involved		
Governor		