

Baguley Hall Primary School

Terms of Reference

Governing Body & Governing Body Committees

2025-26

Revision Record	
Approved at FGB 23.11.20	Slight changes to Resources section following Resources Committee.
Approved at FGB 22.11.21.	Revisions to Resource (Staffing) Committee and Pay Committee.
Approved at S&C Committee 16.1.23 Ratified at FGB 27.2.23.	Revision to Standards & Curriculum Section, Trips statement,
Approved by FGB 18.11.25	Terms of Reference Review

The Role of the Chair of the Governing Body

The Chair will ensure that:

- ❖ the business of the Governing Body is conducted properly, in accordance with legal and Manchester City Council delegation requirements.
- ❖ 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
- ❖ an effective relationship is established and maintained 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

The Clerk will ensure that they:

- ❖ work effectively with the Chair of Governors, the other Governors and the headteacher to support the Governing Body
- ❖ advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ convene meetings of the Governing Body
- ❖ attend meetings of the Governing Body and ensure minutes are taken
- ❖ maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ give and receive notices in accordance with relevant regulations
- ❖ 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

The Chair of each committee will ensure that:

- ❖ the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ 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

The Clerk to Committees will:

- ❖ advise the Committee on procedural and legal matters
- ❖ convene meetings of the Committee
- ❖ attend meetings of the Committee and ensure minutes are taken
- ❖ 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, 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 *(if not delegated to the committee itself)*
- 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 formally approve the first formal budget plan of the financial year
- To formally approve the annual pupil attainment and attendance standards (targets) for each subsequent academic 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
Quorum	One half of the number of Governors in post

RESOURCE COMMITTEE

Terms of reference:

Finance

- In consultation with the Headteacher and Business support Manager to review the first formal budget plan for the financial year and to recommend it to the Governing Body for approval.
- To require the establishment and maintenance an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To review annually the school's financial procedures and to obtain confirmation that they comply with the Financial Regulations of both the LA and SFVS
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- 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

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Governing Body on premises-related expenditure, where expenditure exceeds the committee's delegated authority
- In consultation with the Headteacher, 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

Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To review salary policies for all categories of staff
- To 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 the Governing Body, where expenditure exceeds the committee's delegated authority
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Membership	The Headteacher, plus any other Governor who so wishes.
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.
Quorum	minimum of 3 with majority non Staff Governors

Standards & Curriculum Committee

Terms of reference:

- To consider and advise the governing body on Safeguarding and related matters, including statutory requirements and the School's Safeguarding Policy
- To review and monitor Pupil Progress and Achievements, including the impact of Pupil Premium, and advise the Governing Body.
- In consultation with the Headteacher, to set the annual pupil attainment and attendance standards (targets) for recommendation to the Governing Body
- To consider and advise the governing body on standards and the effectiveness of curriculum delivery at Key Stage level via committee meetings with Heads of Key Stage and/or review of Key Stage Improvement Plans, and any other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum
- To consider and advise the governing body on issues impacting on the attainment of standards e.g. attendance, quality of teaching, staff training etc
- To review and monitor the School Improvement Plan, and advise the Governing Body.
- To make arrangements for the Governing Body to be represented at School Improvement discussions and for reports to be received by the Governing Body
- To oversee arrangements for specific areas of provision, eg SEN, Literacy, Numeracy. To receive and review regular reports and advise the Governing Body.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body
- Confirm that a process is in place to approve trips and that this process requires health and safety planning and risk assessments to be undertaken for them.
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies

Membership	As per the Instrument of Government
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.
Quorum	Minimum of 3.

Pay Committee

Terms of reference:

- To consider the Headteacher’s recommendations for pay grading awards and increments for members of staff
- To obtain confirmation from the Business Manager that the financial implications of those recommendations are reflected in the budget approved by the Governing Body
- To decide whether or not to accept the Headteacher’s recommendations
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Membership	Chair of Governors plus two other Governors other than staff governors.
Disqualification	Headteacher and Staff Governors
Quorum	3

Headteacher’s Performance Management Committee

Terms of reference:

- To arrange to meet with the External Adviser (if applicable) to discuss the Headteacher’s performance targets
- To decide, with the support of the External Adviser (if applicable), 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 Resource Management Committee in respect of awards for the successful meeting of targets set (if potential awards monies not already factored into the budget at the start of each financial year)

Membership	<u>2 or 3</u> , but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors.
Disqualification	The Headteacher and Staff Governors
Quorum	2