

Hemingford Grey Primary School
GOVERNING BOARD
Terms of Reference
2024-25

The Governing Board

The Governing Board takes a strategic role, acts as a critical friend to the school and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets, and priorities. Governing Board Minutes will be available after ratification, except for matters considered confidential. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

Terms of Reference:

General:

- To agree constitutional matters
- To draw up the Instrument of Government and any amendments thereafter
- To hold at least six meetings per year
- To operate using a 'Circle Model' of governance without standing committees
- To review annually the delegation of functions and committee structure, establish ad hoc committees as and when necessary and authorise of Terms of Reference for those committees
- To appoint or remove the Clerk
- To elect a Chair or Co-Chair(s) and Vice Chair
- To advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- To review, adopt and monitor a Governors' Allowances Policy
- To set dates of meetings for the year ahead
- To receive Headteacher reports
- To provide induction for new governors
- To organise support and training for governors
- If required, to consider the suspension of a governor
- To maintain and update annually a file of pecuniary interest declarations
- To appoint and determine the salary of the Headteacher and of the Deputy Headteacher
- To be responsible for the suspension and/or dismissal of staff, including the Headteacher

The Governing Board has a strategic role in the management of the school and its key responsibilities include:

Safeguarding:

- To receive a regular report on Safeguarding
- To ensure the school has adequate arrangements in place to complete pre-employment checks
- To undertake a check of the Single Central Record at least once each term

Finance:

- To provide guidance and assistance to the Headteacher in any matters relating to the Governors' financial responsibilities including and requirements relating to the Schools Financial Value Standard (SFVS)
- To approve the Annual Budget
- To review of the school's financial position at least six times each year
- To approve the three-Year Financial Plan

- To approve the Schools Financial Value Standard (SFVS)
- To set financial priorities through the School Strategic Development Plan
- To review and approve annually the adopted of the Cambridgeshire County Council Manual of Internal Financial Procedures for Schools
- To approve annually a Scheme of Financial Delegation
- To determine the staff complement and Pay Policy for the school in consultation with the Headteacher
- To authorise any non-budgeted expenditure and virements not delegated to the Headteacher
- To approve financial regulations and procedures on an annual basis.
- To monitor the impact of Pupil Premium funding
- To monitor the impact of Sports Premium funding
- Acting as a critical friend to the school on all financial matters
- To delegate to the Headteacher the day-to-day management of the budget, subject to reporting to the Governing Board.

Resources, Premises, Health and Safety:

- To establish and review a Critical Incidents Plan
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan (at least every three years)
- To monitor attendance of pupils, staff, and governors
- To monitor and annually review and approve the School Health and Safety Policy
- To monitor the implementation of the school's health and safety arrangements and make termly Health and Safety inspections
- To monitor accidents and/or incidents involving pupils, staff, governors, or visitors

Employment and Staff Welfare:

- To approve and review a Performance Management Policy for all staff and to comply with the performance management regulations for teachers
- To ensure three governors are appointed to complete the Headteacher's Performance Management
- To review staff work/life balance, working conditions and well-being
- To ensure that all staff have an effective induction programme and compliance with the induction requirements for early career teachers
- To ensure that all staff are reminded of the school's Whistleblowing Policy on a regular basis

Curriculum and Standards:

- To formally approve and adopt the School Strategic Development Plan
- To review, approve and monitor the School Evaluation Form (SEF) annually
- To review, adopt and monitor policies for the curriculum
- To decide on the provision for Relationships and Sex Education
- To set pupil performance targets
- To monitor and review national test results and school performance data in order to consider pupil progress and how the school is targeting areas of under-performance.
- To monitor and review the level of pupil exclusions
- To encourage governors to visit school and to review, adopt and monitor a Governors' Visit Policy and Feedback Procedure
- To oversee arrangements for individual governors to take a leading role in specific areas of provision
- To monitor and evaluate arrangements for Personal, Social, Health and Economic Education (PHSCE) and the pastoral welfare of pupils

- To ensure that the requirements of pupils in vulnerable groups are met and monitor how the school meets the requirements of children with SEND, the SEND code of practice and the Race Relations and Equalities Acts.

Other:

- To ensure compliance with the General Data Protection Regulation (GDPR)
- To review, adopt and monitor a Freedom of Information Policy
- To review, adopt and monitor the procedures for dealing with complaints from parents/carers

The Governing Body will not delegate any functions relating to:

- The constitution of the Governing Body (unless otherwise provided by the Constitution Regulations)
- The appointment or removal of the Chair, Co-Chair(s) or Vice-Chair
- The appointment of the Clerk
- The suspension of governors
- The delegation of functions and the establishment of ad hoc committees.

Membership – As per the Instrument of Government.

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations.

Terms of Reference agreed by the Governing Board on (date)	24 th September 2024
Chair of the Governing Board (name)	Vanessa Allen
Vice-Chair of the Governing Board (name)	Amelia Beeley
Clerk to the Governing Board (name)	Carlie Huddleston
Quorum	One half of the number of Governors in post
These terms of reference will be review annually.	

The Role of the Chair of the Governing Board

(Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members)

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Cambridgeshire County Council 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 Board acts as a sounding board to the Headteacher and provides strategic direction.

The Role of the Clerk to the Governing Board

(Disqualification – Governors, the Headteacher)

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board.
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers.
- To convene meetings of the Governing Board.
- To attend meetings of the Governing Board and ensure minutes are taken.

- To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Board from time to time

Headteacher's Performance Review Group

Terms of Reference:

- To arrange to meet with the External Adviser to discuss the Headteacher'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 Headteacher against the targets.
- To make recommendations to the Salary Committee in respect of the pay award for the Headteacher, where evidence shows that their corresponding individual targets have been met.

Membership - Three Governors.

Disqualification – The Headteacher and Staff Governors or any other governors who are school employees.

Staff Dismissal Committee

Terms of Reference:

- To make any determination to dismiss any member of staff (unless delegated to the Headteacher in accordance with the school's policies).
- To make any decisions under the Governing Board'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 Board's personnel procedures (unless delegated to the Headteacher).

* This matter cannot be delegated to an individual

Membership – no fewer than three members of the Governing Board.

(NB. The number appointed to this Committee directly affects the number required for an Appeals Committee, i.e., there must be an equal number of governors on both committees and governors can only sit on Dismissals or Appeals.)

Disqualification – The Headteacher or any members of the Appeals Committee.

(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.)

Appeals Committee

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Staff Dismissal Committee.*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability.*
- To consider any appeal against selection for redundancy.*

* These matters cannot be delegated to an individual

Membership – Individual membership of this Committee will be determined when the circumstances of the appeal are known, and the Committee should comprise of no fewer than three members of the Governing Board.

(NB. The number appointed to this Committee directly affects the number required for a Dismissal Committee, i.e., there must be an equal number of governors on both committees and governors can only sit on Dismissals or Appeals.)

Disqualification – The Headteacher or any members of the Hearings Committee.

(It is suggested that only experienced governors be appointed to this Committee and that the Chairs of Governors, due to probable prior knowledge, should not be a member.)

Pupil Exclusion Panel

Terms of Reference:

- To consider representations from parents in the case of exclusions of 5 days or less (Panel 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 (the 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 DfE 'Exclusion from maintained schools, academies and pupil referral units in England - 2012' document is practised in the school, with specific reference to the role assigned to the Governing Board.

Membership – Individual membership of this Panel will be determined when the circumstances of the exclusion matter are known, and the Panel should comprise of no fewer than three members of the Governing Board.

NB. 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. If, through non-attendance of a governor, four members consider an exclusion, the Chair of the Panel has the casting vote.

Disqualification – The Headteacher or 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 members.)

Health and Safety Committee

Terms of Reference:

- Monitor the implementation of the Health and Safety policy, and procedures for managing Health and Safety.
- Ensure appropriate risk assessments are carried out and reviewed regularly, particularly in response to equipment changes or circumstances.
- Monitor the completion of actions and recommendations arising from risk assessments.

- Review the school's accessibility plan.
- Review reports of health and safety inspections or audits carried out and monitor any arising actions.
- Review reports on accident statistics, near misses, incidents of violence or aggression, ensuring appropriate corrective action is being taken and necessary improvements are put in place.
- Ensure that a process is in place to approve educational visits, and that health and safety planning and risk assessments have been undertaken for them.
- Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
- Advise the Governing Body on priorities, including health and safety, for the maintenance and development of the school's premises.
- Monitor the health and safety training that staff and governors undertake.
- Review all policies delegated by the Governing Body.
- Report regularly to the Governing Body on the fulfilling of the Committee's responsibilities.

Salary Committee

Terms of Reference:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions.
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body (in summary form and having due regard for confidentiality).
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually.

Membership - a minimum of three Governors, none of whom should be employees of the school.

Disqualification – The Headteacher and Staff Governors or any other governors who are school employees.

The Headteacher will attend in an advisory capacity and will withdraw when his/her salary is under consideration.