



2024 -2025

Terms of Reference & Standing Orders	Persons/committee Responsible
Delegation of Functions to the Headteacher	Full Governing Body (FGB)
Full Governing Body Terms of Reference	Full Governing Body
Finance and Premises Terms of Reference	Finance and Premises committee/FGB
Pay and Performance Terms of Reference	Pay and Performance Committee/FGB
Standards and Curriculum Terms of Reference	Standards and Curriculum Committee/FGB
Headteacher Performance Management Terms of Reference	FGB/P & P
Pay Committee Terms of Reference	FGB/P & P
Clerk Terms of Reference	FGB
Panel Terms of Reference	FGB
Delegated Governors Terms of Reference	FGB
Standing Order for election of Chair and Vice-chair	FGB
Standing Order for election of Associate Member	FGB
Standing Order for co-option of governors	FGB
Meetings Standing Order for FGB and Committees	FGB/Committees

The governing board will always operate in accordance with the requirements of the Education Act; the School Governance Regulations; the Local Authority Scheme for Financing Schools; the Local Authority Financial Regulations and Procedures and all other relevant legislation.

These terms of reference will be reviewed at least annually.

These documents were agreed by the Governing Body and signed by the Chair at the Full Governing Body meeting on 15th October 2024

Signed..... Date.....

Chair of Governors

Date of next Review – October 2025

Contents

In all its work the Full Governing Body will promote equality of opportunity and British Values, ensuring that all actions will comply with current GDPR legislation.

Delegation of Functions to the Headteacher	Page 3
Full Governing Body Terms of Reference	Page 6
Finance and Premises Terms of Reference	Page 14
Pay and Performance Terms of Reference	Page 17
Standards and Curriculum Terms of Reference Appendix 1	Page 20 Page 22
Headteacher Performance Management Terms of Reference	Page 23
Clerk Terms of Reference	Page 24
Pay Committee Terms of Reference	Page 26
Panel Terms of Reference	Page 27
Individual Delegated Governors Terms of Reference	Page 29
Standing Order for election of Chair and Vicechair	Page 32
Standing Order for election of Associate Member	Page 33
Standing Order for co-option of governors	Page 34
Standing Order for FGB and Committee meetings	Page 36



The delegation to the headteacher/executive leader ensures a clear separation between strategic non-executive oversight and operational executive leadership. The Headteacher is expected to work within the following terms of reference, and provide the governing body with such reports in connection with his or her functions as the Governing Body requires and to ensure all policies, procedures and documentation requiring Governing Body approval are presented.

Budget

- To make miscellaneous financial decisions up to an agreed limit of £2000 per month as set out in the school finance policy.
- To enter into contracts up to a limit of £5000, seeking 3 quotes as best practice, but may decide a contract with fewer quotes, ensuring best value, with agreement of finance officer.
- To make virements of up to £5000 as set out in the school Finance Policy.
- To monitor monthly expenditure.
- To make payments.
- To ensure the Governing Body receives six budget monitoring reports every year.
- To ensure the monthly budget reports are sent to the Chair of Governors and Finance Committee.

Staffing, Appraisal and Performance Management

With approval of the Pay and Performance Committee:

- To appoint teachers and non-teaching staff.
- To establish disciplinary/capability and grievance procedures.
- To suspend staff.
- To initially dismiss staff.
- To produce and maintain a central record of recruitment and vetting checks, to also include those involved in school governance.
- To formulate and implement an appraisal policy, recruitment policy and Early Career Teacher (ECT) policy.
- Ensure that statutory guidance for [Induction of Early Career Teachers](#) is followed.
- To make pay decisions in line with the pay policy and legal requirements.
- To carry out appraisal of other teachers (or delegate to line managers in the school) and ensure mid-year reviews are undertaken.
- To undertake moderation of pay recommendations to ensure consistency and fairness across staff groups.

Curriculum

- To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate.
- To establish and implement a Curriculum policy.
- To decide which subject options should be taught.
- To be responsible for standards of teaching.
- To be responsible for each individual child's education.
- To agree and review the content of any Relationships Education to ensure it meets statutory requirements and to approve a written policy for its delivery.
- To ensure the balanced treatment of political issues and to prohibit political indoctrination.
- To promote British values.

Standard Setting

- To set standards and predictions for pupil achievement and progress.
- To annually deliver the School Improvement Plan for approval at FGB.

Religious Education and Collective worship

- To provide Religious Education in line with school's basic curriculum.
- To ensure, after consultation with the Governing Body, that pupils take part in a daily act of collective worship.

Health and Safety

- To ensure rigorous approaches to identifying, managing and mitigating risk.
- To ensure that Health and Safety Regulations are followed.
- To ensure the health & safety policy is adhered to and to carry out regular health & safety inspections (at least three times a year) and take remedial action as appropriate.
- To ensure emergency evacuation, for example in the event of Fire or another incident, is practiced at least three times a year and records retained.
- To ensure Lockdown procedure is practised once a year and records retained.
- To report to the board at FGB or committee level that compliance checks have been completed.
- To ensure that all risk assessments are regularly reviewed and updated and reported to the board.

Discipline/Exclusions

- To draft the content of the school's Behaviour Policy and publicise it to staff, students, and parents. The Governing Body of a maintained school must also make, and from time-to-time review, a written statement of principles to help the headteacher determine the measures that make up the school's Behaviour Policy (which must include measures to prevent all forms of bullying among pupils). This duty cannot be delegated. The Governing Body must consult the headteacher, other appropriate members of staff, parents, carers, and all registered pupils before making or changing this statement of principles.

Inclusion and Equality

- To designate a suitably qualified teacher to be responsible for co-ordinating SEND provision (SENCO.)
- To appoint a designated teacher for Looked After Children (LAC).
- To ensure that Public Sector Equality Duty (PSED) statements are compliant and available on the website.

School Organisation

- To ensure that the school meets for 380 sessions in a school year and the expected 32.5 hours per week within [DfE Length of the School week](#)
- To ensure that the [national school food standards](#) are met.
- To draft and implement a Data Protection Policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office.
- To ensure the statutory required information is uploaded to the school website.
- Maintain a register of pupil attendance.
- To publish on the [website](#) the drafted structure and remit of the Governing Body, including governor appointment details, term of office and attendance record.
- To ensure governor information is uploaded to the DfE database of governors (GIAS).

Information for Parents

- To ensure that the school keeps parents and prospective parents up to date with school information.
- To ensure that free school meals are provided to those pupils meeting the criteria.
- To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and relationship and sex education (RSE).
- To ensure that a report on each child's educational achievement is forwarded to parents/guardians.

- To ensure the school meets the **statutory requirements in regard to school uniform**

Headteacher Absence

The chair of governors should liaise with the school's senior improvement advisor if their Headteacher is absent for more than a week to ensure for example:

Deputies stepping up are supported to ensure they are taking all the right steps in their headteacher's absence.

Headteachers are supported if they know they are going to be absent, e.g., they are having an operation and will need to take time off to recover.

Co-ordination of leadership support from another school in the absence of the substantive headteacher.

Extended Schools

- To put into place the additional services to be provided.
- To ensure delivery of services provided

Agreed by the Full Governing Body at their meeting on 15th October 2024

Signed by headteacher **Chair of governors**

Stocks Green Primary School

Terms of Reference for the Full Governing Body (FGB)



Terms of Reference

2024 - 2025

In all its work the Full Governing Body will promote equality of opportunity and British Values, ensuring that all actions will comply with current GDPR legislation.

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight, and assurance for educational and financial performance. The Governing Body has resolved to conduct its business by adopting the committee model structure and to delegate statutory functions to a Finance and Premises, Pay and Performance and Standards and Curriculum committee as well as appointing the DfE identified Link governor roles of Safeguarding and SEND. Also appointed are delegated governors for Attendance; Pupil Premium, LAC; Health and Safety; GDPR; Training and Development; Whole School Wellbeing and Cyber Security to report back on their findings. This does not reduce the collective accountability of the Governing Body for all its functions and strategic overview.

The Governing Body has three strategic core functions

1. That the vision, ethos, and strategic direction of the school are clearly defined
2. That the headteacher performs their responsibilities for the educational performance of the school
3. The sound, proper and effective use of the school's financial resources

All governors are required to abide by the Governing Body's Code of Conduct, minuted at the first Governing Body meeting of the academic year.

The main responsibilities to be managed by the governing body are outlined below.

1. Governing Body Operational Business

1. To ensure focus on the three strategic core functions
2. To review and revise the Instrument of Government at FGB for Local Authority (LA) approval.
3. To review the standing order for election of the chair and vice chair including the length of the term of office.
4. To elect (or remove) the chair and vice chair.
5. To appoint (or remove) the chair and vice chair for all committees.
6. To appoint (or dismiss) the clerk to the governing body and its committees.
7. To hold at least three governing body meetings each year for school business.
8. To appoint co-opted governors to the governing body.
9. To appoint any associate members to committees and agree voting rights, details to be published on the website. (associate members may only be appointed to committees)
10. To nominate and appoint (after Local Authority (LA) approval) the LA governor.
11. To suspend or remove/recommend removal of a governor. LA governors can only be removed by their appointing body.
12. To decide monitoring priorities.
13. To assign governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference.
14. To appoint the DfE identified individually required, or recommended, roles of Safeguarding, SEND and LA required roles of finance and health and safety based on skill set and expertise.
15. To consider appointment of additional link governor roles, such as pupil premium, LAC, attendance, cyber security, whole school wellbeing, early years, training and development, website, and Music.

16. To ensure at least one member of the Governing Body has undertaken basic cyber training [meeting digital and technology standards in schools and colleges guidance](#)
17. To receive reports from any individual to whom a delegated or monitoring function has been made and to consider whether any further action or decision by the governing body is necessary. (statutory duty).
18. To review the delegation arrangements annually.
19. To annually review and approve the Governing Body Monitoring Visits Policy and monitoring schedule.
20. To appoint a Recruitment selection panel for headteacher/deputy headteacher and ensure at least one of the panel has completed Safer Recruitment Training.
21. To approve or decline decisions of appointed selection panel.
22. To recruit, for governing body approval, new governors as vacancies arise ensuring the governing body has all the necessary skills to be effective.
23. To ensure all governors have an enhanced Disclosure and Barring Service (DBS) and section 128 check.
24. To approve the Governing Body Code of Conduct and ensure all governors abide by its principles.
25. To approve and set up a governors' allowances policy.
26. To regulate and agree the governing body procedures where not set out in law and record these as standing orders.
27. To delegate to the headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order.
28. To approve and arrange a suitable induction process and mentoring for newly appointed or elected governors which includes safeguarding, child protection, online safety, female genital mutilation (FGM), general data protection regulation (GDPR) and PREVENT training.
29. To consider the DfE recommended appointment of a Training and Development governor to audit individual and collective development needs and, from evaluation, promote appropriate training.
30. To regularly audit and evaluate the impact of governance to inform the structure of the governing body.
31. To ensure the headteacher provides such reports as requested by the governing body to enable it to undertake its role.
32. To ensure the publication of relevant governor information (governor responsibilities, attendance, and business interests) is published on the school website, GIAS and LA database as required under statutory duties.

2. General

1. Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
2. To take an active role in school self-evaluation identifying success and areas requiring improvement.
3. To annually approve the costed School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones and monitoring against an agreed governing body monitoring schedule.
4. To regularly review the impact of additional funding e.g., Pupil Premium, National Tutoring and Sports Premium.
5. To regularly receive data / reports on areas suggested in the Maintained Governance Guide [including progress, attainment, attendance, behaviour, suspensions / exclusions](#).
6. To determine whether to publish a home-school agreement.
7. To review regularly how the school is regarded by pupils and parents.
8. To ensure the school has in place all *statutory policies* and to keep these under regular review, consulting with representative stakeholders as appropriate.
9. To approve *statutory* policies, (including those able to be delegated to committees, as instructed by the DfE), for recommendation or approval as appropriate ensuring their impact and compliance.
10. To establish procedures for regulation of conduct and discipline of staff and any grievance process.
11. To ensure there is a process in place for the approval of school trips and that the school's procedures for visits ensure the safety and welfare of the pupils, staff and volunteers.

12. To approve any school trips overseas; trips involving travel by air or by sea and trips involving one night's absence or more.
13. To ensure the school has a governing body approved, up to date, complaints policy published on the school website with stakeholders knowing how to raise concerns and make a complaint.
14. To have regard to the professional advice given by the Clerk as the governance professional.
15. To ensure that the governing body complies with all other legal duties placed upon them as shown and updated within the Governance Guides.
16. To ensure the [school food standards](#) are being met. To abide by the Human Rights Act 1998.

3. Inclusion and Equality

1. To establish and approve a special educational needs (SEND) Policy.
2. To publish and update at least annually a SEND Information Report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2017).
3. To ensure the Governing Body comply with statutory duties from the SEND Code of Practice and most recent edition of Keeping Children Safe in Education (KCSIE) in respect of pupils with special needs and receive monitoring reports from the SEND link governor.
4. To abide by the Equality Act 2010 and ensure the school complies with statutory guidance.
(school must publish details of how it complies with public sector equality duty updated every year)
5. To abide by the Human Rights Act 1998.
6. To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age, disability, or sexual orientation.
7. To receive reports on bullying, homophobic and racial incidents.
8. To ensure the Accessibility Plan is fit for purpose.
9. To ensure the school adheres to statutory guidance in relation to school uniform.

4. Safeguarding

1. To ensure statutory compliance with the most recent version of KCSIE and its associated policies including adopting and reviewing annually the KCC Child Protection Policy and relevant procedures.
2. To ensure the Governing Body comply with duties from the most recent KCSIE and having appointed DfE identified Safeguarding, and SEND governors, receive link governors' reports.
3. To ensure all governors have read and understood part two of the most recent edition of KCSIE and have regard to its guidance.
4. To receive confirmation that every member of school staff has read and understood the most recent edition of KCSIE part 1 in consultation with the headteacher. *(Governors should ensure that those staff who do not work directly with children read either Part one or Annex A)*
5. To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the Child Protection Policy.
6. To ensure all governors have undertaken Safeguarding training, including PREVENT, FGM, GDPR and Child Protection and online safety regularly to equip them in their strategic role.
7. To receive regular safeguarding reports in addition to the [annual safeguarding report](#) to the governing body.
8. To ensure the Governing Body are aware of their roles and responsibilities regarding monitoring and filtering and cyber security within school.
9. To annually review and evaluate the completed **Safeguarding Review** ensuring any follow up actions are monitored and completed.

5. Curriculum

1. Ensure national curriculum is taught to all pupils.
2. To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
3. To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact.

4. To ensure that British values are embedded within the curriculum, preparing pupils for life in modern Britain.
5. To consider recommendations from external reviews of the school (e.g. Ofsted, school improvement advisers, Governor Services), reviewing and evaluating any agreed actions to ensure impact.
6. To undertake any necessary training (in and out of school) that is required to enable effective monitoring of targets.

6. Budget

1. To ensure all financial decisions, above those delegated by the Governing Body to the Headteacher, are agreed at full governing body meetings
2. To ensure compliance with the [LA Scheme for Financing Schools](#) .
3. To operate within the LA's Financial Regulations, Controls and Procedures.
4. To annually analyse and approve a three-year budget which shows clear links to the School Improvement Plan.
5. To approve, monitor and submit to the LA a recovery plan where revenue deficit rises above 5% on 31 March of any year.
6. To approve the first formal budget plan each financial year.
7. To approve and review for impact and delivery a costed School Improvement Plan.
8. To annually, in the autumn term, approve and then regularly review the Financial Risk Register.
9. To annually review and approve the Finance Policy and KCC/LA recommended levels of delegation.
10. To undertake **financial benchmarking** and report back to the governing body.
11. To annually review and approve the Charging and Remissions policy.
12. To enter into contracts following agreed financial limits and processes with Governing Body approval for purchases and contracts (greater than £10,000 but less than £50,000) over £10,000 ensuring three submitted quotations for any purchase/contract and to document in minutes.
13. To approve virement as set out and agreed in the finance policy and financial limits (currently £10,000) above which the approval of governors is required and documented in minutes
14. To approve any assets to be written off and disposed of, at a governing body meeting and document within the minutes.
15. To approve debts up to £1000, which are required to be written off, after every effort has been made by the headteacher and governors to recoup the monies, with the decision made and documented in minutes.
16. To make decisions in respect of service agreements following agreed delegation of financial limits and insurance limits and document in minutes.
17. To draft, approve and submit the SFVS by 31 March and ensure remedial actions are cleared within specific deadlines.
18. To receive six separate budget monitoring reports at Full Governing Body or committee meetings with commentary from the Business Manager, which will include the impact of any change, both positive and negative to the three year budget plan. [\(SFVS Q3 requirement\)](#). Any recovery plan for budget with a deficit must be monitored for implementation and impact. The three, six and nine monthly reports at a FGB meeting; the other 3 either at a FGB or a Finance and Premises meeting.
19. For the Chair and Finance and Premises Committee to receive monthly budget reports.
20. For the Governing body to receive regular written committee reports.
21. To effectively manage and review resources for financial efficiencies and maximise pupil outcomes ensuring value for money.
22. To monitor, audit and evaluate all school policies and procedures related to fraud, gift and hospitality and document compliance in Governing Body minutes.
23. To agree the annual strategic action plan for the pupil premium spend and monitor how all specialist funding is spent (i.e. PE and sports premium and the pupil premium and recovery premium).
24. To appoint a Finance and Premises committee with financial skills.
25. To ensure financial succession planning within the Governing Body.
26. To review and take account of any consultations to change the LA Scheme for Financing Maintained Schools.

7. Staffing, Appraisal and Performance Management

1. To annually determine the staff structure following recommendation from the relevant committee.
2. To annually review and approve the appraisal policy, recruitment policy and ensure the statutory guidance [Induction of Early Career Teachers](#) is followed.

3. To ensure the school meets its statutory and contractual obligations with regards to pay.
4. To establish, review and annually approve the Appraisal and Pay and Reward policies, ensuring they match the Terms of Reference, including the criteria and framework for pay decisions in line with the most recent edition of the School Teachers Pay and Conditions Document
5. To determine the annual budget for pay and any uplift to be applied to the school's pay scales for teachers and support staff.
6. To annually agree a Pay and Reward Policy, which has been approved by the Unions, and any pay discretions in following the (School Teacher's Pay and Conditions Document) STPCD.
7. To determine which functions are to be delegated to the pay committee/ headteacher.
8. To appoint the headteacher performance management panel (HTPM) following the best practice of three skilled or trained governors, to include the chair of the governing body. The Chair of the Governing Body must not be appointed as the chair of the panel. The vice chair does not sit on this panel alongside the chair.
9. To appoint, in order to assist the panel, an external advisor for advice and support on the headteacher's appraisal and to consult that advisor on setting objectives for the headteacher (statutory duty, [The Education \(School Teachers' Appraisal\) \(England\) Regulations 2012](#))
10. To undertake the headteacher appraisal (best practice before 31 December each year) and determine the review cycle.
11. To take into account the headteacher standards for excellence.
12. To appoint the pay panel (best practice) of three skilled and knowledgeable governors to include the vice chair of P & P as chair of this panel. As best practice different governors should serve on the pay panel to those that serve on HTPM panel.
13. To agree total pay award following recommendation from pay panel.
14. To agree any pay award for the headteacher following recommendation from the headteacher performance management panel.
15. To monitor the application and effectiveness of the Pay and Reward Policy, ensuring pay decisions are linked to evidence of performance and the criteria for pay progression are applied consistently, fairly and objectively.
16. To consider structural solutions upon resignation/retirement of headteacher. To seek the advice and support of the LA prior to decision making.
Governing Bodies should seek the advice and support of the LA prior to decision making.
17. To approve headteacher and deputy headteacher appointments and starting salary, subject to necessary checks, following recommendations from the Governing Body approved Selection Panel taking into account the advice from the LA external adviser.
18. To establish and review procedures for addressing staff discipline, conduct, grievance, bullying and harassment and pay, ensuring that staffing procedures follow equalities legislation.
19. To establish a governor panel to hear staff appeals against dismissal, redundancy, grievances, bullying and harassment and pay in accordance with the relevant policy.
20. To dismiss the headteacher.
21. To end the suspension of staff or headteacher as determined within the policy.
22. To determine dismissal payments/early retirement.

8. Discipline/Suspension/Exclusions

1. To establish a Statement of Behaviour Principles on which the school can produce a Behaviour Policy.
2. To review the use of suspension and permanent exclusion and consider via an exclusion panel all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. (This may be delegated to the chair/vice chair in cases of urgency - see DfE Guidance '[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)' (updated Sept 23))
3. To direct the reinstatement of excluded pupils via the delegated appointed Exclusions panel.
4. To consider the findings of any independent review panel.
5. To receive regular updates on attendance, behaviour, suspensions, and exclusions

9. Premises and Insurance

1. To approve and monitor a school buildings strategy taking into consideration risks and priorities.
 - *With consideration to the most recent LA Asset management planning arrangements.*

2. To procure and maintain buildings, including a properly funded maintenance plan.
3. To review and approve business continuity plan
4. To review and approve accessibility plan to ensure inclusion (as per [statutory policy](#) guidance)
5. To review and approve the lettings policy (see KCSIE).
6. To seek advice from the LA to ensure adequate levels of buildings insurance and personal liability.
7. To receive annual site report.

10. Health and Safety

1. To establish and approve a Health and Safety Policy.
2. To ensure that Health and Safety Regulations are followed and appropriately prioritised.
3. To receive the annual Health and Safety Inspection Report and agree any actions.
4. To receive the KCC required H&S inspection reports as per H&S Policy three times a year.
5. To confirm all risk assessments are regularly reviewed and updated.
6. To appoint a Health and Safety governor.
7. To receive written Health and Safety governor monitoring reports in a timely manner.

11. Admissions

1. To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions. The LA is the admission authority.
2. To consult annually before setting an admissions policy, notify the LA and publish the arrangements on the school website in accordance with paragraph 1.47 of the School Admissions Code.
3. Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received. The LA sets the PAN but the governing body can object to the adjudicator if they disagree with their PAN.
4. To establish an Admissions Policy in liaison with the LA.
5. Admissions appeals: to set up independent panels in line with the School Admission Appeals Code.

12. Collective Worship

1. To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.
2. To ensure the school provides an act of broadly Christian daily collective worship.

13. Information for Parents

1. To ensure that the school keeps parents and prospective parents up to date with school information.
2. To adopt and review home school agreements (not statutory).

14. Collaboration

1. To monitor engagement with the Tonbridge Village Collaboration and other collaborative partnerships.

15. Extended Services

1. To decide to offer additional activities and agree what form these should take.
2. To cease providing extended services provision.

16. Meetings

1. A virtual meeting will be held, via zoom or Microsoft Teams, in extraordinary circumstances when it is not possible for governors to meet face to face. The meeting will follow the regulations specified in the Standing Order for Virtual Meetings.

17. Membership

Membership of the full governing body to comply with the Instrument of Government. See details of current governors in post on the school website., GovernorHub and GIAS.

18. Policies – FGB responsibility

- Business Interests Statement – Annual
- Instrument of Government – Annual
- Governor Code of Practice – Annual
- Single Central Record - Annual
-

Quorum: one half of the number of governors in post (rounded up): six (6) ·



In all its work the Full Governing Body will promote equality of opportunity and British Values, ensuring that all actions will comply with current GDPR legislation.

General Terms

- To meet at least three times each year in terms pertinent to the **SFVS** and budget.
- To be strategically actively engaged in monitoring value for money and report back any recommendations to the board to ensure effective financial resources and efficiencies to maximise pupil outcomes.
- To monitor the impact of the costed school improvement plan in relation to the budget spend.
- To undertake monitoring visits to the school.
- To make regular reports to the Governing Body, in addition to the Chair of the Governing Body being in receipt of a monthly finance report.
- To annually, in the autumn term, review and recommend to the Governing Body the Financial Risk Register with regular reviews.
- To keep in-school financial procedures under review.
- Review compliance audit reports, ensuring the Board follows recommendations and actions
- To consider safeguarding, SEND, inclusion and equalities implications when undertaking all committee functions
- To ensure that the school is working within the SFVS recommended guidelines
- To ensure compliance with the LA Scheme for Financing Schools and report to the board
- To act on matters delegated by the Governing Body.

Membership

At the beginning of each academic year the Full Governing Body will agree the following:

- **Membership of the Finance and Premises Committee** which will be a minimum of 3 Governors, plus the Headteacher.
- **Chair** will be elected from committee each academic year.

Quorum

2 (plus the Headteacher)

Date Committee Established

March 2008

Responsibility	Name of Governor/Associate member	Type of Governor	Date appointed to the committee
Chair	Alan McLean	Co-opted	November 2021
Vice Chair	Will Moore	Parent	March 2022

Governor 1	Rob Chewter	Co-opted	January 2017
Governor 2	Andrea Woollett	Co-opted	October 2024
Headteacher (or Deputy Head)	Peter Hipkiss	Headteacher	September 2022
Associate Member	Janet Scott	Associate	March 2022
Clerk	Sally Robinson	Clerk	September 2024

Meetings

- In the absence of the Chair the Vice-chair will take the meeting. In the absence of the Clerk the committee shall choose an acting clerk for that meeting.

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 the meeting by the Chair (or in his absence another member of the committee).

-

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

To meet at least each seasonal term and otherwise as required.

Budget

- In consultation with the Headteacher oversee the preparation of the annual budget plan and ensure it links to the School Improvement Plan priorities agreed by the Governing Body.
- To annually evaluate and recommend the budget for Governing Body approval.
- To maintain an up to date 'balanced' three-year budget plan, which shows clear links to the School Improvement Plan and staffing plans. To report any rollover to the Governing Body, highlighting any significant variances and their impact on the three year budget plan.
- Evaluating the school budget monitoring sheets in discussion with the school's operational finance lead and reporting to the board, ensuring this is completed six times per year. ([SFVS Q3 requirement](#))
- Any recovery plan for budget with a deficit must be monitored for implementation and impact.
- To approve any virement recommendations as set out and agreed in the Finance Policy, between £5,000 and £10,000, document in minutes and report decisions to the Governing Body. Virements above this to be approved by the Governing Body.
- Analyse and report on Tenders for Contract Services, ensuring three written quotations in line with Scheme for Financing School. For contracts and purchases £50,000 and over, no fewer than three competitive tenders must be sought and documented in minutes.
- Approve tenders below £10,000 and refer any tenders above this for approval by the governing body.
- To evaluate written quotations and approve any purchases between £5,000 and £10,000 and refer any quotations above this for approval by the Governing Body.
- To produce with the support school's operational finance lead a draft SFVS return for Governing Body approval for submission to the LA before the annual deadline.
- To monitor and report to the Governing Body on any SFVS remedial actions to ensure they are cleared within specified deadlines.

- To produce a report for the Governing Body to show the benchmark of school financial performance against similar schools.
- To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.
- To monitor the spend of extra funding such as pupil premium, recovery premium, sports premium, ensuring its use has impact.
- To monitor, audit and evaluate all school policies and procedures related to fraud and report to the Governing Body.
- Review Finance Policy, sponsorship corporate statement, and best value statement, Lettings Policy, Records Management Policy, Freedom of information Policy, Governor Allowance Policy, Charging and Remissions Policy, Pricing and Charging Policy, Anti-bribery Policy.
- To ensure annual governor financial skills audit is undertaken and evaluated.
- Review compliance audit reports, ensuring the Governing Body follows recommendations and actions.
- To establish procedures for governors to claim expenses.
- To undertake any training (in and out of school) that is necessary to enable effective monitoring of targets.
- To keep in-school financial procedures under review.
- Agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
- To ensure that the school is working within the guidance of the SFVS and Assurance recommendations.

Premises and Insurance and Health and Safety

- To seek advice from the Local Authority where appropriate to ensure adequate levels of buildings insurance and personal liability.
- To monitor the implementation of the school buildings strategy plan informing the Governing Body of the proposed order of priorities.
- To review the School Emergency Management and Business Continuity Plan (SEMBCP) and make recommendations to the Governing Body.
- To review the Accessibility Policy and Plan and ensure inclusion and make recommendations to the Governing Body.
- To receive the School Asset Register annually.
- To monitor the maintenance plan.

Health and Safety

- To review and recommend the Health and Safety Policy to the FGB for approval and adoption.
- To receive confirmation of completion of compliance checks from operational lead as per H & S Policy.
- To monitor FGB agreed actions from the annual H & S Inspection Report.
- To receive the KCC required H&S Inspection Reports from the operational lead three times a year as per the H & S Policy.
- To ensure H & S governor appointed and monitoring visits take place as agreed within the monitoring schedule.
- To receive the written H & S governor monitoring reports in a timely manner.
- To ensure the governor monitoring visits take place as agreed within the monitoring schedule and the report is presented to the FGB.
- To review and approve the Security Policy.
- To ensure that health and safety regulations are followed and prioritised appropriately.
- To ensure that the school complies with the Disability Discrimination Act.

Policies

- To review the policy content, impact of and implementation of the following policies:

Policy	Review	Approval/Ratification
Accessibility policy and plan	Annually	Statutory - F&P/S & C/FGB
Anti-Fraud, Bribery and Corruption	Bi-Annually	F&P
Best Value Statement	Annually	Statutory - F&P//S&C/FGB
Business Continuity Plan	Annually	Statutory - F&P/FGB
Charging and Remissions	Annually	Statutory - F&P/FGB
Finance	Annually	Statutory - F&P/FGB
Freedom of Information	Tri-Annually	F&P
Governor Allowances	Annually	Statutory - F&P/FGB
UKGDPR	Annually	F & P/FGB
Health and Safety	Annually	Statutory - F&P/FGB
Image Use	Bi-annually	F & P
Lettings	Annually	F&P
Pricing and Charging	Annually	F&P
Security	Annually	F&P
Sponsorship Corporate Statement	Tri-Annually	F&P/FGB

The review of policies, which are the remit of this sub-committee, will be recorded in the committee minutes and reported at the FGB meeting. Statutory policies will be reviewed in committee and by the FGB before approval.

Stocks Green Primary School

Pay and Performance Committee



Terms of Reference

2024 - 2025

In all its work the sub-committee will promote equality of opportunity and British Values, ensuring that in all its actions the committee will comply with current GDPR legislation.

General Terms

- To meet at least three times each year.
- To act on matters delegated by the Full Governing Body.
- To observe all statutory and contractual obligations.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan (SIP).
- To contribute to the School Evaluation Form (SEF).
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

At the beginning of each academic year the Full Governing Body will agree the following:

- **Membership of the Pay and Performance Committee** which will be a minimum of 4 non-staff Governors, plus the Headteacher.
- **Chair** who will also be the Chair of the Full Governing Body.
- **2 members of the committee who are safer recruitment trained.**

Quorum: three (3) including the Headteacher

Responsibility	Name of Governor or Associate member	Type of Governor	Date appointed to committee
Chair	Rob Chewter	Co-opted	October 2016
Vice Chairperson	Dave Wallace	Co-opted	October 2019
Governor 1	Di Ayling	Co-opted	March 2009
Governor 2	Ruth Dixon	Co-opted	October 2016
Governor 3	Bridget Salmon	Co-opted	March 2020
Headteacher (or Deputy Head)	Peter Hipkiss	Headteacher	September 2022
Clerk	Sally Robinson	Clerk	September 2024

Meetings

- In the absence of the Chair/Clerk the committee shall choose an acting chair/clerk for that meeting, from amongst the non-staff governors.
- 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 the meeting by the chair (or in his absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- To meet at least each seasonal term and otherwise as required.

Staffing

- To determine the staff complement / structure in consultation with the headteacher and recommend to the Governing Body to ensure the school is staffed sufficiently for the fulfilment of the School's Improvement Plan and the effective operation of the school.
- To annually review the Pay and Reward Policy for approval by the Governing Body.
- To annually review the impact of and implementation of the Pay and Reward policy.
- To annually review the Appraisal Policy, Safer Recruitment Policy and Early Career Teacher (ECT) Policy.
- To ensure that staffing procedures follow equalities legislation.
- To annually review procedures for dealing with staff discipline and conduct and grievances and make recommendations to the governing body for approval.
- To monitor the CPD budget against the School Improvement Plan and staff needs in liaison with the Finance committee to ensure staff development, progression and raised pupil outcomes.
- To establish and oversee the arrangements and operation of the school's appraisal procedures for the Headteacher- see below.
- To ensure that staff are kept informed of policies listed below.
- To recommend to the Governing Body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- The Headteacher pay recommendations for all staff, following annual reviews, to be carefully considered, agreed and confidentially minuted. The FGB will be informed that the process has taken place for their approval. This will be minuted.
- To consider the impact of pay recommendations on annual and longer-term salary budgets and other costs.
- To undertake any necessary training (in and out of school) that is necessary to enable effective monitoring of targets.

Headteacher Appraisal

- To meet annually before the 31 December with an Independent Advisor appointed by the Governing Body to discuss and determine the Headteacher Appraisal objectives for the coming year
- Inform the Headteacher of the standards against which their performance will be assessed.
- To review, with the support of the independent Advisor, the performance of the Headteacher against the agreed appraisal objectives and determine the recommendation on pay progression.

- To consult with the independent external advisor to set challenging but achievable headteacher appraisal objectives for the coming year ensuring they are specific, measurable, attainable, relevant and time bound. (SMART)
- To prepare and agree the Headteacher Appraisal Review statement, and report completion of the task to the FGB.
- To make recommendations to the Governing Body in respect of pay progression for approval.
- The Appraisal panel will include three governors, one of which will be the chair or vice-chair of the governing body, but not both, but who will not chair the panel.
- To monitor through the year, including a mid-year review, the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.

Policies

To review the policy content, impact of and implementation of the following policies:

Policy	Review	Approval
Allergy Policy	Bi-annual	P & P
Appraisal	Annual	P&P
Allegations against staff	Annual	Statutory - P & P/FGB
Capability	Bi-Annual	Statutory - P&P/FGB
Code of Conduct for Staff	Bi-Annual	Statutory - P&P/FGB
Complaints	Annual	Statutory - P&P/FGB
Confidentiality	Annual	Statutory - P&P/FGB
Early Careers Teachers (ECT)	Bi-annual	Statutory – P & P/FGB
Equalities Policy with information and objectives Statement	Four yearly	P&P/FGB
Governor Induction and Recruitment	Tri-annual	P & P
Managing Ill Health and Absence Policy	Bi-annual	P & P
Menopause Policy	Bi-annual	P & P
Outdoor Play and Learning Policy	Annual	P & P
Pay & Rewards Policy	Annual	Statutory - P&P/FGB
Safer Recruitment with Employment of Ex-offenders	Tri-annual	P & P
Staff Discipline, Conduct and Grievance	Tri-Annual	P & P/FGB
Uniform Policy	Tri-annual	P & P
Whistle Blowing	Bi-Annual	P & P/FGB

Stocks Green Primary School

Standards and Curriculum

Committee



Terms of Reference

2024 - 2025

In all its work the Full Governing Body will promote equality of opportunity and British Values, ensuring that all actions will comply with current GDPR legislation.

The Standards and Curriculum Committee is expected to work within the following terms of reference with a focus on monitoring the School Improvement Plan.

- To act on matters delegated by the Governing Body
- To consider safeguarding and equalities implications when undertaking all committee functions, ensuring all pupils have equal opportunities.
- To undertake monitoring visits to the school relevant to the committee's role and comply with Governor Monitoring Visits Policy.
- Meet at least three times each academic year with the timing and number of meetings considering the well-being of staff and governors and timetabled relevant to school data analysis timescales.
- To make regular reports to the Governing Body. To ensure minutes and reports are included in FGB papers in a timely manner.
- To monitor the schools' policies in relation to the curriculum, pupil welfare and behaviour.
- To review the policy content, impact of and implementation of the policies listed on Appendix 1. The review of policies which are the remit of this sub-committee will be recorded in the committee minutes and reported at the FGB meeting. Statutory policies will be reviewed in committee and by the FGB before approval. Take an active role in school self-evaluation, monitoring success in all areas and identifying areas requiring improvement.
- To monitor the relevant areas and milestones within the School Improvement Plan.
- To advise the Finance and Premises committee on the relative funding priorities necessary to deliver the curriculum.

Membership

At the beginning of each academic year the Full Governing Body will agree the following:

- **Membership** will be confirmed by the full Governing Body annually at its first meeting of the school year and will include the Headteacher.
- **Membership of the Standards and Curriculum Committee** will be a minimum of 4 Governors, plus the Headteacher.
- **Quorum** - this must be not less than 3 governor members of the committee, 2 of whom should be non-staff governors.
- **Chair** will be appointed from committee at the first meeting of each academic year.

Quorum	three (3) - This can include the Headteacher plus 2 non-staff governors		
Date Committee Established	September 2015		
Responsibility	Name of Governor/Associate member	Type of Governor	Date appointed to the committee
Chair	June Cooke	Local Authority	March 2016
Vice-chair	Ruth Dixon	Co-opted	September 2022
Governor	Di Ayling	Co opted	May 2016

Governor	Holly Taylor	Co-opted	February 2024
Governor	Becky Mackay	Parent	March 2022
Governor	Joe Endersby	Associate Member	September 2023
Headteacher	Peter Hipkiss	Headteacher	September 2022
Clerk	Sally Robinson	Clerk	September 2024

Curriculum planning and delivery

- To monitor how the agreed curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact and a full curriculum is delivered
- To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain.
- To understand the performance data for the school including the vulnerable groupings.
- To ensure the specialist funding for pupil premium, recovery premium and PE/sports premium and have impact.
- To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success.
- To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of targets.
- To evaluate the extent of success at the end of the set timescale.
- To identify and celebrate success.

Expectations and Outcomes

- To monitor pupil achievement and progress against expectations, predicted outcomes and school improvement milestones and targets.

Extended Services

- To monitor the impact of any extended services provided against pupil achievement.

Meetings

- In the absence of the Chair the vice-chair will chair for that meeting.
- In the absence of the Clerk, the committee shall choose a clerk for that meeting, from amongst the committee members, someone who is not the Headteacher.
- 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 the meeting by the chair (or in her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- To meet each seasonal term and as necessary.

Appendix 1

Policy Review – Standards and Curriculum Committee

Policy	Review	Approval
Accessibility Policy and Plan	2-yearly	Statutory - S & C/F & P/FGB
Acceptable Use Policies	Bi-annual	S & C
Admissions Policy	Annual	Statutory - S & C/FGB
Anti-bullying Policy	Annual	S & C
Anti-Radicalisation Policy	Bi-annual	S & C
Assessment Policy	Bi-annual	S & C
Attendance Policy	Annual	S & C
Behaviour Policy/written statement with Exclusions and Suspensions	Bi-annual	Statutory – S & C/FGB
Best Value Statement	Annual	Statutory - S & C/F & P/FGB
Child Protection Policy	Annual	Statutory - S & C/FGB
Display	Bi-Annual	S & C
Disability & Equality Policy	Annual	Statutory – S & C/FGB
Early Years Foundation Stage	Annual	Statutory - S & C/FGB
English Policy (T & L)	Bi-annual	S & C
Feedback Policy	Bi-annual	S & C
Governor Monitoring Visits and Procedures Policy	3-yearly	S & C
Healthcare Plan	Annual	Statutory - S & C/FGB
Healthy Eating Policy	2-yearly	S & C
Home School Agreement	3-yearly	S & C
Intimate Care Policy	Bi-annual	S & C
Maths Policy (T & L)	Annual	S & C
Mobile Phone Home School Agreement	3-yearly	S & C
Mobile Smart Technology	Annual	S & C
Opal policy	Bi-annual	S & C
Presentation	Bi-annual	S & C
Racial Incident Policy	Bi-annual	S & C
RE Policy (T & L)	Bi-annual	S & C
Relationship, Sex and Education Policy	Annual	Statutory - S & C
SEND Information Report	Annual	Statutory - S & C/FGB
Social, Moral, Spiritual and Cultural Policy	Bi-annual	S & C
Social Media Policy	Annual	S & C
Teaching and Learning Policy	Annual	S & C
Touch and Use of Restrictive Physical Intervention Policy	Annual	S & C
Transitions Policy	Annual	S & C



The agreed Performance Management Panel will meet annually, before the 31st of December each year, with the Headteacher and a suitably experienced, qualified, and independent external advisor, knowledgeable in school improvement and leadership matters, who will advise the panel and support them in setting the Headteacher's objectives

The Headteacher's appraisal will be the first staff appraisal performed to enable headteacher objectives to be reflected within other whole school staff performance management objectives to drive the school forward.

Where serious weaknesses are identified in the Headteacher's performance then this procedure should cease, and the issues will be managed within the school's formal capability procedure.

The appraisal process will be recommenced when the Headteacher's performance has reached the required standard.

Responsibilities

- Inform the Headteacher of the standards against which their performance will be assessed.
- To review, in consultation, with the independent external advisor, the performance of the Headteacher against the agreed appraisal objectives.
- To consult with the independent external advisor to set challenging but achievable headteacher appraisal objectives for the coming year ensuring they are specific, measurable, attainable, relevant, and time-bound (SMART).
- Objectives should as far as possible be reached by agreement. However, where a joint determination cannot be made the HTPM panel will make the determination, following consultation with the external adviser, with the provision for the Headteacher to record any disagreement if required.
- To prepare and agree the Headteacher Appraisal Review Statement, and report to the Governing Body the completion of the process.
- To determine the recommendation on pay progression for approval by the Governing Body.
- To monitor through the year, including a mid-year review meeting, the performance of the Headteacher against the agreed objectives and to ensure appropriate support and development opportunities are provided.

Membership: Three governors, including the Chair or Vice-chair of the Governing Body, but not both. The Chair or Vice-chair of the Governing Body will not take the role of the panel/committee chair.

Neither the Headteacher nor staff governors may serve on this group.

Consideration may need to be given to situations where governors serve on both HTPM and the pay panel.

[Dave Wallace] Chair of panel]

[Di Ayling], [Rob Chewter] [Bridget Salmon}



The Clerk, also referred to as the governance professional, is expected to work within the following terms of reference:

Guiding Principles

- The Clerk is accountable to the Governing Body.
- He/she is employed by the Governing Body and line managed by the Chair of governors, or designated governor, whose responsibility it is to ensure the LA Governance Professional Induction Mentoring Programme and continuous professional development is undertaken.
- The Chair or designated governor will conduct an annual appraisal and pay review with recommendations approved by the Governing Body.
- The Clerk will be provided with a contract of employment based on the job description and DfE Clerking Competency Framework 2017.
- Governors, associate members and the Headteacher cannot be employed as clerk to the Governing Body whilst holding office.
- Recordings made of the minutes will be stored securely until processed. Once processed they will immediately be deleted.

The main responsibilities of the clerk are:

- To work effectively with the Chair of governors, the other governors and the Headteacher to support the Governing Body.
- To keep up to date and advise the Governing Body on constitutional and procedural matters, powers and duties as outlined within legislation, statutory guidance, the Governance Handbook.
- To support the Governing Body to develop a culture where challenge is welcomed.
- To convene meetings of the Governing Body ensuring they are quorate.
- To produce agendas for the meetings working with the Chair of governors.
- To circulate relevant meeting documents to all governors.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To ensure the Chair receives the draft minutes for approval within one school week
- To ensure the chair approved full governing body draft minutes are circulated within three school weeks to all governors
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of business interests and ensure it is kept up to date and published on the website.
- To maintain the website published requirements for Governing Bodies by ensuring the information is supplied to the Headteacher/school staff responsible for ensuring it is kept up to date
- To collect the required details for the Governor's National Database (GIAS) ensuring the information is supplied to the Headteacher/school staff responsible for ensuring it is kept up to date
- To maintain a register of members of the Governing Body and report vacancies.
- To keep The Education People GovernorHub (LA) database up to date with details of the members of the Governing Body.
- To ensure if subscribed to the Governor Services training programme all governors have registered on GovernorHub to be able to access and book training courses

- To maintain a register of attendance to be published on the school website and report non-attendance to the Governing Body.
 - To give and receive notices of meetings in accordance with relevant regulations.
 - To perform such other functions as may be determined by the Governing Body from time to time.
 - To undertake appropriate professional development.
-
- If the Clerk is unable to attend the meeting, the governors present at the meeting may appoint a member of the Governing Body (but not the headteacher) to act as clerk for that meeting. As a point of best practice, it is recommended that the chair of the meeting should not act as clerk.

Details of employment: Part time - Paid on claim

In all its work the Full Governing Body will promote equality of opportunity and British Values, ensuring that all actions will comply with current GDPR legislation.

The Governing Body will delegate all pay decisions in accordance with the school's pay policy to the Pay Committee who will act in accordance with the Pay and Reward Policy.

It is the role of the Pay Committee to:

- To observe all statutory and contractual obligations.
- To determine the pay progression to be awarded to individuals as delegated within the Pay and Reward Policy, having regard for the most recent publication of the School Teachers Pay and Conditions Document
- To apply the criteria set out in the school's Pay and Reward Policy and consider fully the recommendations made by the Headteacher regarding an individual's pay. Where pay decisions are made by a Pay Committee – the Headteacher may provide professional advice and guidance to the panel to assist with decision making.
- To ensure the achievement of all the Pay and Reward Policy objectives and principles in a fair, reasonable, and equitable manner.
- To ensure all employees are made aware of the outcome of their individual pay review in writing within ten days of the decision making.
- To maintain an accurate written record of all meetings, recording the reasons for the pay decisions taken and having due regard to confidentiality.
- To report summary information regarding annual total budget for pay decisions to the Governing Body for approval in line with agreed school policies.
- To undertake an annual pay review for all staff / leadership group in accordance with the Pay and Reward Policy and reach decisions through the application of any relevant criteria measured by the school's performance appraisal process.
- To recommend to the Governing Body changes to the policy and to consult with staff and recognised unions on those proposed changes.
- To seek advice from the Local Authority where appropriate.
- To undertake any necessary training (in and out of school) that is necessary to enable effective monitoring of targets.

All decisions made by the Pay Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance, and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the leadership group should be made without undue delay. These should be completed prior to or on 31 October for teaching staff.

Membership [three governors]

- Membership of the Pay Committee will not be open to anyone who could benefit financially, directly, or indirectly from such membership or any of the decisions of the committee.
- Neither the Headteacher, staff or parent governors may serve on this group.
- School will need to carefully consider the membership of the panel and appeals panels to ensure the right composition. In particular they should avoid the Chair and Vice chair of governors both being members of the pay panel as this will inhibit one of these key senior roles being available for any pay appeals that may arise.
- Consideration may need to be given to situations where governors serve on both HTPM and the pay panel.

The Pay panel members are:

Chairperson of panel – Dave Wallace

[Rob Chewter]

[Di Ayling]

[Ruth Dixon]

[Bridget Salmon] I



In all its work the Full Governing Body will promote equality of opportunity and British Values, ensuring that all actions will comply with current GDPR legislation.

Terms of Reference for Panel Hearings

- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, bullying and harassment unless delegated to the headteacher.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To make any determinations on behalf of the Governing Body in relation to any pay appeal.
- To make any determination or decision under the Governing Body's School Complaints Procedure.
- To consider any representations by parents in the case of an exclusion (in accordance with the Statutory DfE Exclusions Guidance).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (in accordance with the Statutory DfE Exclusions Guidance).
- All panels are to be convened by the Clerk to the Governing Body.
- All panels will follow the relevant Governing Body approved policy, procedure and guidance.
- All panellists will undergo training to understand their roles and responsibilities.
- All panellists will be unbiased and understand the remit of their decision making as described within the relevant policy.

Membership [not less than 3]

Any three governors from a pool of governors [comprising the whole governing body], who are:

1. Suitably knowledgeable and objective to undertake the role, and not tainted.

2. Available on the date specified. **Note**

The headteacher is disqualified from serving in this role. Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.

Staff governors and any members of staff should not sit on panels



Guiding Principles

Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the Governor Monitoring Visits Policy and the Governing Body Code of Conduct. It is a statutory duty in legislation to report back at the next meeting following a monitoring visit.

Having delegated governors does not reduce the collective accountability of the FGB for all its functions. The FGB will ensure that its agenda and reporting mechanisms enable all members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed decision making.

Before undertaking any monitoring, governors will read the Monitoring Policy, Governor Code of Conduct and Staff Code of Conduct. Written reports will be submitted for factual check and comment by the headteacher within one week of the visit and then be lodged with the clerk for distribution as soon as possible, at least seven days before the next FGB or committee meeting as appropriate.

It is expected that three monitoring visits will be completed during the year unless school circumstances necessitate more. Not all visits necessarily have to take place during the time when students/pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

Governors will follow DfE guidance in relation to performing their monitoring roles. This may include the need to consider monitoring virtually.

Individual Delegated Responsibilities:

- To ensure full understanding of the delegated role.
- To be properly prepared for each visit by reading relevant policies and paperwork.
- To meet with the lead professional within the school to gain an understanding of the scope of the area/target and the activities the school is conducting to achieve success.
- To ensure key questions are asked and collective constructive challenge is enabled at the Full Governing Body or committee meeting to hold leaders to account. (See Governance Handbook for sample questions) removed
- To ensure any governing body meeting follow up actions are completed and documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the subject
- To monitor the progress of school activities towards the priority milestone or statutory duties.
- To evaluate the extent of success at the end of the set timescale.
- To ensure all visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Monitoring Visits policy.

The FGB have appointed the following individual delegated governors.

Individual delegated governors	
Attendance	June Cooke
Finance	Alan McLean
SEND	Di Ayling
Safeguarding (including child protection)	June Cooke
Health and safety	Alan McLean
Early Years	Di Ayling
Looked After Children (LAC)	Di Ayling
Pupil Premium/other targeted funding	Di Ayling
Training and Development	Ruth Dixon
UKGDPR	Will Moore
Whole School Wellbeing	Bridget Salmon
Cyber Security	Will Moore

Additional Guidance for SEND, Safeguarding and Health and Safety Link Governors which can be reviewed to meet the specific needs of the FGB.

All link governors have a statutory duty to report to the Full Governing Body their findings for further discussion and/or decision. The role of the SEND governor is to ensure the board are aware of their statutory responsibilities and to monitor on behalf of the board and report back to the board for further discussion and decision.

This guidance is to support SEND link governor fulfilling their role

- To undertake monitoring visits.
- To ensure monitoring visit reports are included in FGB papers in a timely manner.
- To monitor the relevant areas and milestones within the school improvement plan relating the pupils with SEND.
- To monitor and report to the FGB how the agreed curriculum is ambitious and inclusive, designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life. (in cooperation with the relevant committee).
- To monitor the impact of high needs funding and progress of pupils with SEND.
- To review the special educational needs policy for approval at board level.
- To liaise with the SENCo to ensure the SEND information report is reviewed and updated at least annually.
- To monitor compliance with the statutory duties from the SEND code of practice and report back to the board.
- To monitor pupil group achievement and progress against expectations, predicted outcomes and school improvement milestones and targets regarding pupils with SEND (in cooperation with the relevant committee).
- To ensure the accessibility plan is considered and approved. *This could be in collaboration with the H&S link governor.*
- To keep up to date with legislative and local guidance in relation to pupils with SEND and inclusion, attending training where necessary and ensure the board is made aware of any changes to their statutory responsibilities.

Guidance for the Safeguarding Link Governor

All link governors have a statutory duty to report to the Full Governing Body their findings for further discussion and/or decision. The role of the Safeguarding governor is to ensure the board are aware of their statutory responsibilities, take strategic leadership responsibility for the safeguarding arrangements and report back to the board in a timely manner.

The guidance is to support safeguarding link governor fulfilling their role.

- To undertake monitoring visits to the school.
- To meet with the DSL regularly to review safeguarding arrangements.
- To monitor compliance with the statutory duties from the most recent KCSIE and report back to the board.
- To have read and understood the most recent KCSIE in its entirety.
- To ensure own knowledge of relevant guidance and policy is up to date, ensuring the board is made aware of any changes to their safeguarding responsibilities.
- To monitor the Child Protection policy and associated policies to ensure safeguarding is effective and report to the board.
- To monitor the online safety policy to ensure the school's monitoring and filtering systems are effective.
- To undertake Cyber training as per guidance.
- To confirm the lettings policy safeguarding checks are completed.
- To undertake annual/regular safeguarding training in relation to the role.
- In collaboration with the operational lead, annually review the Safeguarding Review toolkit for submission to the full board and monitor follow up actions.
- To monitor the schools' policies in relation to behaviour.

Guidance for the Health & Safety Link Governor

All link governors have a statutory duty to report to the Full Governing Body their findings for further discussion and/or decision. There are no delegated decision-making powers. The role of the H&S link governor is to ensure the board are aware of their statutory responsibilities regarding health & safety and to monitor on behalf of the board and report back to the board for further discussion and decision. The H&S link governor will not conduct any health and safety checks themselves.

The guidance is to support the health & safety link governor fulfilling their role.

- To undertake monitoring visits to the school.
- To review the business continuity plan and report recommendations to the board
- To monitor the accessibility plan and review for approval. This could be in collaboration with SEND link governor
- To monitor the school building strategy/maintenance plan and update board via monitoring report
- To review and recommend the H&S policy to the FGB for approval and adoption
- To monitor the H&S policy.
- To monitor FGB agreed actions from the annual H&S Inspection Report
- To receive the LA required H&S Inspection Reports from the operational lead three times a year as per the H&S policy.
- To ensure H&S monitoring visits take place as agreed within the monitoring schedule and report to the board.



Guiding Principles

- The Governing Body must elect a chair and a vice chair. (The School Governance (Roles, Procedures and Allowances) Regulations 2013 – para 7.1)
- When the office of chair or vice-chair becomes vacant the Governing Body must elect a new chair or vice-chair at their next meeting.
- If both chair and vice-chair positions become vacant, the governing body **must** hold an extraordinary meeting, as convened by the Clerk, to elect a chair.
- Governors who are paid to work at the school, for instance the headteacher and the staff governors cannot be elected as chair or vice-chair.
- If no chair is duly elected, the vice chair **must** be appointed to chair for the remainder of the meeting and act as chair until the next meeting. The Governing Body **must follow its statutory requirement to** elect a chair at its next meeting. If no chair is duly elected at its next meeting, concerns will be raised on the capacity of leadership and governance under schools causing concern guidance.

The role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, focusing on the priorities and making best use of the 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.
- To establish and foster a good relationship with the Clerk based on professional respect for each role.

There are no regulations covering the process of election with the exception of the need for the candidate to withdraw from the meeting when a vote is taken in advance.

Election for chair and vice-chair to Stocks Green Governing Body – the following process will apply.

- The Clerk will circulate election papers prior to the meeting and the written nominations should be sent to the Clerk a week in advance of the meeting with, if appropriate, a supporting statement to include the skills present to undertake the role. Governors may self-nominate or be proposed.
- The Clerk will take the chair to conduct the election of the chair. The newly elected Chair will conduct the election for the vice-chair using the same procedure.
- The process must be fair, open and transparent and the candidate(s) should withdraw from the meeting when the vote is taken. The vote will be taken by a show of hands. Candidates may vote for themselves before leaving the room.
- The Candidates chosen will serve for one year.
- In exceptional circumstances agreed by the Governing Body a governor can stand for office if they are unable to be present at the meeting.
- Should there be a tie in the vote the candidates will address the meeting and then a new vote will be taken.
- If no advance nominations have been received for the office of chair, the clerk may seek nominations at the meeting.

Stocks Green Primary School

Standing Order for election of an Associate Member



Standing
Order

2024 - 2025

The Governing Body resolves that the following will apply to the appointment of associate members of the Governing Body:

Name of associate member

The Governing Body agree that the Associate Member named above is:

- ☐ To be appointed for a period of four years.
- ☐ To be a member of the (name of committee/s) committee.
- ☐ To have full voting rights on (name of committee/s) committee.
- ☐ The Associate Member does not have voting rights for full governing body meetings and may be asked to leave if sensitive information is being discussed. They are not part of the Instrument of Government.
- ☐ To have regard to the Governing Body's agreed Terms of Reference, Code of Conduct and other standing orders of the Governing Body.
- ☐ To undertake appropriate governor training and development.
- ☐ To complete the legal governor declaration and declaration of business interest forms.
- ☐ To obtain a DBS check in line with all members of the Governing Body.



The Governing Body will select co-opted governors as follows:

- Prospective governors will, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school.
- The Governing Body may choose to advertise the vacancy broadly to reach as wide an area as possible and will give priority to candidates with the skills identified via its current skills audit as those that will enable the Governing Body to work more effectively.
- The identified skills should be clearly stated when notifying/advertising the vacancy. Priority should be given to candidates who can demonstrate and/or evidence that they have the skills identified.
- Where two or more names are put forward, prospective co-opted governors will be asked to prepare a brief statement of no more than 250 words, explaining their background and why they wish to be appointed.
- Candidate statements should be circulated to all members of the Governing Body prior to the meeting at which any appointment will be considered.
- At the next meeting of the full Governing Body, governors will be invited to vote as agreed by a show of hands. The process is to be managed by the Clerk.
- In the event of a tie, the governors may agree to discuss the nominations in more depth and take a further vote; however as explained in 2013 Roles, Procedures and Allowances Regulations (14.4) where there is an equal division of votes the chair, or the person who is acting as chair for the purposes of the meeting (provided that such person is a governor) will have a second or casting vote.
- The Clerk should announce the result, with the candidate polling the most votes being duly appointed subject to a satisfactory DBS being received.
- The minutes should clearly reflect the process of voting and the outcome.
- The Clerk will advise the successful and unsuccessful candidate/s.
- The Clerk should liaise with the Induction Governor and inform the school of the appointment with contact details so that the school can make contact to commence the DBS and section 128 check (must apply within 21 days of appointment) and initiate the induction programme.



Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask and/or comments to make.
- Comply with any DfE governance guidance regarding meetings.
- Have read and have access to the latest School Improvement Plan and be familiar with its milestones and priorities.
- Limit discussion to policies and actions and not people, ensuring constructive challenge, support and celebration is captured within the minutes.
- Understand their strategic role and not stray into the operational.
- Participate in discussion and listen to the views and comments of others.
- Work collectively as a team acting with integrity, objectivity and honesty and in the best interests of the school.
- Collectively ensure all board decisions are strategic and not operational.
- Be brief and adhere to any time limits placed against agenda items.
- Take regard of the advice and guidance given by the paid governance professional - the Clerk.
- Follow up on action points between meetings.
- Comply with the Code of Conduct.
- Ensure GDPR compliance.

The following persons have the right to attend all meetings of the Full Governing Body

- Headteacher
- Clerk
- any governor
- Associate Members (unless the Governing Body require them to leave for items relating to individual members of staff or pupils).
- Quorum – half of the number of governors rounded up.

The following persons may be invited to attend regular meetings of the Governing Body - Deputy Headteacher, members of the senior leadership team, Finance Officer, Site Manager.

- Full Governing Body Meetings will be held at the school 4 times a year in Terms 1, 3 (full day), 5 & 6.
- The meeting in Term 6 will include a business meeting.
- The Clerk will prepare a suggested calendar of meeting dates for the following year, for approval at the meeting held in term 6 of each year following evaluation of the impact of the governance structure.
- The Clerk to the Governing Body will prepare a draft agenda, which will be finalised and approved by the Chair.
- Governors wishing to place items on the agenda should give notice to the Clerk and provide a copy of any supporting papers for distribution.

- Governors must, in complying with legislation, submit monitoring visit reports or any other documents to the Clerk in time for the agenda and supporting documents to be circulated.
- Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a pair, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors. Where there is an equal division of votes the Chair will have a second or casting vote.

Meetings

- All meetings will be convened by the Clerk.
- Any 3 members of the Governing Body may request a meeting by giving the Clerk written notice, which includes a summary of the business to be transacted.
- Where there is an equal division of votes the Chair will have a second or casting vote.
- Each FGB meeting will commence at 7 pm and will be limited to 2 hours in duration.
- Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda.
- Any business not completed will form part of the agenda for the next meeting.
- Draft minutes will be approved for email circulation by the Chair within 3 weeks of the meeting, before being formally approved by the Governing Body at the next meeting.

Virtual Meetings

The Governing Body may agree to operate virtual governance at some or all their meetings. Virtual governance can only be by means of telephony or video conferencing. It will be operated via the School Zoom service. Proxy voting or decision making in advance of the meeting is not permissible by governance legislation. Decisions can only be made following governor attendance and informed discussion at a quorate meeting.

Virtual meetings will operate as follows:

- All participants will join the meeting 5 minutes in advance of the meeting time making sure they have all meeting documentation to hand.
- Governors will be expected to comply with the meeting regulations specified above.
- Ensure integrity of confidentiality is upheld.
- Connect in good time for the start of any meeting.
- Agree virtual voting – especially by secret ballot.
- We confirm that the DPO (Data Protection Officer) has been advised of and agrees that the systems to be used are in line with the school's agreements and policies.