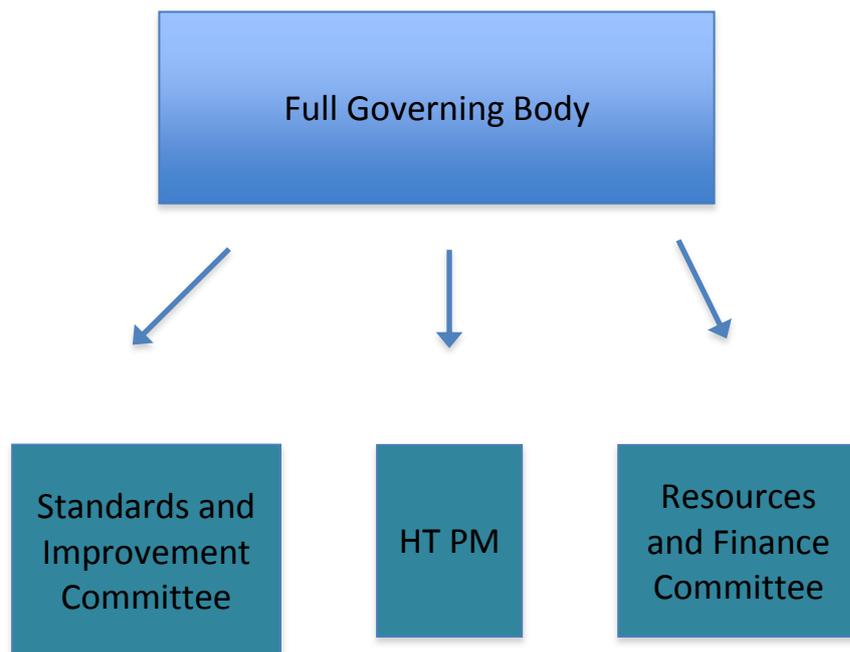


**MONKFIELD PARK PRIMARY SCHOOL'S GOVERNING BODY  
COMMITTEE STRUCTURES AND TERMS OF REFERENCE  
2017-18**



## The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body 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 Body acts as a sounding board to the Headteacher and provides strategic direction.

**Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members**

## The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
- ❖ To convene meetings of the Governing Body.
- ❖ To attend meetings of the Governing Body and ensure minutes are taken.
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- ❖ To give and receive notices in accordance with relevant regulations.
- ❖ To perform such other functions as may be determined by the Governing Body from time to time.

**Disqualification – Governors, Associate Members, the Headteacher**

## The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**Disqualification – none**

## The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters.
- ❖ To convene meetings of the Committee.
- ❖ To attend meetings of the Committee and ensure minutes are taken.
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

**Disqualification – the Headteacher**

# The Governing Body

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

The DfE Governor's Handbook states that:

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.

## **Terms of reference:**

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To draw up the instrument of government and any amendments thereafter\*
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Body meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Body\*
- To establish the committees of the Governing Body and their terms of reference\*
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
- To review the delegation arrangements annually\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
- To approve the first formal budget plan of the financial year
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To set up a Register of Governors' Business Interests
- To review and monitor the Summary School Self Evaluation Form annually
- To formally approve and adopt the School Development Plan
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing body and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website
- To agree all policies which require full governing body approval
- *Any items which individual governing bodies may wish to include.*

**\*these matters cannot be delegated to either a committee or an individual**

**Membership – As per the Instrument of Government**

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

<b>Name of Governor</b>	<b>End of term of Office</b>
Vijay Narashiman	26.01.2018
Chris Kidson	09.10.2019
Sarah Jarman	N/A
Susan Palmer	27.09.2020
Joanne Dickson	27.09.2020
Annie Howell	18.11.2020
Sharon McLaughlin	02.05.2021

<b>Chair of the Governing Body</b>	Chris Kidson
------------------------------------	--------------

<b>Vice-Chair of the Governing Body</b>	Susan Palmer
-----------------------------------------	--------------

<b>Clerk (s) to the Governing Body</b>	Richard Walmsley
----------------------------------------	------------------

<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
----------------	----------------------------------------------------

## FINANCE & RESOURCES COMMITTEE

### General:

- The purpose of this document is to set out how this Governing Body, within its overall responsibility for finance, resources and health and safety will allocate its responsibilities to a Finance & Resources Committee and to the Headteacher.
- None of what is set out below overrides the requirement on the Governing Body to observe the Cambridgeshire Financial Regulations and Standing Orders Relating to Contracts as set out in the Cambridgeshire L.M.S. Scheme.
- The Committee shall meet at least twice a term and prior to full Governing Body meetings, and otherwise as necessary, to fit in with reporting to Governing Body meetings and submission of the balanced budget to the LA by the agreed date.
- The Committee shall consist of no fewer than four Governors, to be appointed at the first meeting of the Governing Body in each academic year, including the Headteacher or Deputy Head Teacher. Those persons shall have voting rights and the quorum shall consist of three Governors, including the Headteacher or Deputy Head Teacher. In addition, the Committee may from time to time wish to co-opt a non-voting member with particular expertise.
- Where there is an equality of votes the Chairman shall have a second or casting vote. No vote shall be taken at a meeting of the Committee unless the majority of members present are Governors.
- A Chairperson shall be appointed annually by the Committee, after Governors have elected members of the Committee at the start of each academic year, and should be a Governor other than the Headteacher or other employee of the school.
- Agendas shall be distributed to the Committee at least seven clear days before meetings, and Minutes should be prepared by the Clerk and forward to the Chair as soon as possible after the meeting. Minutes will reflect decisions taken and points for action will be noted as a record of the proceedings of the meeting.
- These terms of reference will be reviewed at the first meeting of each academic year, along with the Financial Regulations. Any recommendations for changes will be referred to the full Governing Body.
- In accordance with the L.M.S. Scheme, the Governing Body will establish a Register of Pecuniary Interests for the Governors and staff, which should be open to inspection. Governors and staff will declare any links they have with local firms from which the school may wish to buy goods and services. This Register should be maintained by the Clerk to the Governing Body and reported to the first meeting of the Governing Body in each academic year.

### Terms of reference:

- To appoint the Chair of the committee.
- To provide guidance and assistance to the Headteacher and Governing Body in any matters relating to the Governors' financial responsibilities including and requirements relating to SFVS (Schools Financial Value Standard).
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan in accordance with each year's spending plan priorities.
- To draft and keep under review the staffing structure in consultation with the Headteacher.
- To establish and approve on an annual basis (statutory requirement), a Whole School Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure.
- To implement the Whole School Pay Policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to approval of the full Governing Body following financial considerations.
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks.
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis.
- To approve and review a Performance Management policy for all staff and to comply with the performance management regulations for teachers.
- To review and agree policies relating to premises and personnel as delegated by the Governing body (*Adoption, Appraisal and Capability, Communications Code,*

*Complaints, Safer Employment, Equality and Diversity, Equality and Community Cohesion, Flexible Working, Grievance, Harassment in Employment, Induction, Governor Induction, Governor allowances, Management of Sickness Absence, Maternity, Paternity and Shared leave or parental leave, Persistent Complaints, Personal Information, Recruitment and Selection, Recruitment of ex offenders, Redundancy, Code of Conduct, Discretionary Leave of Absence, Support Supervision, Teacher Absence Cover, Managing Allegations against Staff and Volunteers, Misconduct, Whole School Pay, Charging and Remissions, Trade Unions, Whistle-blowing, Confidentiality in C&LC)*

- To oversee the process leading to staff reductions.
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee and as per the school policy).
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee and as per the school policy).
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To approve recommendations on personnel related expenditure, including pay discretions.
- To consider any appeal against a decision on pay grading or pay awards through the formation of a salary appeals committee when required.
- To be responsible for determining dismissal payments/early retirement.
- Report to the full Governing Body on all staff matters that relate to conditions of service or personnel developments that may affect the school's Whole School Pay Policy or budget.
- Delegate to the Headteacher all matters relating to the day to day management and supervision of the staff employed at Monkfield Park.
- Ensure that Governors with personnel responsibilities are aware of and understand those responsibilities.
- Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- In consultation with the Headteacher, to draft and recommend an annual budget to the full Governing Body for approval, carry out revisions and monitor the budget (half termly).
- To make recommendations to the full Governing Body on items of non-budgeted expenditure between £5,000 and £10,000. Items over £10,000 require the approval of the full Governing Body. The Headteacher has delegated responsibility to make decisions to approve non-budgeted expenditure up to and including £5,000.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the full Governing Body.
- To review the Outturn Report and report any significant variances from the original budget to the Governing Body.
- To consider a medium term plan report annually to inform the recovery of deficit if applicable.
- To take a recommendation to the Governing body for approval in relation to the Statement of Internal Control.
- To establish and review a Critical Incidents Plan/Business Continuity Plan.
- To consider audited accounts for unofficial/non-public funds and forward to the full Governing Body.
- To review at the first meeting in each academic year the Charging and Remissions Policy, the Lettings Policy and Best Value Statement and make any recommendations for changes to the full Governing Body.
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability).
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually.
- To review and agree policies relating to Finance as delegated by the Governing body (Charging and Remissions, Lettings, Governors' Allowances).
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate.

- To complete the self-evaluation of Governing Body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis.
- To review benchmarking data on an annual basis.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance using safety inspection reports and make recommendations to the full Governing Body for remedial action where necessary.
- Consider reports by enforcing authorities (HSE, Environmental Health, Fire Officers) and formulate strategies for implementing recommendations.
- Consider accident and incident reports and formulate strategies for accident prevention.
- Monitor adequacy of Health and Safety content of staff training and child instruction.
- Monitor effectiveness of communication, information and publicity relating to Health and Safety.
- Make termly Health and Safety inspections and report to the next committee meeting.
- To approve premises-related expenditure in line with delegation limits.
- In consultation with the Headteacher oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum).
- Advise the full Governing Body on questions of Health and Safety Policy.
- Advise the full Governing Body on questions of Safeguarding children.
- To review and agree policies relating to Premises, Health and Safety as follows: CCTV, safeguarding and child protection, critical incidents, driving safely at work, fire safety, healthy eating, intimate care, lone working, manual handling, , lettings, e-safety, medicines, positive handling, protocol for children not collected, safer recruitment for extended schools, supporting vulnerable children procedures. For the Care and Learning Centre, their supplementary procedures will be reviewed and agreed on a regular basis.

The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

<b>These terms of reference agreed by the Governing Body</b>	16 / 10 / 17
--------------------------------------------------------------	--------------

<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
Annie Howell	G	21.03.2016
Sarah Jarman	G	21.03.2016
Chris Kidson	G	21.03.2016
Susan Palmer	G	12.12.2016
Sharon McLaughlin	G	10.07.2017
Jacqueline Durrant	AM	21.03.2016
Juliet Ferris	AM	21.03.2016

<b>Chair of the Committee</b>	Chris Kidson
-------------------------------	--------------

<b>Clerk to the Committee</b>	Richard Walmsley
-------------------------------	------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
---------------------------------------------------------------------	---

<b>Date Committee established</b>	21 / 3 /16
-----------------------------------	------------

<b>Date of review:</b>	Sep 2018
------------------------	----------

# Standards and Improvement Committee

## Terms of reference:

### School development priorities

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan and advise the full Governing Body accordingly.

### Pupil Achievement

- To review anonymised performance data, Raiseonline information and FFT data if appropriate in order to consider pupil progress and how the school is targeting areas of under performance.
- To discuss (using anonymised data), set and monitor progress towards targets for pupil performance.
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention.
- To ensure that effective arrangements are in place for both monitoring and assessing pupils' achievements and for investigating and addressing any inequality of outcome revealed through assessment.
- To monitor the impact of Pupil Premium funding.
- 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.

### Teaching, learning and assessment

- To monitor the adequacy and impact of staff training and development and the quality of teaching, promoting its continuous improvement.

### Parents

- To review information provided to parents e.g. through a prospectus, website and curriculum handbook.

### Governing Body

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, English, Maths. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits for pupils, including the appointment of a named co-ordinator for Monkfield Park.
- To advise the full Governing Body on questions of Teaching, Learning and Achievement.

### The curriculum

- To decide on the provision for Sex Education (*Primary Schools must consider whether to provide. Secondary schools must provide*)
- To monitor and evaluate arrangements for PHSCE and the pastoral welfare of pupils.
- To review and agree policies for the curriculum as delegated by the Governing Body:

Policy Review October as at October 2015	Date	Review term	Review year
Able, Gifted and talented	2013	Spring	2017
Anti-bullying	2015	Summer	annual
Art and Design	2011	Autumn	2015

Arts & Culture	2014	Autumn	2018
Calculation Policy	2015	Spring	2018
Care, Learning & Play (C&LC)	2013	Autumn	2016
Collective Worship	2015	Spring	2018
Design Technology	2015	Summer	2018
Display	2013	Autumn	2016
Educational visits	2013	Summer	2016
Equipment (C&LC)	2015	Autumn	2016
English	2015	Summer	2018
Foundation Stage – Pre-School (C&LC)	2015	Autumn	2016
Foundation Stage - Reception	2011	Autumn	2015
Geography	2015	Spring	2018
Governing Body School Visits	2014	Spring	2017
Handwriting	2013	Summer	2017
History	2015	Autumn	2018
Homework	2013	Summer	2017
ICT	2015	Summer	2018
Internet Acceptable use	2014	Summer	2017
Learning Opportunities, Assessment & Monitoring (C&LC)	2014	Summer	2016
Marking & Feedback	2014	Spring	2018
Mathematics	2015	Autumn	2018
MFL	2015	Summer	2018
MIS	2014	Spring	2017
Music	2011	Autumn	2015
Outdoor Play & Experiences (C&LC)	2015	Autumn	2016
Partnership with Parents/Carers (C&LC)	2015	Autumn	2016
PE	2015	Summer	2018
Positive Behaviour	2014	Summer	2017
Positive Behaviour (C&LC)	2014	Summer	2016
PSHCE	2013	Autumn	2016
RE	2015	Autumn	2018
Record Keeping (C&LC)	2016	Spring	2017
Record Keeping & Reporting to parents	2014	Summer	2017
Science	2015	Spring	2018
SEN	2015	Autumn	annual
SEN (C&LC)	2016	Spring	2017
Settling children (C&LC)	2013	Autumn	2016
Spelling	2015	Summer	2018
SRE	2012	Spring	2016
Target setting	2015	Autumn	2018
Teaching, Learning, Assessment and Moderation	2013	Autumn	2016

<b>These terms of reference agreed by the Governing Body</b>	16 / 10 / 17
--------------------------------------------------------------	--------------

<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
Vijay Narashiman	G	21.03.2016
Annie Howell	G	21.03.2016
Sarah Jarman	G	21.03.2016
Joanne Dickson	G	12.12.2016

<b>Chair of the Committee</b>	Joanne Dickson
-------------------------------	----------------

<b>Clerk to the Committee</b>	Richard Walmsley
-------------------------------	------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
---------------------------------------------------------------------	---

<b>Date Committee established</b>	21 / 3 /16
-----------------------------------	------------

<b>Date of review:</b>	Sept 2018
------------------------	-----------

# 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 meet with the Headteacher on a termly basis to monitor the performance of teaching staff.
- To make recommendations to the Finance and Resources Committee in respect of pay awards for staff (including the Headteacher), where evidence shows that their corresponding individual targets have been met.

## Membership – 2 or 3.

### Disqualification –

The Headteacher and Staff Governors or any other governors who are staff members.

<b>These terms of reference agreed by the Governing Body</b>	16 / 10 / 17
--------------------------------------------------------------	--------------

<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Susan Palmer	10.07.2017
Joanne Dickson	10.07.2017
Sharon McLaughlin	10.07.2017

<b>Chair of the Group</b>	Susan Palmer
---------------------------	--------------

<b>Quorum (minimum of 2 suggested)</b>	2
----------------------------------------	---

<b>Date Group established</b>	12/9/16
-------------------------------	---------

<b>Date of review:</b>	Sept 2018
------------------------	-----------

## Hearings 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 Body'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 Body's personnel procedures (*unless delegated to the Headteacher*).
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
- To make any determination or decision in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.

**\*cannot be delegated to an individual**

**Membership** – not less than 3 members of the Governing Body

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

**Disqualification** – The Headteacher

Any members of the Appeals Committee

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

<b>These terms of reference agreed by the Governing Body</b>	/	/	
--------------------------------------------------------------	---	---	--

Name of Governor	Date Appointed to the Committee
(reserve)	

<b>Chair of the Committee</b>	
-------------------------------	--

<b>Clerk to the Committee</b>	
-------------------------------	--

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---------------------------------------------------------------------	--

<b>Date Committee established</b>	/	/	<b>Date of review:</b>	/	/
-----------------------------------	---	---	------------------------	---	---



# Pupil Discipline Committee

## Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*).
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held 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 Body.
- To review the Positive Behaviour Policy, and make recommendations on changes to the Governing Body or relevant committee.

## Membership – minimum of 3

NB. The Governing Body may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. 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 has the casting vote.

## Disqualification – The Headteacher\*

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 a member)

<b>These terms of reference agreed by the Governing Body</b>	/	/
--------------------------------------------------------------	---	---

Name of Governor	Date Appointed to the Committee

<b>Chair of the Committee</b>	
-------------------------------	--

<b>Clerk to the Committee</b>	
-------------------------------	--

<b>Quorum:</b>	<b>3</b>
----------------	----------

<b>Date Committee established</b>	/	/
-----------------------------------	---	---

<b>Date of review:</b>	/	/
------------------------	---	---