

# **Coalway Community Infant School**

**Governors**

**Committee Structure**

**and**

**Terms of Reference**

**2019/20**

## **The Role of the Chair of the Governing Board**

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Gloucester County Council/Coalway Community Infant School 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 Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Head Teacher and provides strategic direction

**Disqualification – the Head Teacher, Staff Governors, Pupils, Staff Members**

## **The Role of the Clerk to the Governing Board**

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

**Disqualification – Governors, Associate Members, the Head Teacher**

## **The Role of the Chair of a Committee**

- The Chair of each committee will be responsible for compiling an agenda, ensuring the Clerk to the committee distributes it along with any relevant papers to all committee members seven days prior to the meeting.
- 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 consult the Clerk to the Governors on procedural and legal matters in order to be able to advise the committee effectively on these matters.
- To convene meetings of the Committee
- To attend meetings of the committee, ensure minutes are taken and distributed to the Clerk to the Governors as soon as possible after the meeting or at least seven days prior to the next Full Governing Board Meeting.
- 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 Board from time to time

**Disqualification – the Head Teacher**

## The Governing Board

*The Governing Board 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*

### Terms of reference:

- To agree constitutional matters\*, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Board meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Board\*
- To establish the committees of the Governing Board and their terms of reference\*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary\*
- To approve the first formal budget plan of the financial year
- To keep all Policies and their practice under review and to make revisions where appropriate
- To review the delegation arrangements annually\*

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

### Membership – As per the Instrument of Government

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

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**.

Governing Board Members	Date Appointed to the Committee
Mr. K. Toombs – Chairperson/Local Authority Co-opted Governor	10.10.19 – 09.10.23 09.05.19 – 09.10.19
Mrs. K. Turner – Vice-Chairperson/Co-opted Governor	11.10.18 – 10.10.22
Mrs. F. Hamilton -Head Teacher	01.09.05 – on terminating appointment
Mr. M. Chung – Parent Governor	11.05.17 – 10.05.21
Mrs. C. Brown – Support Staff Governor	09.05.19 – 08.05.23
Mrs. C. Bushell – Co-opted Governor	09.05.19 – 08.05.23
Mr. Fortet – Parent Governor	10.10.19 – 09.10.23
Mrs. S. Clowes-Burke – Associate Member	09.05.19 – 08.05.23
Mrs. K. Russell – LA Governor ( <i>Resigned May 2019</i> )	11.10.18 to 10.10.22
VACANCY – Co-opted	

<b>Clerk to the Committee *</b>	Mrs. S. Jordan
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Quorum:	One half of the number of Governors in post
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## Hearings Committee

### Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action\*
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Board's personnel procedures (*unless delegated to the Head Teacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy:

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

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

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – Any member of Staff

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, any governor or and member of staff with prior knowledge, should not be a member)

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**

Committee Members	Date Appointed to the Committee
<b>Committee will be convened if required and selected on the nature of hearing</b>	
(reserve)	

<b>Chair of the Committee</b>	
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<b>Clerk to the Committee *</b>	
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\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
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<b>Date Committee established</b>	tba / /
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<b>Date of review:</b>	tba / /
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# 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 between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To refer to the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

## Membership – 3 or 5

NB. The Governing Board may nominate a pool of governors from which three or five 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 Head Teacher, any Governor or member of staff with prior knowledge of the pupil or the incident.

(It is suggested that neither any Governor or a member of staff with prior knowledge, should be a member)

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**

Committee Members	Date Appointed to the Committee
<b>Committee will be convened if required and selected on the nature of hearing</b>	

<b>Chair of the Committee</b>	
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<b>Clerk to the Committee *</b>	
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\*May be provided by the LA's Pupil Discipline Clerking Service if purchased

<b>Quorum:</b>	<b>3</b>
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<b>Date Committee established</b>	<b>tba</b>
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<b>Date of review:</b>	<b>tba</b>
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## Finance Committee

### Terms of reference:

- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up-to-date 4-year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety Issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher.
- In the light of the Head Teacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments.

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

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**

<b>Finance Committee Members</b>	
Mr. K. Toombs – Chair	09.05.19
Mrs. F. Hamilton	09.05.19
Mrs. K. Turner	09.05.19
Mrs. K. Russell ( <i>Resigned May 2019</i> )	09.05.19
Mrs. S. Jordan - Clerk	

**Quorum (minimum of 3, committee can determine higher number)**

# Personnel

## Terms of Reference:

- To draft and keep under review the staffing structure in consultation with the Head Teacher.
- To oversee the appointment procedure for all staff.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

The Head Teacher Performance Management Committee could be formed from this committee, but its members should have received appropriate training

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

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**

<b>Personnel Committee Members</b>	
Mr. K. Toombs - Chair	09.05.19
Mrs. K. Turner	15.07.19
Mrs. F. Hamilton	09.05.19
Mrs. K. Russell ( <i>Resigned May 2019</i> )	09.05.19

**Quorum (minimum of 3, committee can determine higher number)**

## Pay Panel

The Governing Board will select a number of governors to administer and manage the Pay Policy on its behalf on a day-to-day basis.

### Composition

The School Pay Panel is made up of three governors one of whom will act as Chair of the Panel. None of the governors serving on the Panel will be employed within the school, as employees will often have a pecuniary interest in matters discussed. *[In schools where there is an interim executive board (IEB) alternative panel arrangements may be necessary]*

### Terms of Reference

- Guide and assist the governors and head teacher in the strategic and day-to-day management of the school and its staff.
- Adopt a 'whole school' approach to pay issues, with pay decisions taken in the context of full consideration of the resources available in school.
- To regularly review the schools pay scales for leadership and teaching staff (and support staff where not required to use GCC pay grades and/or covered by national agreement)
- To make appropriate arrangements for the head teacher's performance management, including planning statement, moderation and review as laid down in the school's Appraisal Policy
- To be responsible for the annual performance related pay decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
- To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The School's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.
- To exercise the governors' discretionary powers as specified in this document.
- To undertake a review of the Head Teachers Group and to report findings and/or make recommendations for change to the Governing Board in relation to the grading of members of the Leadership Group, when there is a new appointment or when the responsibilities of a role have a significant change.
- To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Board periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors.

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

Terms of reference were agreed by the Governing Board at their meeting held on **09.05.19** and will be reviewed on **08.05.20**.

<b>Pay Panel Members</b>	<b>Date Appointed to the Panel</b>
Mr. K.Toombs - Chair	09.05.19
Mrs. K. Turner	13.11.19
Mrs. C. Bushell	09.05.19
Mrs. F. Hamilton	09.05.19
Mrs. K. Russell ( <i>Resigned May 2019</i> )	

## Teaching & Learning/Standards Committee

### Terms of reference:

- To consider and advise the governing Board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance/Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, Literacy and Numeracy. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**.

<b>Committee Members`</b>	<b>Date Appointed to the Committee</b>
Mrs. S. Clowes-Burke - Chair	09.05.19
Mrs. C. Bushell - Clerk	09.05.19
Mrs. C. Brown	09.05.19

**Quorum (minimum of 3, committee can determine higher number)**

## Premises/Health & Safety Committee

### Terms of reference:

- To ensure, as far as is practical, that Health & Safety issues are appropriately prioritised
- To advise the Governing Board on priorities, including Health & Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance/Personnel Committee on premises-related expenditure
- In consultation with the Head Teacher and the Finance/Personnel Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health & Safety, for the use of school premises by outside users, subject to governing Board policy
- To establish and keep under review a Building Development Plan (part of the School Development Plan)
- To establish and keep under review an Accessibility plan

**Disqualification:** None.

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**.

<b>Committee Members</b>	<b>Date Appointed to the Committee</b>
Mrs. K. Turner – Chairperson	09.05.19
Mrs. K. Russell ( <i>Resigned May 2019</i> )	09.05.19
Mr. M. Chung	09.05.19
Mrs. F. Hamilton	09.05.19

**Quorum (minimum of 3, committee can determine higher number)**

## Head Teacher's Performance Management Committee

### Terms of reference:

- To arrange to meet with the School Improvement Advisor (Local Authority) to discuss the Head Teacher'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 Head Teacher against the targets.
- To make recommendations to the Finance/Personnel Committee in respect of awards for the successful meeting of targets set.

### Disqualification – The Head Teacher and Staff Governors

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**.

Committee Members	Date Appointed to the Committee
Mrs. K. Russell – Chair ( <i>Resigned May 2019</i> )	09.05.19
Mr K. Toombs	09.05.19
Mr. M. Chung	10.10.19

<b>External Adviser</b>	tba
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<b>Quorum (minimum of 2 suggested)</b>	2
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## Delegation of Responsibility to Individuals

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.*

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the Governing Board or the Teaching & Learning/Standards Committee, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Terms of reference were agreed at the full Governors meeting held on **09.05.19** and will be reviewed on **08.05.20**

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
<i>Child Protection</i>	Mr. K. Toombs (interim) Mrs. K. Russell ( <i>Resigned May 2019</i> )	Child Protection Co-ordinator	Governing Board
<i>SEND</i>	Mr. K. Toombs	SENDCO/Head Teacher	T&L/Standards/Gov. Board
<i>Children in Care</i>	Mr. K. Toombs (interim) Mrs. K. Russell ( <i>Resigned May 2019</i> )	LA Governor Support	Governing Board
Teaching and Learning and Standards Committee to liaise with all <b>Subject Co-ordinators</b> – English, - <b>SCB</b> Mathematics, History - <b>JGr</b> , Geography & Computing – <b>CR</b> , Science & PE – <b>MH</b> , D&T & Music – <b>GS</b> , Art – <b>JG</b> , RE– <b>KP</b> , PSHE - <b>SCB</b> <b>Key Stage Co-ordinators</b> Early Years – <b>JG</b> , SENCO – <b>FH, CR</b>			

Agreed: 09.05.19  
 Updated 01.09.19 (KR resignation, KTr Personnel)  
 Updated 13.10.19 (Parent Governor/LA Governor added, MC HTPM)  
 Updated 20.11.19 (Body to Board)  
 Updated 29.11.19 (KT – Child Protection/Children in Care/Pay Panel)